

Mae Ysgol Gyfun Llangefni yn llwyr adnabod ei chyfrifoldebau dros amddiffyn plant.

Mae ein polisi yn gymwys i'r holl staff, y llywodraethwyr ac i wirfoddolwyr sy'n gweithio gyda phlant.

Ceir chwe phrif elfen i'n polisi:

- Sicrhau ein bod yn ymarfer recriwtio diogel gyda gwirio addasrwydd staff a gwirfoddolwyr i weithio gyda phlant.
- Codi ymwybyddiaeth o faterion amddiffyn plant drwy sicrhau bod yr holl staff wedi eu hyfforddi'n llawn ac yn ymwybodol o'r gweithdrefnau i'w dilyn wrth gyfeirio
- Cyfarparu plant gyda'r sgiliau sydd eu hangen i'w cadw'n ddiogel.
- Datblygu a gweithredu gweithdrefnau ar gyfer adnabod a chyfeirio achosion, neu bryderon am gamdriniaeth.
- Cefnogi disgyblion sydd wedi cael eu cam-drin yn unol â'u cynllun amddiffyn plant cytunedig.
- Sefydlu amgylchedd diogel lle gall plant ddysgu a datblygu.

Rydym yn adnabod oherwydd eu cyswllt dydd i ddydd gyda phlant, bod staff ysgolion mewn lle da i arsylwi arwyddion allanol cam-drin. Bydd yr ysgol felly yn:

- Sefydlu a chynnal a chadw amgylchedd lle mae plant yn teimlo'n ddiogel, yn cael eu hannog i fynegi eu hunain, a lle gwrandewir arnynt.
- Sicrhau bod y plant yn gwybod bod oedolion yn yr ysgol y gallant fynd atynt os ydynt yn poeni.
- Cynnwys cyfleoedd yn y cwricwlwm i blant ddatblygu'r sgiliau y mae arnynt eu hangen i adnabod ac aros yn ddiogel o gamdriniaeth.

Bydd yr ysgol yn dilyn y gweithdrefnau a osodwyd yn y canllawiau "Gweithdrefnau Diogelu Cymru" drwy:

- Sicrhau bod gennym athro dynodedig ar gyfer amddiffyn plant sydd wedi derbyn hyfforddiant a chefnogaeth.
- Sicrhau bod gennym lywodraethwr enwebedig ar gyfer amddiffyn plant.
- Sicrhau bod pob aelod o'r staff, gwirfoddolwyr a llywodraethwyr yn gwybod enw'r athro dynodedig/athrawes ddynodedig ar gyfer amddiffyn plant.
- Sicrhau bod yr holl staff a'r gwirfoddolwyr yn deall eu chyfrifoldebau mewn bod yn effro i arwyddion cam-drin a chyfrifoldeb am gyfeirio unrhyw bryderon i'r athro dynodedig/athrawes ddynodedig amddiffyn plant.
- Adnabod hawl pob aelod o staff a gwirfoddolwr i "seinio rhybudd" drwy gynnwys cyfeiriadau clir at y weithdrefn hon mewn dogfennaeth hyfforddiant ac ysgol.
- Sicrhau bod rhieni'n ymwybodol o'r chyfrifoldeb a osodir ar ysgolion a staff mewn materion amddiffyn plant drwy osod ei goblygiadau ym mhrosbectws yr ysgol.
- Datblygu cysylltiadau effeithlon gyda'r asiantaethau perthnasol a chydweithredu fel bo'n ofynnol gyda'u hymholiadau amddiffyn plant.
- Cadw cofnodion ysgrifenedig o bryderon ynghylch plant, hyd yn oed lle nad oes angen cyfeirio'r mater yn uniongyrchol.
- Sicrhau y cedwir cofnodion o dan amodau dan glo, ar wahân i gofnodion addysgol y disgyblion.
- Dilyn y gweithdrefnau perthnasol lle gwneir honiad yn erbyn aelod o'r staff neu wirfoddolwr.
- Sicrhau y dilyni'r arferion recriwtio diogel bob amser.

Rydym yn adnabod y gall disgyblion sy'n cael eu cam-drin neu sy'n dystion i gamdriniaeth ei chael yn anodd datblygu synnwyr o hunan-werth. Gallant deimlo anobaith, darostyngiad neu fai. Mae'n bosib mai'r ysgol yw'r unig elfen sefydlog ym mywyd plentyn. Pan fyddant yn yr ysgol gall eu hymddygiad fod yn heriol neu'n dawedog. Bydd yr ysgol yn ymdrechu i gefnogi'r disgybl drwy:

- Y cwricwlwm
- Ethos yr ysgol, sy'n hybu amgylchedd cadarnhaol, cefnogol a diogel, sy'n gweld gwerth yn y disgybl fel unigolyn.
- Polisi ymddygiad yr ysgol, sydd wedi ei anelu at gefnogi disgyblion sydd mewn perygl. Bydd yr ysgol yn sicrhau bod y disgybl yn gwybod bod rhai mathau o ymddygiad yn annerbyniol ond eu bod yn werthfawr ac nid i'w beio am unrhyw gam-drin.
- Cysylltiad gydag asiantaethau eraill sy'n cefnogi'r disgybl.
- Sicrhau lle mae disgybl ar y gofrestr amddiffyn plant yn gadael, bod eu gwybodaeth yn cael ei throsglwyddio i'r ysgol newydd yn uniongyrchol, ac y rhoddir gwybod i weithiwr cymdeithasol y plentyn.

Adolygir y polisi hwn yn flynyddol.

Ysgol Gyfun Llangefni fully realises its responsibilities for child protection.

Our policy applies to all staff, the governors and to volunteers who work with children.

There are three main elements to our policy:

- Ensure that we practise safe recruitment along with checking suitability of staff and volunteers to work with children.
- Raise awareness of child protection issues by ensuring that all staff are fully trained and are aware of the procedures to follow as regards referrals.
- Equip children with the skills they need to keep safe.
- Develop and implement procedures for identifying and referring cases, or concerns of abuse.
- Support pupils who have been abused in accordance with the agreed child protection plan.
- Establish a safe environment where children can learn and develop.

We recognise, due to their daily contact with children, that school staff are in a good place to observe signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel safe, are encouraged to express themselves, and where they are listened to.
- Ensure that the children know that there are adults in the school that they can approach if they are concerned.
- Include opportunities in the curriculum for children to develop the skills they need to identify and stay safe from abuse.

The school will follow the procedures set in the “Wales Safeguarding Procedures”

- Ensure that we have a designated child protection teacher who has received training and support.
- Ensure that we have a nominated governor responsible for child protection.
- Ensure that every member of staff, volunteers and governors know the name of the designated child protection teacher.
- Ensure that all staff and volunteers understand their responsibility in being alert to signs of abuse and their responsibility for referring any concerns to the designated child protection teacher.
- Recognise the right of every member of staff and volunteers to ‘sound a warning’ by including clear references to this procedure in training and school documentation.
- Ensure that parents are aware of the responsibility given to schools and staff in child protection matters by including the implications in the school prospectus.
- Develop efficient contact with the relevant agencies and cooperate as required with their child protection enquiries.
- Keep written records of concerns about children, even where there is no need to refer the matter directly.
- Ensure that records are kept under locked conditions, well apart from pupils’ education records.
- Follow the relevant procedures where an allegation is made against a member of staff or volunteer.
- Ensure that safe recruitment practices are followed at all times.

We recognise that pupils who are abused or who are witnesses to abuse may find it difficult to develop a sense of self-worth. They may feel hopeless, humiliated or guilty. It is possible that the

school is the only stable element in the child's life. When they are at school their behaviour may be challenging or reserved. The school will attempt to support the pupil through:

- The curriculum
- The school's ethos, which promotes a positive, supportive and safe environment which sees value in the pupil as an individual.
- The school's behaviour policy, which is aimed at supporting pupils at risk. The school will ensure that the pupil knows that some kinds of behaviour are unacceptable but that they themselves are valuable and not to be blamed for any abuse suffered by them.
- Contact with other agencies which support the school.
- Ensure when a pupil who is on the child protection register leaves school, that their information is transferred to the new school directly, and that the child's social worker is informed.

This policy is reviewed annually.