# **CYLCH MEITHRIN GRANGETOWN A’R BAE**

# **POLISI AMDDIFFYN PLANT**

Bydd **Cylch Meithrin** **Grangetown a’r Bae** yn dilyn y polisi hwn a’i addasu yn ôl yr angen a’i adolygu yn flynyddol.

Bydd **arweinydd Cylch Meithrin Grangetown a’r Bae** yn sicrhau fod pob aelod o staff yn deall y polisi hwn.

Bydd **Cylch Meithrin Grangetown a’r Bae** yn sicrhau bod rhieni a gofalwyr yn gwybod am y polisi hwn trwy gymryd y camau canlynol:

(Nodwch sut byddwch yn rhannu’r wybodaeth yma. E.e. Rhoi’r polisi ar wefan y cylch; rhoi’r polisi mewn llawlyfr i rieni; rhoi copi o’r polisi mewn cyntedd neu fan ble gall pobl ei weld; tynnu sylw rhieni a gofalwyr at bolisi mewn nosweithiau / boreau i rieni. Nid yw’r rhestr hon yn gyflawn)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADOLYGWYD GAN DYDDIAD**

(Enw) (Llofnod) (Pryd)

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*(Awgrymir eich bod yn adolygu eich polisi yn flynyddol a hysbysu AGC, lle bo hynny’n berthnasol, os ydych wedi gwneud newidiadau iddo)*

# **CYLCH MEITHRIN GRANGETOWN A’R BAE**

**CHILD PROTECTION POLICY**

**Cylch Meithrin Grangetown a’r Bae** follows this policy, reviews it annually and updates it as required.

The **leader**  of **Cylch Meithrin Grangetown a’r Bae** will ensure that every member of staff understands this policy.

**Cylch Meithrin Grangetown a’r Bae** will ensure that parents and carers and the local authority are aware of this policy by taking the following steps:

(Note how you will share this information. E.g. Policy will be placed on the Cylch Meithrin website; Policy to be given in a handbook to parents / carers; place policy in the entrance or where people are able to view it; draw the attention of parents and carers to the policy during parents evenings / mornings. This list is not exhaustive.)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**REVIEWED BY DATE**

(Name) (Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(It is suggested that you review your policy annually and notify CIW, where appropriate, of any changes you make.)*

**POLISI AMDDIFFYN PLANT**

**Nod**

Nod y cylch yw sicrhau lles, diogelwch a datblygiad pob plentyn dan ei ofal

**Egwyddorion**

Mae polisïau diogelu gan y cylch sydd yn egluro sut rydym yn ceisio sicrhau fod pob plentyn yn ein gofal yn ddiogel, yn fodlon ac yn ffynnu. Serch hynny mae yna achlysuron ble daw i’r amlwg fod plentyn mewn risg o ddioddef neu yn dioddef o gamdriniaeth.

Mae amddiffyn plant rhag camdriniaeth yn gyfrifoldeb i bob aelod o staff a gwirfoddolwyr yn y cylch.

Mae’r polisi amddiffyn plant hwn yn amlinellu beth fydd y cylch yn ei wneud pan fo gofid am ddiogelwch plentyn a bod rhaid gweithredu i’w hamddiffyn rhag niwed.

Mae’r cylch yn hyrwyddo awyrgylch ac ethos sy’n galluogi plant, staff a gwirfoddolwyr i fynegi yn agored unrhyw ofidiau sydd ganddynt. Mae’r Polisi Amddiffyn Plant hwn a’r gweithdrefnau yn cydymffurfio â Gweithdrefnau Amddiffyn Plant Cymru Gyfan 2008, Deddf Plant 1989 a chanllawiau diogelu plant - Gweithio gyda’n Gilydd o dan Ddeddf Plant 2004.

Gan fod awdurdodau lleol mewn cyfnod o drawsnewid i weithio o dan Ddeddf Gwasanaethau Cymdeithasol a Llesiant Cymru 2014, bydd y polisi hwn yn cael ei adolygu yn gyson.

**Hawliau Plant**

Mae’r Cylch Meithrin yn parchu hawliau plant yn unol â datganiadau Confensiwn y Cenhedloedd Unedig ar Hawliau Plant a Deddf Plant 2004. I’r perwyl hwn bydd gan blant yr hawl i ddisgwyl i bob oedolyn sydd â chyfrifoldeb amdanynt eu hamddiffyn rhag camdriniaeth o bob math.

Erthygl 19: Dylai llywodraethau ofalu bod plant yn cael y gofal priodol, a’u cadw rhag trais, camdriniaeth ac esgeulustod gan eu rhieni neu unrhyw un arall sy’n edrych ar eu hôl.

**Termau a ddefnyddir**

Wrth drafod camdriniaeth rydym yn cyfeirio at y diffiniadau isod

**Cam-drin corfforol**

Gall cam-drin corfforol gynnwys taro, ysgwyd, taflu, gwenwyno, llosgi neu

sgaldio, boddi, tagu, neu achosi math arall o niwed corfforol i blentyn. Gall

plentyn gael ei niweidio’n gorfforol hefyd pan mae rhiant neu berson sy’n rhoi

**CHILD PROTECTION POLICY**

**Aim**

The cylch’s aim is to ensure the well-being, safety and development of every child in its care.

**Principles**

The cylch has several safeguarding policies in place that explain how each child in our care is safe, is satisfied and is thriving. However there are occasions when it becomes clear that a child is at risk of suffering, or is suffering from abuse.

Protecting children from harm is the responsibility of every member of staff and volunteer in the cylch.

This child protection policy outlines what action the cylch will take when there is a child protection concern and action must be taken to protect them from harm.

The cylch promotes an atmosphere and ethos which enables children, staff and volunteers to express any concerns they have openly. This Child Protection Policy and procedures conform to the All Wales Child Protection Procedures 2008 and the guidelines for safeguarding children: Working Together under the 2004 Children Act.

Local Authorities are currently in a period of transition to working under the Social Services and Wellbeing Act (Wales) 2014, therefore this policy will be reviewed regularly

**The Rights of the Child**

The cylch respects children’s rights in accordance with the statements of the United Nations Convention on the Rights of the Child and the Children Act 2004. To this end children will have the right to expect that every adult responsible for them will protect them from every kind of abuse.

Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.

**Terms used**

The following definitions are used when discussing abuse:

**Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or

scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or caregiver fabricates or

induces illness in a child whom they are looking after.

gofal yn ffugio neu’n creu salwch i’r plentyn yn ei ofal.

**Cam-drin emosiynol**

Cam-drin emosiynol yw cam-drin plentyn yn emosiynol dros amser i’r

graddau lle achosir effeithiau niweidiol difrifol a chyson i ddatblygiad

emosiynol y plentyn. Gallai olygu cyfleu’r syniad i’r plentyn ei fod yn ddiwerth

neu fod neb yn ei garu, ei fod yn annigonol neu â gwerth ond i’r graddau ei

fod yn bodloni anghenion person arall. Gall gynnwys beichio plentyn â

disgwyliadau anaddas i’w oed neu ddatblygiad. Gall gynnwys peri i blentyn

deimlo’n ofnus neu mewn perygl yn aml, er enghraifft, trwy orfod bod yn dyst

o fewn y cartref i gam-drin domestig neu trwy gael ei fwlio. Gall hefyd olygu

cam-fanteisio ar neu lygru plant. Mae elfen o gam-drin emosiynol yn perthyn i

bob math o gamdriniaeth, er y gall fodoli ar ei ben ei hun.

**Cam-drin rhywiol**

Mae cam-drin rhywiol yn golygu gorfodi neu hudo plentyn neu berson ifanc i

gymryd rhan mewn gweithredoedd rhywiol, p’un a yw’r plentyn yn ymwybodol

o’r hyn sy’n digwydd ai peidio. Gall y gweithredoedd olygu cyffwrdd corfforol,

gan gynnwys gweithredoedd treiddio i gorff y plentyn neu beidio. Gallan nhw

fod yn weithredoedd sydd ddim yn cynnwys cyffwrdd, fel cynnwys plant yn y

broses o edrych ar neu gynhyrchu deunyddiau pornograffig, o wylio

gweithredoedd rhywiol neu o annog plant i ymddwyn mewn ffyrdd anaddas

yn rhywiol.

**Esgeulustod**

Esgeulustod yw methiant cyson i fodloni anghenion corfforol a/neu seicolegol

sylfaenol plentyn sy’n debygol o arwain at nam difrifol i iechyd neu

ddatblygiad y plentyn. Gall olygu methiant rhiant neu ofalwr i ddarparu digon

o fwyd, cysgod neu ddillad, methiant i amddiffyn plentyn rhag niwed corfforol

neu berygl, neu fethiant i sicrhau mynediad i ofal neu driniaeth feddygol

addas. Gall hefyd gynnwys esgeuluso anghenion emosiynol sylfaenol

plentyn, neu fethu ag ymateb iddyn nhw.

Gall esgeuluso ddigwydd hefyd yn ystod beichiogrwydd pan mae mam yn

camddefnyddio sylweddau.

*Mae Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 wedi diffinio esgeulustod fel methiant i ddiwallu anghenion sylfaenol seicolegol, cymdeithasol, corfforol neu emosiynol unigolyn, sy'n debygol o arwain at niweidio llesiant yr unigolyn (er enghraifft, niweidio iechyd yr unigolyn, neu yn achos plentyn, niweidio datblygiad plentyn).*

**Emotional abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

**Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect**

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

*The Social Services and Wellbeing Act (Wales) 2014 has defined “neglect” (“esgeulustod”) as a failure to meet a person’s basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person’s well-being (for example, an impairment of the person’s health or, in the case of a child, an impairment of the child’s development).*

**Diogelwch a Hybu Lles**

Rydym yn cydnabod bod lefel uchel o hyder, ymddiriedaeth a pherthynas glos rhwng y plant a’r gweithwyr yn helpu i ddiogelu plant rhag niwed. Felly bydd y cylch yn:

* sefydlu a chynnal ethos lle mae plant yn teimlo yn ddiogel ac yn cael eu hannog i siarad, a ble mae staff yn gwrando yn bwrpasol arnynt
* sicrhau bod plant yn gwybod bod yr oedolion o’u cwmpas yn ymateb bob tro pam maent yn cyfathrebu
* sicrhau fod cyfleoedd yn cael eu cynllunio i fagu sgiliau cymdeithasol a chaniatâi i blant ffurfio perthynas a'i gilydd
* modelu addysgeg sydd yn seiliedig ar ddangos parch at eraill

Mae gwybodaeth am sut yr ydym yn mynd ati i ddiogelu lles plant ar gael yn y polisïau canlynol:

* Polisi amddiffyn rhag yr haul
* Polisi asthma
* Polisi bwyta’n iach a chadw’n heini
* Polisi rhwystro plant rhag crwydro
* Polisi chwythu’r chwiban
* Polisi cydraddoldeb ac amrywiaeth
* Polisi gadael a chasglu plant
* Polisi hyrwyddo ymddygiad cadarnhaol
* Polisi iechyd, diogelwch a lles
* Polisi newid clwt
* Polisi staffio
* Polisi recriwtio
* Gweithdrefnau adnoddau dynol

**Dyletswydd i Rwystro Eithafiaeth Dreisgar**

Amlinellir yn Atodiad 1 sut bydd y cylch yn mynd ati i ddiwallu'r ddyletswydd gyfreithiol hon.

**Cod Ymarfer**

Byddwn yn dilyn Canllawiau Amddiffyn Plant Cymru Gyfan 2008 sydd wedi’u cymeradwyo gan y Bwrdd Diogelu Plant.

Yr Unigolyn Cyfrifol a’r Person â Gofal (Arweinydd y cylch) yw’r personau dynodedig amddiffyn plant. Rhaid iddynt sicrhau bod pob aelod o staff a gwirfoddolwr yn deall eu rôl yng nghyd-destun amddiffyn plant, a'u bod yn gweithredu yn unol a’r camau a nodir yn y cod ymarfer.

**Safeguarding and Promoting Wellbeing**

The Cylch is aware that a high level of trust and a close relationship between children and staff helps to keep children safe from harm. Therefore the cylch will:

* establish and foster an ethos where children feel safe and are encouraged to talk, and where staff listen proactively to them
* ensure that the children know that adults in the setting will always respond to them when they are communicating
* ensure that opportunities are planned to develop social skills and to enable children to develop relationships with each other
* model pedagogy that is based on respect for others

Information about how we safeguard the wellbeing of children can be found in the following policies:

* Sun Protection Policy
* Asthma Policy
* Healthy Eating And Keeping Fit Policy
* Keeping Children Within The Premises Policy
* Whistle Blowing Policy
* Inclusion And Diversity Policy
* Compliments And Complaints Policy
* Equality And Diversity Policy
* Leaving And Collecting Children policy
* Promoting Positive Behaviour Policy
* Health, Safety And Welfare Policy
* Nappy Changing Policy
* Staffing Policy
* Human Resources Procedures

**Duty to Prevent Violent Extremism**

Appendix 1 outlines how the cylch meets the needs of this legal duty.

**Code of Practice**

The procedures outlined in the All Wales Child Protection Procedures 2008, endorsed by the Safeguarding Children boards will be followed.

The Responsible Individual and the Person with Care (Leader) of the cylch are the designated persons who are responsible for ensuring that every member of staff and volunteer understand their roles in the context of child protection, and act in accordance with the steps noted in the Code of Practice. The cylch will establish procedures which will ensure that children are protected from all harm.

Bydd y cylch yn sefydlu partneriaeth agos â rhieni/gofalwyr/gwarcheidwaid er mwyn meithrin ymwybyddiaeth o’i rôl yn gofalu am les plant. Bydd pob rhiant/gofalwr/gwarcheidwad newydd yn derbyn gwybodaeth ar bolisïau’r cylch, yn cynnwys y Polisi Amddiffyn Plant, cyn i’w blentyn ddechrau mynychu’r cylch. Bydd rhieni yn deall bod gan y cylch gyfrifoldeb i gyfeirio unrhyw achos o gamdriniaeth dybiedig i’r Adran Gwasanaethau Cymdeithasol. Bydd copi o Weithdrefnau Amddiffyn Plant Cymru Gyfan ar gael yn y cylch i rieni ei weld ac i’r staff gyfeirio ato.

Bydd Pwyllgor y cylch yn sicrhau bod yr Unigolyn Cyfrifol a’r Person â Gofal (Arweinydd y cylch) yn mynychu hyfforddiant addas. Byddant yn gallu arwain ar y gwaith o ddiogelu plant yn y cylch, ynghyd â chynghori a chefnogi staff a chysylltu ag asiantaethau diogelu plant pan fo achos o gamdriniaeth dybiedig i blentyn sy’n mynychu’r cylch.

Cyfrifoldeb yr Unigolyn Cyfrifol a’r Pwyllgor fydd sicrhau bod pob aelod o staff a gwirfoddolwr yn y cylch yn mynychu hyfforddiant perthnasol ar ddiogelu plant ynghyd â sut i adnabod achosion o gamdriniaeth a sut i ymateb yn briodol. Cyfrifoldeb yr Unigolyn Cyfrifol a’r Person â Gofal (Arweinydd y cylch) fydd sicrhau bod staff a gwirfoddolwyr yn mynychu'r hyfforddiant hwn yn rheolaidd er mwyn gwneud yn siŵr bod ganddynt yr wybodaeth ddiweddaraf.

Bydd yr Unigolyn Cyfrifol a / neu’r Arweinydd) yn cynnal hyfforddiant anwytho cynhwysfawr gyda phob aelod o staff a gwirfoddolwr newydd. Bydd yr hyfforddiant yn cynnwys gwybodaeth lawn ar Bolisi a Gweithdrefnau Diogelu Plant y cylch. **Disgwylir i’r aelod o staff/gwirfoddolwr lofnodi ei fod wedi derbyn yr hyfforddiant a’i fod yn ei ddeall.**

Bydd y Pwyllgor, Yr Unigolyn Cyfrifol a’r Person â Gofal (Arweinydd y cylch) a phob aelod o staff a gwirfoddolwr yn y cylch yn gwybod am y Bwrdd Diogelu Plant Lleol a’i weithdrefnau, ac yn gyfarwydd â’r canllawiau diogelu plant yn y polisi hwn.

Os yw Arweinydd y cylch yn bryderus ynglŷn â newid yn ymddygiad plentyn, neu unrhyw arwyddion o niwed corfforol mân ond anesboniadwy, bydd yn trafod y sefyllfa gyda’r rhieni/gofalwyr/gwarcheidwaid gan roi esboniad am unrhyw anaf neu ymddygiad anghyffredin. Ni ddylid trafod gyda rhieni os fyddai hyn yn peryglu'r plentyn mewn unrhyw fodd. Ble mae elfen o ansicrwydd ynglŷn a hyn gofynnwch am gyngor gan y gwasanaethau cymdeithasol.

Bydd yr Arweinydd yn hysbysu’r Unigolyn Cyfrifol am y sefyllfa ac am unrhyw drafodaeth gyda’r rhieni/gofalwyr/gwarcheidwaid ynglŷn a’r digwyddiad. Cedwir cofnod llawn a chyfrinachol o’r sefyllfa yn y Llyfr Digwyddiadau ynghyd â chofnod o esboniad y rhieni/gofalwyr/gwarcheidwaid ac unrhyw gamau pellach a gymerwyd. Dylid trin y wybodaeth yn gwbl gyfrinachol a chadw’r llyfr dan glo bob amser.

Os yw Arweinydd yn amau fod plentyn yn cael ei gam-drin o ganlyniad i arwyddion corfforol neu arwyddion esgeulustod ar y plentyn, arwyddion ymddygiadol neu honiad gan y plentyn ei hun, bydd Arweinydd y cylch yn gweithredu ar unwaith trwy gysylltu a’r Swyddog ar Ddyletswydd yn swyddfa leol yr Adran Gwasanaethau Cymdeithasol a/neu’r Heddlu neu’r NSPCC. Cyfrifoldeb yr Arweinydd fydd

The cylch will establish a close partnership with parents/guardians in order to raise awareness of its role in caring for the children’s well-being. Every new parent will receive information about the cylch’s policies, including the Child Protection Policy, before their child starts attending the cylch. Parents will be informed that the cylch has a responsibility to refer any case of suspected abuse to the Social Services Department. There will be a copy of the All Wales Child Protection Procedures available for parents to see and as a reference for staff in the cylch.

The cylch committee will ensure that the Responsible Individual and the Person in charge (Leader) attends training to equip them to lead on child protection within the cylch, as well as advising and supporting staff and contacting child protection agencies when child abuse is suspected regarding a child in the cylch.

The Responsible Individual and the committee are responsible for ensuring that every member of staff and volunteer in the cylch attends training courses on child protection which includes how to recognise cases of abuse and how to respond appropriately to them. The Responsible Individual and the Person in Charge (Leader) will be responsible for ensuring that staff and volunteers attend such training sessions regularly so that they have the latest knowledge.

The Responsible Individual and /or the Leader will hold comprehensive induction training sessions for every all new members of staff and volunteers. The training will include comprehensive information about the Policy and the Procedures for Safeguarding Children in the cylch. The **member of staff / volunteer will be expected to sign that he/she has received the training and that he/she understands it.**

The cylch committee, the Responsible Individual and Person in Charge (Leader) and all staff and volunteers will know about the Local Safeguarding Children’s Board and its procedures, and will be familiar with the child protection guidelines outlined in this policy.

If the cylch Leader is concerned about a change in a child’s behaviour or any other sign of a minor but inexplicable physical injury, he/she will discuss the situation with the parents/ guardians, and seek an explanation for any injury or unusual behaviour. Such matters should not be discussed with the parents if this might endanger the child in any way. When there is uncertainty about this, advice can be sought from social services.

The Leader will inform the Responsible Individual about the situation and of any discussion with the parents/guardians about the incident. A full and confidential record of the situation will be kept in the Incidents Book as well as a record of the parents’/guardians’ explanation and any further steps taken. The information should be treated as totally confidential and the book kept under lock and key at all times.

If a Leader suspects that a child is being abused as a result of physical marks on the child, behavioural signs or that the child himself/herself makes such claims, the Leader of the cylch will take action immediately by contacting the Officer on Duty at the local office of the Social Services Department or/and the Police or the NSPCC. The Leader will be responsible for confirming this in writing within 48 hours. The Leader will also inform the cylch’s Responsible Individual and CIW.

cadarnhau hyn yn ysgrifenedig o fewn 48 awr. Bydd hefyd yn hysbysu’ Unigolyn Cyfrifol y Cylch ac AGC.

Os yw staff eraill y cylch yn cynnwys unrhyw wirfoddolwr yn bryderus ynglŷn â lles neu ddiogelwch plentyn dan eu gofal, byddant yn trafod y mater ar unwaith ac yn gyfrinachol gyda’r Arweinydd. Mewn achos o’r fath bydd yr Arweinydd yn dilyn y camau uchod.

Os yw staff y cylch yn ymwybodol fod plentyn ar y gofrestr amddiffyn plant, a bod y plentyn yn absennol o’r cylch heb eglurhad am fwy na dau ddiwrnod bydd y cylch yn hysbysu’r gwasanaethau cymdeithasol.

**Honiad yn erbyn aelod o staff / gwirfoddolwr**

Os oes honiad neu bryder yn cael ei nodi am aelod o staff neu wirfoddolwr, dylid hysbysu’r Yr Unigolyn Cyfrifol a’r Person â Gofal (Arweinydd y cylch).

Os yw’r aelod staff / gwirfoddolwr:

* wedi ymddwyn mewn ffordd sydd wedi niweidio plentyn neu gallai niweidio plentyn
* wedi cyflawni trosedd yn erbyn plentyn (neu yn gysylltiedig â phlentyn); neu
* wedi ymddwyn tuag at blant neu blentyn mewn ffordd sy’n awgrymu y byddai’n peri risg niwed pe bai’n gweithio’n agos neu’n rheolaidd gyda phlant

rhaid i’r cylch hysbysu’r gwasanaethau cymdeithasol a’r AGC yn ddi-oed.

**Holiad yn erbyn Arweinydd / Person â Gofal**

Os oes honiad neu bryder yn cael ei nodi am Arweinydd, (Person â Gofal) dylid hysbysu Unigolyn Cyfrifol y pwyllgor.

Os yw’r Arweinydd:

* wedi ymddwyn mewn ffordd sydd wedi niweidio plentyn neu gallai niweidio plentyn
* wedi cyflawni trosedd yn erbyn plentyn (neu yn gysylltiedig â phlentyn); neu
* wedi ymddwyn tuag at blant neu blentyn mewn ffordd sy’n awgrymu y byddai’n peri

risg niwed pe bai’n gweithio’n agos neu’n rheolaidd gyda phlant

rhaid i’r cylch hysbysu’r gwasanaethau cymdeithasol a’r AGC yn ddi-oed.

If other members of staff, including volunteers, are concerned about the well-being or safety of a child in their care they will discuss the matter at once and confidentially with the Leader. In such a case the Leader will follow the steps noted above.

If the staff in the cylch knows that a child is on the child protection register and that this child is absent without explanation for more than two days the cylch will notify social services.

**Allegation against staff / volunteer**

If an allegation or concern is noted about a member of staff or volunteer the matter should be reported to the Responsible Individual / Person in Charge (Leader).

If the staff member / volunteer has:

* behaved in a way that has harmed a child or could have caused harm to a child
* committed a crime against a child or has involved a child
* behaved towards a child or children in a manner that suggest that future harm could be caused if the person continues to have access to children

the cylch must inform the Social Services Child Protection Team and the CIW without delay.

**Allegation against Leader – Person in Charge**

If an allegation or concern is noted about the designated child protection officer or the Leader ( person in charge) the matter should be reported to the Responsible Individual on the committee.

If the Leader has:

* behaved in a way that has harmed a child or could have caused harm to a child
* committed a crime against a child or has involved a child
* behaved towards a child or children in a manner that suggest that future harm could be caused if the person continues to have access to children

the cylch must inform the Social Services Child Protection Team and the CIW without delay.

**Honiad yn erbyn Unigolyn Cyfrifol**

Os oes honiad neu bryder yn cael ei nodi am Unigolyn Cyfrifol, dylid hysbysu’r Person â Gofal (Arweinydd) a’r pwyllgor.

Os yw’r Unigolyn Cyfrifol:

* wedi ymddwyn mewn ffordd sydd wedi niweidio plentyn neu gallai niweidio plentyn
* wedi cyflawni trosedd yn erbyn plentyn (neu yn gysylltiedig â phlentyn); neu
* wedi ymddwyn tuag at blant neu blentyn mewn ffordd sy’n awgrymu y byddai’n peri

risg niwed pe bai’n gweithio’n agos neu’n rheolaidd gyda phlant

rhaid i’r cylch hysbysu’r gwasanaethau cymdeithasol a’r AGC yn ddi-oed.

Caiff yr aelod o staff/gwirfoddolwr/arweinydd, sydd â honiad yn ei erbyn, ei wahardd o’r gwaith tra cynhelir ymchwiliad llawn gan yr Adran Gwasanaethau Cymdeithasol lleol mewn cydweithrediad gyda’r cylch, a’r heddlu os oes trosedd wedi digwydd

Cedwir cofnod cyfrinachol manwl o unrhyw amheuaeth neu honiad o gamdriniaeth yn erbyn plentyn sydd yn mynychu’r cylch, ynghyd â chofnod llawn o unrhyw ymchwiliad a gynhaliwyd a’r camau a gymerwyd. Cedwir y cofnodion hyn yn gyfrinachol hyd nes bydd y plentyn yn 21 oed.

Yn dilyn unrhyw achos neu honiad o gamdriniaeth rhoddir cefnogaeth lawn i’r plentyn gan staff y cylch.

**Rhaid cadw manylion unrhyw gyhuddiadau yn gyfrinachol yn unol a’r Polisi Cyfrinachedd. Ni ddylid rhannu unrhyw wybodaeth o natur bersonol gyda Mudiad Meithrin. Mewn achosion ble fo angen cefnogaeth ar y pwyllgor gyda materion gweinyddol neu Mudiad Meithrin gefnogi’r cylch i ddilyn gweithdrefnau cywir gweithredu ar unrhyw argymhellion a wneir yn dilyn ymchwiliadau.**

Bydd y Person â Gofal (Arweinydd) a/neu’r Unigolyn Cyfrifol yn ymrwymo i fynychu Cynhadledd Achos Amddiffyn Plant os gelwir cyfarfod ar gais Cyd-drefnydd Amddiffyn Plant y Gwasanaethau Cymdeithasol. Bydd yr Unigolyn Cyfrifol a’r Person â Gofal (Arweinydd) yn cydweithredu ag unrhyw awdurdod lleol sy'n gwneud, neu a all fod yn gwneud ymholiadau neu ymchwiliadau mewn perthynas ag amddiffyn plant yn unol a Rheoliad 22 (2) Rheoliadau Gwarchod Plant a Gofal Dydd (Cymru) 2010.

**Yr Adran Gwasanaethau Cymdeithasol:**

Cyfeiriad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rhif ffôn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Allegation against the Responsible Individual**

If an allegation or concern is noted about the Responsible Individual the matter should be referred at once to the Committee, the Person in Charge (Leader).

**If the Responsible Individual has:**

* behaved in a way that has harmed a child or could have caused harm to a child
* committed a crime against a child or has involved a child
* behaved towards a child or children in a manner that suggest that future harm could be caused if the person continues to have access to children

The cylch must inform the Social Services Child Protection Team and the CIW without delay.

The member of staff / volunteer / Leader facing the allegation will be suspended from work while a full investigation is undertaken by the local Social Services Department in cooperation with the Cylch and the Police if an offence has been committed.

A full, confidential record will be kept of any concern or allegation of abuse of a child who attends the cylch, as well as a full record of any investigation conducted and the steps which were taken. These records will be kept in confidence until the child is 21 years old.

Following any case or allegation of abuse the child will be fully supported by the staff of the cylch.

**Details of allegations should be kept confidential as outlined in the confidentiality policy. No personal or sensitive information should be shared with Mudiad Meithrin. In the event of a committee needing support with administration matters, Mudiad Meithrin can support the cylch to follow correct procedures and review and implement any recommendations made to the cylch following investigations**

The Responsible Individual and the Person in Charge (Leader) will undertake to attend a Child Protection Case Conference if a meeting is called at the request of the Social Services Child Protection Co-coordinator. The Responsible individual and Person in Charge (Leader) will also cooperate fully with any child protection investigations undertaken by relevant authorities (Police or Social Services) as required by Regulation 22(2)(a) The Child Minding and Day Care (Wales) Regulations 2010.

**The Social Services Deprtment:**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NSPCC:**

Cyfeiriad gwe: https://www.nspcc.org.uk/what-you-can-do/report-abuse/

Rhif ffôn: 0808 800 5000

**AGC RHANBARTH DE-DDWYRAIN CYMRU**

Swyddfa Llywodraeth Cymru

Parc Busnes

Rhydycar

Merthyr Tudful

CF48 1UZ

0300 7900 126

CIW@wales.gsi.gov.uk

**AGC RHANBARTH DE ORLLEWIN CYMRU**

Adeiladau'r Llywodraeth

Heol Picton

Caerfyrddin

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0300 7900 126

CIW.southwest@wales.gsi.gov.ukCIW.southwest@wales.gsi.gov.uk

**AGC RHANBARTH GOGLEDD CYMRU**

Swyddfa Llywodraeth Cymru

Sarn Mynach

Cyffordd Llandudno

LL31 9RZ

0300 7900 126

CIW.north@wales.gsi.gov.uk

**NSPCC:**

Web Address: https://www.nspcc.org.uk/what-you-can-do/report-abuse/

Telephone: 0808 800 5000

**CIW SOUTH EAST REGIONAL OFFICE**

Welsh Government office

Rhydycar Business Park

Merthyr Tydfil

CF48 1UZ

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CIW@wales.gsi.gov.uk

**CIW SOUTH WEST REGIONAL OFFICE**

Welsh Government office

Heol Picton

Carmarthen

SA31 3BT

0300 7900 126

CIW.southwest@wales.gsi.gov.uk

**CIW NORTH WALES OFFICE**

Welsh Government office

Sarn Mynach

Llandudno Junction

LL31 9RZ

0300 7900 126

CIW.north@wales.gsi.gov.uk

**ATODIAD 1: Dyletswydd Rhwystro Eithafiaeth Dreisgar**

Ers Gorffennaf 1af 2015 mae gan ofalwyr plant cofrestredig ddyletswydd gyfreithiol i atal pobl rhag cael eu tynnu mewn i eithafiaeth dreisgar o dan adran 26 o’r ddeddf Gwrthderfysgaeth a Diogelwch 2015

Caiff y ddyletswydd hon ei disgrifio fel y Ddyletswydd ‘Ymatal’ (‘Prevent’ duty)

**Eithafiaeth Dreisgar – Beth yw e?**

Pwrpas Strategaeth Atal (*Prevent*) yw ceisio ymateb i, ac atal, pob math o weithgarwch terfysgol yn y DU. Daw’r bygythiadau o sawl cyfeiriad. Y bygythiad mwyaf yw oddi wrth grwpiau terfysgol o Syria ag Irac a grwpiau sy’n gysylltiedig ag Al Qa’ida. Daw bygythiad terfysgol oddi wrth grwpiau asgell dde eithafol fel yr English Defence League hefyd.[[1]](#footnote-1)

Fel rhan o’n dyletswyddau o dan y Ddeddf yma mae Cylch Meithrin Grangetown a’r Bae yn mynd i sicrhau ein bod yn wasanaeth croesawgar gydag ethos gryf wedi ei seilio ar y gwerthoedd canlynol:

Mae Cylch Meithrin Grangetown a’r Bae yn credu mewn rhyddid barn, cydraddoldeb, rhyddid crefyddol, amddiffyn lleiafrifoedd, goddefgarwch, tegwch a chyfiawnder ym mhob agwedd o’n gwaith. Mae amddiffyn plant a diogelu eu lles yn sylfaenol i’n gwaith ac yn rhan hollbwysig o sicrhau fod hawliau plant yn cael eu parchu. Fel cylch meithrin byddwn yn:

* Derbyn hyfforddiant arbenigol er mwyn bod y staff a’r Pwyllgor Rheoli yn deall beth yw eithafiaeth dreisgar, a’i effaith ar les plant
* Parhau i weithredu ein polisïau cydraddoldeb ag amrywiaeth gan gynnwys defnyddio systemau disgyblu mewn achosion o fwlio, chamwahaniaethu ar sail hil, anabledd, rhyw, oed, tueddiad rhywiol, crefydd neu statws cymdeithasol.

Os oes tystiolaeth neu ofidion fod plentyn yn dioddef risg o’r pethau canlynol byddwn yn dilyn y camau yn ein Polisi Amddiffyn Plant:

1. Byw mewn amgylchedd lle mae syniadau a chredoau sy’n hybu eithafiaeth terfysgol
2. Amheuaeth bod plentyn mewn risg o gael ei gipio o’r wlad i sefyllfa beryglus

**APPENDIX 1: Duty to Prevent Violent Extremism**

From July 1st 2015 registered child care providers have a legal duty to prevent people from being drawn to violent and radical extremism under section 25 of the Counter-Terrorism and Security Act 2015.

This duty is described as the ‘Prevent’ duty

**Violent extremism – What is it?**

The purpose of the Prevent strategy is to respond to, and prevent various terror related activity in the UK. Risks from terror activities can come from many directions. The most significant risk comes from terrorist groups from Syria and Iraq and groups associated with Al Qa’ida. Terrorist threats can also be made by extreme right wing groups such as the English Defence League.[[2]](#footnote-2)

As part of our duties under this Act Cylch Meithrin Grangetown a’r Bae will ensure our service welcomes everyone and has a strong ethos based on the following values:

Cylch Meithrin Grangetown a’r Bae believes in freedom of opinions, equality, religious freedom, defence of minorities, tolerance, fairness and justice in every aspect our work. Protecting children and safeguarding their welfare is fundamental to our work and is key to ensuring that children’s rights are respected. As a Cylch Meithrin we will:

* Attend or undertake specialist training so that staff and the Management Committee understand violent extremism, and its effect on children’s welfare.
* Continue to operate our equalities policies including disciplinary systems for cases of bullying, discrimination on the basis of race, disability, age, gender, sexual preferences, religion or social status.

The Cylch will follow child protection procedures as outlined in the Child Protection Policy if there is evidence or concern that a child is at risk of harm from the following dangers

1. Living in an environment where ideas and beliefs promote violent extremism
2. Suspicions that a child is at risk of being taken out of the country to a dangerous place or situation.

Byddwn yn dilyn y weithdrefn yn y Polisi Amddiffyn Plant i gofnodi a chyfeirio'r mater hwn ymhellach. Gall y gofidion hyn fod oherwydd:

* rhywbeth mae plentyn yn dweud wrthom
* rhywbeth mae aelod o staff wedi sylwi arno
* ymddygiad sy’n peri gofid
* sylwadau ar rwydweithiau cymdeithasol ar-lein
* Ofnau a rannwyd gan deuluoedd eraill neu aelodau eraill o’r gymuned.

Mae staff y cylch yn adnabod y plant, a byddant yn defnyddio barn broffesiynol i wylio am newid mewn ymddygiad neu bersonoliaeth a allai fod yn destun pryder.

Bydd y Cylch yn magu perthynas o ymddiriedaeth a chyd barch gyda rhieni a gofalwyr. Bydd adnabod rhieni a gofalwyr yn ein galluogi i arsylwi ar unrhyw faterion o bryder a’u trafod gan ddilyn camau ein gweithdrefn amddiffyn plant.

The child protection procedures will be followed to record and refer the concern. Concerns can arise due to:

* something the child has told us
* something a member of staff has noticed
* behaviour that raises a concern
* comments that appear online on social media outlets
* fears shared by other families or other members of the community.

The staff at the cylch know the children well, and professional judgement will be used to observe changes in behaviour or personality that could be a cause of concern.

The cylch always aims to foster a relationship of trust and mutual respect with parents and carers. Knowing parents and carers well enables the cylch staff to observe any issues of concern and discuss them in accordance with our child protection policy.

1. Wedi ei addasu o ‘Revised PREVENT Duty guidance for England and Wales July 2015 HM Government’ [↑](#footnote-ref-1)
2. Adapted from ‘Revised PREVENT Duty guidance for England and Wales July 2015 HM Government’ [↑](#footnote-ref-2)