Polisi Cydraddoldeb

Ysgol Llanfairpwll

2024-2025

Polisi Cydraddoldeb

[Creuwyd 2020-21]

Dyddiad wedi ei fabwysiadu gan y Corff Llywodraethu *(bydd hefyd angen cofnodi hyn yng nghofnodion y cyfarfod lle cafodd ei dderbyn a'i fabwysiadu)*	14/10/24
Cadeirydd y Llywodraethwyr (llofnod)	Dyfed Jones
Pennaeth (llofnod)	Gwyn Pleming
Dyddiad adolygu *(3 mlynedd o fabwysiadu, os nad yw wedi ei ddiweddaru gan yr ALl)*	Hydref 27

CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Gwasanaeth Dysgu Môn
Anglesey Learning Service

Canllawiau Diogelu'r Gwasanaeth Addysg

Atodiad 1	**Polisi Amddiffyn Plant Ysgol Enghreifftiol**
Atodiad 2	**Rôl Swyddog Gweithredol Dynodedig Diogelu Plant yr Adran Addysg**
Atodiad 3	**Rôl Person Dynodedig Amddiffyn Plant Mewn Ysgol**
Atodiad 4	**Adroddiad Blynyddol Diogelu Plant**
Atodiad 5	**Canllawiau Cyffredinol Cyfarfodydd**

1. Cyflwyniad

1.1. Mae'r polisïau a'r gweithdrefnau ar gyfer y Gwasanaeth Addysg yn cyd-fynd â pholisïau corfforaethol Cyngor Môn ac wedi'i llunio yng nghyd-destun gweledigaeth y cyngor ar gyfer sicrhau diogelwch a lles plant a phobl ifanc Môn.

1.2. Mae Gwasanaeth Addysg Môn yn cydnabod ei rwymedigaethau statudol o ran diogelu plant mewn addysg. Mae'r gwasanaeth addysg yn amcanu i sicrhau lles a diogelwch plant a phobl ifanc sy'n defnyddio gwasanaethau o fewn a thu allan i ysgolion a darpariaethau addysgol eraill.

2. Cefndir Deddfwriaethol

2.1. Mae'r Awdurdod yn cydymffurfio â gofynion ac egwyddorion:

- Gweithdrefnau Diogelu Cymru 2019
- Cadw Dysgwyr yn Ddiogel Mawrth 2022
- Diogelu Plant Mewn Addysg: Cylchlythyr 158/2015 LLC
- Gweithio Gyda'n Gilydd – o ran Deddf 2004
- Protocolau a Pholisïau Bwrdd Diogelu Plant Gwynedd a Môn
- Gweledigaeth Panel Strategol Diogelu Plant ac Oedolion Môn
- Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014

2.2. Yn ogystal mae gan y gwasanaeth addysg rôl fonitro ar gyfer sicrhau bod Ysgolion Môn yn deall ac yn gweithredu gweithdrefnau diogelu plant.

3. Cyfrifoldebau o Fewn y Gwasanaeth Addysg

3.1. Cyfarwyddwr Dysgu Mr Aaron C Evans yw'r Prif Swyddog Statudol gyda chyfrifoldeb dros sicrhau bod y gwasanaeth yn cyflawni'n llawn ei rwymedigaethau statudol yng nghyd-destun Diogelu Plant.

3.2. Dirprwyir cyfrifoldeb arweiniol ar gyfer datblygu polisïau a gweithdrefnau i'r Swyddog Gweithredol Dynodedig Diogelu Plant yr Adran Addysg (Mr Gerallt Roberts). Cydweithia yn agos gyda'r Gwasanaethau Plant i sicrhau

polisïau a gweithdrefnau aml asiantaeth a hyfforddiant o ansawdd. **Yr Uwch Swyddog Diogelu Plant (Geraint Roberts) yw Swyddog Gweithredol Dynodedig Diogelu Plant yr Adran Addysg ar gyfer derbyn unrhyw ymholiadau** (gweler Atodiad 2).

3.3. Y Cyfarwyddwr Addysg sy'n cynrychioli Addysg ar y Bwrdd Diogelu Plant ac ar y Panel Strategol Diogelu Plant ac Oedolion Môn. Mae'r Swyddog Gweithredol Dynodedig Diogelu Plant yr Adran Addysg yn dirprwyo ac cynrychioli Addysg ar y Panel Gweithredol Diogelu Plant ac Oedolion Môn. Mae Swyddogion Addysg yn cyfrannu'n llawn ar is-grwpiau amrywiol.

3.4. Adroddir yn chwarterol i'r Tîm Rheoli Addysg yn erbyn dangosyddion cytunedig y Cyngor sy'n amlygu perfformiad yr Adran yn y maes diogelu. Bydd dilysu allanol am ansawdd gweithdrefnau diogelu yn cael ei gwblhau'n flynyddol, e.e. drwy asesu ysgolion gan gymheiriaid allanol.

4. Dyletswyddau Diogelu'r Gwasanaeth ac Ysgolion / Sefydliadau Addysgol

4.1. Rôl y gwasanaeth Addysg ac Ysgolion Môn o fewn y drefn Diogelu Plant yw sicrhau amgylchfyd ac ethos diogel lle y gall plant a phobl ifanc ddysgu gan roddi sylw digonol i'w lles a'u diogelwch. Dylai pob gweithiwr ystyried ei rôl ar gyfer:

- diogelu plant rhag niwed
- atal camdriniaeth
- hybu lles

4.2 Mae gan ysgolion a'r Gwasanaethau Addysg gyfrifoldeb i gydweithio gyda Gwasanaethau Cymdeithasol ac adrannau eraill y cyngor i hyrwyddo diogelwch trwy godi ymwybyddiaeth, gwella dealltwriaeth a chryfhau gwytnwch plant a phobl ifanc drwy'r cwricwlwm yn ogystal â thrwy waith ataliol ac ymyrraeth gynnar; trwy gyfeirio pryderon, cyfrannu gwybodaeth a thuag at asesiadau o angen.

Bydd y gwasanaeth yn cydgordio'r gofynion ac yn gweithio'n agos gydag ysgolion ac asiantaethau eraill yn y maes diogelu, yn benodol felly Gwasanaethau Plant, Iechyd a'r Heddlu.

4.3. Mae'r gwasanaeth addysg yn gweithredu ar gyfrifoldebau corfforaethol ac addysgol Môn wrth sicrhau i'r holl ysgolion, unedau, colegau Addysg Bellach, lleoliadau addysg eraill a phartneriaid fod yn berchen ar weithdrefnau effeithiol wrth:

- rwystro pobl amhriodol rhag gweithio gyda phlant a phobl ifanc
- hyrwyddo arferion ardderchog a herio arferion annigonol ac anniogel
- adnabod ac ymateb yn gadarn ac amserol i unrhyw achos o bryder yng nghyswllt diogelwch a lles plentyn gan weithredu ar weithdrefnau sy'n sicrhau diogelwch
- monitro ac arfarnu'n rheolaidd i wella ansawdd strwythurau a gweithdrefnau diogelu'r gwasanaeth

4.4. Pe bai achos o ddiffyg gweithredu priodol yng nghyswllt achosion amddiffyn plant o fewn ysgolion Môn yn cael ei amlygu, bydd y camau isod yn cael eu gweithredu:

- Bydd Uwch Swyddog Diogelu Plant yr Adran yn cwblhau awdit diogelu o fewn yr ysgol heb unrhyw rybudd blaenorol

- Bydd llythyr yn cael ei anfon i Gadeirydd Llywodraethwyr yr Ysgol i'w hysbysu o'r pryder
- Bydd adroddiad yn cael ei llunio a'i rhannu gyda'r Ysgol a'r Llywodraethwyr yn dilyn yr awdit

4.5. Mae disgwyl i holl sefydliadau addysgol Môn sicrhau:

- bod polisi diogelu plant cyfredol a chynhwysfawr mewn lle sy'n cyd-fynd a'r arweiniad a gynhigir (Atodiad 1);
- bod polisïau diogelu ehangach yn cael eu hadolygu a'u mabwysiadu yn amserol gan gorff llywodraethol yr Ysgol
- bod y polisïau diogelu ehangach a'r gweithdrefnau'n ystyried gweithgareddau all ddigwydd y tu mewn a thu allan i oriau i furiau'r ysgol (defnydd o gyfleusterau hamdden, ymweliadau addysgol, defnydd o gyfleusterau'r ysgol i ddibenion cymunedol ayyb)
- bod un aelod o'r uwch dim rheoli yn berson dynodedig Diogelu Plant ac yn cymryd cyfrifoldeb o fewn y sefydliad am faterion Diogelu. Gweler Atodiad 3. Dylent roddi cyngor, anwytho pob aelod o staff newydd/llanw, cynnig arweiniad penodol a chyffredinol, sicrhau trefniadau hyfforddi a diweddaru, a bod yn ddolen gyswllt gyda'r gwasanaeth addysg/gwasanaethau cymdeithasol/asiantaethau eraill mewn materion diogelu;
- bod y Person Dynodedig Diogelu yn berchen ar yr awdurdod priodol i weithredu, wedi'i hyfforddi i'r lefel priodol a gyda phrofiad addas;
- bod 'eilydd/dirprwy' diogelwch yn wybyddus i bawb yn absenoldeb y Person Dynodedig;
- bod pob ysgol ac uned yn cyflwyno Adroddiad Blynyddol Diogelu Plant i sylw'r gwasanaeth Addysg pob blwyddyn, erbyn diwedd tymor yr Haf
- bod Llywodraethwr Dynodedig Diogelu Plant hefyd wedi'i hyfforddi i'r lefel priodol, eu bod ar gael i gynorthwyo'r Person Dynodedig pan yn briodol, ac yn cyfrannu at a chyflwyno'r

Adroddiad Blynyddol i Lywodraethwyr i sylw'r Corff Llywodraethol yn flynyddol (Atodiad 4);

4.6. Rhoddir sylw dyladwy i'r categorïau o gamdriniaeth fel y'u hamlygir yng Nghanllawiau :

- Camdriniaeth gorfforol
- Camdriniaeth emosiynol/ seicolegol
- Camdriniaeth rywiol
- Esgeulustod
- Camdriniaeth ariannol

4.7. Mae gan holl weithlu Gwasanaeth Addysg Môn gyfrifoldeb:

- i fod yn ymwybodol o Ganllawiau Gweithdrefnau Diogelu Cymru 2019
- i ymddwyn yn broffesiynol a chyfreithiol dros les a diogelwch plant a phobl ifanc
- "Chwythu'r Chwiban" os ydynt yn ymwybodol o unrhyw achos o gamdriniaeth
- i fod yn effro i arwyddion o gamdriniaeth ac i ymateb yn unol â chanllawiau Gweithdrefnau Diogelu Cymru 2019 [Gweler Adran 1]
- I fod yn effro i arwyddion o gamdriniaeth gan oedolion sy'n gweithio gyda neu yn goruchwylio plant a phobl ifanc, ac ymateb yn unol â chanllawiau Gweithdrefnau Diogelu Cymru (Gweler Adran 2.]
- i fod yn effro i arwyddion o fwlio (gweler canllawiau cenedlaethol a lleol)
- gwybod sut i ymateb pan fo plentyn yn datgelu gwybodaeth a pha gamau priodol i'w cymryd (Gweler Adran 3)

- gwybod at bwy y dylid cyfeirio unrhyw amheuon neu ddatgeliad gan blentyn neu berson ifanc, y tu mewn a thu allan i oriau'r ysgol;
- i gyflwyno datganiad/cofnod ysgrifenedig o'r hyn a welwyd neu a glywyd gan blentyn neu berson ifanc

4.8. Yn unol â chanllawiau LLC mae'n ofynnol i bob ysgol adnabod athro a llywodraethwr dynodedig sydd â chyfrifoldeb dros faes Diogelu Plant (gweler Diogelu Plant Mewn Addysg: 005/2008).

4.9. Bydd Swyddogion yr Adran Addysg yn cynllunio a chydlynu darpariaeth gwasanaethau a dyrannu adnoddau er mwyn cyflawni gofynion Diogelu, yn unol â'r gofynion cyfreithiol, cenedlaethol a lleol. Cydweithir mewn partneriaeth, drwy'r Bwrdd Diogelu Gogledd Cymru, a'r Paneli Strategol/Gweithredol Diogelu Môn ag asiantaethau eraill gan gyd gynllunio a darparu gyda gweithwyr proffesiynol ym maes gofal iechyd, gwasanaethau cymdeithasol, tîm cyfiawnder ieuenctid.

4.10. Ar lefel strategol bydd gwasanaeth addysg Môn yn:

- sicrhau cyswllt cyson â'r awdurdodau esgobaethol priodol ynghylch trefniadau ar gyfer yr ysgolion a gynorthwyir;
- monitro ac adrodd ar lwyddiant ysgolion yn flynyddol i gydymffurfio â Gweithdrefnau Diogelu Cymru 2019, yn enwedig gweithrediad polisïau a gweithdrefnau priodol;
- sicrhau strwythurau recriwtio a chyflogi diogel, yn unol â'r polisïau Corfforaethol;
- cydweithio'n gorfforaethol i sicrhau hyfforddiant staff i'r lefel priodol, gan gynnwys y personau dynodedig sy'n gyfrifol am amddiffyn plant (athrawon a llywodraethwyr);
- dwyn unrhyw ddiffygion i sylw Corff Llywodraethu'r Ysgol a'i gynghori ynghylch pa gamau sydd angen eu cymryd i'w cywiro;
- gweithredu i ddatrys unrhyw broblemau rhyngasiantaethol cyn gynted ag y deuir i wybod amdanynt;
- chwarae rhan lawn mewn adolygu achosion yn unol â Phennod 10 - Diogelu Plant; Gweithio Gyda'n Gilydd - dan Ddeddf Plant 2004 a Deddf Gwasanaethau Cymdeithasol a Llesiant Cymru 2014;
- rhannu gwybodaeth a deilliannau perthnasol am achosion ac adolygiadau gydag ysgolion/personau dynodedig fel rhan o'r drefn gwella ansawdd;
- sicrhau cydweithio aml-asiantaeth a phartneriaeth ar draws y gwasanaeth;
- cydweithio gyda'r Bwrdd Diogelu Lleol a'r cyngor i sicrhau adnoddau priodol i ddiwallu anghenion yn y maes Diogelu

4.11. Ar lefel gefnogol bydd y gwasanaeth addysg yn sicrhau bod:

- hyfforddiant ar gael i'r lefel priodol i holl staff newydd yn yr Awdurdod, i staff fydd yn gweithio gyda phlant mewn ysgol a gwasanaethau addysg eraill, ac i lywodraethwyr ysgolion. Bydd yr hyfforddiant yn eu galluogi i gyflawni eu cyfrifoldebau amddiffyn plant yn effeithiol. Bydd hyfforddiant blynyddol ar gyfer sicrhau bod sgiliau a gwybodaeth staff yn cael eu diweddaru'n rheolaidd.
- hyfforddiant bellach i staff yr Awdurdod sy'n bennaf gyfrifol am amddiffyn a diogelu plant, wedi'i ddarparu drwy gydweithrediad gyda Bwrdd Diogelu Gogledd Cymru.
- cofnod o'r holl unigolion dynodedig a'r llywodraethwyr a enwebwyd gan y cyrff llywodraethu i fod yn gyfrifol am amddiffyn plant o fewn ysgolion, pa hyfforddiant a roddwyd i'r unigolion hynny a dyddiadau'r hyfforddiant.
- cyfleoedd i staff ddiweddaru hyfforddiant i'r lefel priodol yn unol â pholisi'r Adran a'r Cyngor (Lefel 1 yn flynyddol a Lefel 2 pob tair blynedd*).[Mae hyn o dan adolygiad 2020]*
- cynnig polisïau enghreifftiol a gweithdrefnau enghreifftiol i ysgolion ar bob agwedd o amddiffyn plant.
- gweithredu'n briodol yng nghyswllt honiadau o gam-drin yn erbyn staff a gwirfoddolwyr.

- darparu cyngor a chefnogaeth i ysgolion a gwasanaethau addysg eraill er mwyn delio ag achosion unigol: gweithredu ar eu rhan lle bo angen i ddatrys unrhyw anawsterau gydag asiantaethau partner y Bwrdd Diogelu.

4.12. Ar lefel weithredol bydd y Cyngor, mewn cydweithrediad a'r gwasanaeth addysg yn:

- sicrhau gweithdrefnau recriwtio diogel a bod yr holl archwiliadau penodol yn cael eu cyflawni a'u diweddaru ar staff, gwirfoddolwyr a Llywodraethwyr sydd yn gweithio â phlant, fel bo'n briodol.
- Sicrhau trefniadau diogelu a hybu lles plant sydd ddim yn mynychu ysgolion, rhai sydd wedi eu gwahardd o'r ysgol, sy'n cael eu dysgu mewn unedau cyfeirio, sydd ag anghenion meddygol cymhleth a dwys, neu sy'n derbyn gwasanaeth gan diwtoriaid cartref.
- Monitro lles a diogelwch a budd addysgol plant sy'n cael eu haddysgu gartref.
- Cydweithio gyda'r asiantaethau perthnasol i fonitro trefniadau Diogelu i ddysgwyr sy'n cael eu haddysgu y tu allan i'r sir.
- Sicrhau bod gweithdrefnau ar waith i ddelio â honiadau o gam-drin yn erbyn aelodau o staff yn unol â chanllawiau Llywodraeth Cymru. Gweithio gydag ysgolion ac asiantaethau partner y Bwrdd Diogelu Plant i sicrhau yr ymdrinnir â honiadau yn sydyn, yn deg ac yn gyson.
- Sicrhau bod staff yr Awdurdod (gan gynnwys unrhyw staff sy'n cyflawni swyddogaethau ar ran yr Awdurdod) sy'n gweithio â phlant yn cael eu harchwilio i lefel briodol ac yn derbyn hyfforddiant i gyflawni cyfrifoldebau amddiffyn plant yn effeithiol.
- Sicrhau cefnogaeth i ysgolion wrth gysylltu â sefydliadau a gwasanaethau y tu allan i'r sir, er mwyn derbyn neu gyfnewid gwybodaeth berthnasol a hyrwyddo cydweithrediad effeithiol traws-sirol.

5. Rôl y Corff Llywodraethol mewn Ysgolion a Cholegau Addysg Bellach

Rôl y Corff Llywodraethol mewn Ysgol neu Goleg Addysg Bellach yw;

- Sicrhau bod gan eu sefydliad bolisïau a gweithdrefnau effeithiol ar waith i ddiogelu a hybu lles plant yn unol â'r canllawiau cenedlaethol a lleol, gan gynnwys ymrwymo adnoddau i faterion amddiffyn plant a monitro bod yr ysgol yn cydymffurfio â gofynion yn y maes;
- bod gan yr ysgol gweithdrefnau recriwtio diogel ac yn sicrhau bod yr holl archwiliadau priodol yn cael eu cyflawni ar staff newydd a gwirfoddolwyr newydd fydd yn gweithio â phlant, gan gynnwys archwiliadau'r Swyddfa Cofnodion Troseddol. (gweler Polisi Recriwtio Diogel);
- bod uwch aelod o dîm arwain/rheoli'r ysgol wedi'i ddynodi fel Person Dynodedig Diogelu/amddiffyn plant, ac yn derbyn lefel briodol o hyfforddiant gloywi a diweddariad rheolaidd i ddiweddaru ei sgiliau a'i wybodaeth yn gyson, er mwyn rhoi cyngor a chefnogaeth i staff eraill. Bydd y Person Dynodedig yn cynnal cyswllt â'r gwasanaeth addysg ac yn gweithio ag asiantaethau eraill (gweler Atodiad 3 – rôl y Person Dynodedig mewn ysgol) a, lle bo hynny'n briodol, yn cyfarwyddo staff eraill. Dylid dynodi dirprwy yn absenoldeb y person dynodedig ac mewn sefydliadau mawr, neu rhai gyda nifer fawr o bryderon amddiffyn plant, bydd angen dynodi mwy nac un dirprwy;
- bod y Person Dynodedig a'r holl staff a gwirfoddolwyr parhaol eraill sy'n gweithio â phlant yn derbyn yr hyfforddiant priodol fel y gallant gyflawni eu cyfrifoldebau amddiffyn plant yn effeithiol, a hyfforddiant gloywi i ddiweddaru eu gwybodaeth Lefel 1 yn flynyddol a Lefel 2 a 3 pob dwy flynedd . Hefyd bod staff a gwirfoddolwyr llanw/dros dro sy'n dirprwyo yn ystod absenoldebau tymor byr, ac a fydd yn gweithio â phlant, yn derbyn canllawiau clir ynghylch trefniadau'r ysgol ar gyfer amddiffyn plant a'u cyfrifoldebau;
- i sicrhau Llywodraethwr Dynodedig Diogelu wedi'i hyfforddi i lefel hyderus o ddeallusrwydd yn y maes (Llywodraethwr dynodedig a'r Cadeirydd yn derbyn hyfforddiant arbenigol penodol a'r Llywodraethwyr eraill yn derbyn Hyfforddiant Cyffredinol Lefel 1), i gyflawni eu swyddogaethau ac i ddeall eu cyfrifoldebau

diogelu ehangach. Dylai'r Llywodraethwr dynodedig gael cyswllt rheolaidd â'r pennaeth, a chynorthwyo i ddarparu gwybodaeth ac adroddiadau blynyddol i'r corff llywodraethu ar faterion lle nad oes honiadau yn erbyn staff;

- i ddilyn y canllawiau a gweithdrefnau cywir ble mae honiad o amddiffyn plant wedi'i wneud yn erbyn aelod o staff, gan gynnwys penodi ymchwilydd annibynnol pan yn briodol, yn unol â chanllawiau gweithdrefnau Diogelu Cymru (Adran 5) a'r cylchlythyr Gweithdrefnau Disgyblu a Diswyddo Staff Ysgol: Canllawiau Diwygiedig i Gyrff Llywodraethu 002/2013.
- bod y polisi Diogelu'n cael ei adolygu'n flynyddol a'r adroddiad blynyddol yn cael ei gyflwyno i'r adran addysg pob blwyddyn, ac ar gael i rieni neu ofalwyr ar gais;
- bod y corff llywodraethu yn cywiro'n ddi oed unrhyw ddiffygion neu wendidau yn y trefniadau amddiffyn plant sy'n cael eu dwyn i'w sylw.

6. Cyfrifoldebau Ychwanegol Cyrff Llywodraethol ar Gyfer Addysg Aml Safle, Tu Allan I Oriau Ysgol a'r Defnydd Cymunedol o Leoliadau

6.1. Corff Llywodraethol ysgolion sy'n gyfrifol am reoli'r defnydd diogel o'u safleoedd y tu allan i oriau'r ysgol, heblaw pan mae trefniant ymddiriedolaeth mewn lle, neu mae cytundeb trosglwyddiad rheolaeth mewn lle

6.2. Pan fo Corff Llywodraethol yn comisiynu neu yn cynnig gweithgareddau a gwasanaethau o dan oruchwyliaeth uniongyrchol staff yr ysgol, mae'n rhaid gweithredu polisïau a gweithdrefnau diogelu'r ysgol.

6.3. Ble mae plant a phobl ifanc yr ysgol yn cael cynnig gweithgareddau, gwasanaethu a phrofiadau y tu allan i'r ysgol, rhaid sicrhau bod yr endid hwnnw yn cydymffurfio'n llawn a pholisïau recriwtio diogel a bod gweithdrefnau diogelu cadarn mewn lle. Dylai'r Corff Llywodraethol ddynodi person cyfrifol i sicrhau hyn, gan lunio asesiad risg diogelwch priodol a'i fonitro.

6.4. Mae'n ddyletswydd cyfeirio unrhyw arferion diogelu annigonol neu gwynion am leoliadau i sylw'r Swyddog Gweithredol Dynodedig Diogelu Plant (Gerallt Roberts) yn yr adran addysg, er mwyn gallu gweithredu i leihau'r risg i holl blant a phobl ifanc Môn.

7. Rôl Prifathrawon a Phenaethiaid

Rol y Prifathrawon a Phenaethiaid yw;

- sicrhau bod y polisïau a'r gweithdrefnau amddiffyn plant sy'n cael eu mabwysiadu gan y corff llywodraethu yn cael eu gweithredu'n llawn, a bod yr holl staff yn eu dilyn;
- sicrhau bod digon o adnoddau ac amser yn cael eu dyrannu fel bod y person dynodedig a staff eraill yn gallu cyflawni eu cyfrifoldebau, gan gynnwys cyfrannu at drafodaethau strategaeth a chyfarfodydd rhyngasiantaethol eraill, ac at asesiadau plant; a
- bod yr holl staff a gwirfoddolwyr yn deall y gweithdrefnau ac yn teimlo y gallent godi pryderon yng nghyswllt unrhyw arferion gwael neu anniogel yng nghyswllt plant, ac yr ymdrinnir yn sensitif, yn effeithiol ac yn brydlon â'r pryderon hynny yn unol â'r *Gweithdrefnau ar gyfer Chwythu'r Chwiban mewn Ysgolion a Pholisi Enghreifftiol - cylchlythyr 36/2007*.

8. Rol y Person Dynodedig Mewn Ysgol

8.1. Mae'r Person Dynodedig yn cyflawni rôl allweddol o fewn ysgol wrth sicrhau ethos diogel, bod gweithdrefnau a pholisïau diogel yn cael eu sefydlu a'u gweithredu er lles disgyblion.

8.2. Dylai'r Person Dynodedig:

- arwain a chymryd cyfrifoldeb dros reoli materion ac achosion diogelu ac amddiffyn plant
- hyrwyddo lles a buddiannau Plant Mewn Gofal a grwpiau sy'n agored i niwed
- bod yn aelod o dîm rheoli'r ysgol,
- cymryd cyfrifoldeb am arferion, polisïau, gweithdrefnau a datblygiad proffesiynol yn y maes Diogelu. (gweler Atodiad 3)
- wedi derbyn Hyfforddiant Lefel 2 a 3-[Medi 2022] ac yn ei ddiweddaru pob dwy flynedd

9. Rôl Perchennog Ysgolion/Sefydliadau Preswyl Annibynnol a Rôl Perchnogion Annibynnol

- Gweler Cylchlythyr Diogelu Plant Mewn Addysg 005/2008.

10. Rôl Rheolwyr Gofal Plant Cyn ac ar ôl Ysgol, Meithrinfeydd, Lleoliadau ac Unedau Blynyddoedd Cynnar

10.1. Dylai rheolwyr lleoliadau blynyddoedd cynnar, meithrinfeydd a phartneriaid sicrhau:

- eu bod yn gweithredu fel Person Dynodedig Diogelu ac yn ysgwyddo rôl arweiniol mewn materion a gweithdrefnau diogelu, gan sicrhau diogelwch y plant yn eu gofal;
- bod pob aelod o staff a gwirfoddolwyr wedi'i recriwtio'n ddiogel, eu bod yn derbyn hyfforddiant a chyrsiau gloywi diogelu, a'u bod yn dilyn gweithdrefnau diogelu i'r safonau uchaf;
- bod amser ac adnoddau priodol ar gael i staff gyflawni eu dyletswyddau'n llawn, gan gynnwys amser i gyfrannu at asesiadau plant/mynychu cynadleddau achos a strategaeth fel bo'n briodol;
- bod polisïau a chanllawiau diamwys a safonol wedi'i mabwysiadu ac ar gael i rieni, staff a buddiolwyr eraill.

11. Hyfforddiant i Staff y Gwasanaeth Addysg Gan Gynnwys Ysgolion

11.1. Dylai pob aelod o staff, fel rhan o drefniadau anwytho'r sefydliad (boed yn barhaol neu dros dro, a gwirfoddolwyr) dderbyn **arweiniad ysgrifenedig am bolisi a gweithdrefnau Diogelu**, gyda manylion cyswllt y Person Dynodedig, ar y diwrnod cyntaf yn y gwaith. (gweler Atodiad 1 - ysgolion)

- Disgwylir i holl staff newydd y gwasanaeth addysg, gan gynnwys ysgolion, ymgymryd â hyfforddiant Lefel 1/sylfaenol cyn gynted â phosib, yn unol â pholisi hyfforddiant Diogelu corfforaethol Môn.
- Disgwylir i staff dderbyn hyfforddiant gloywi/adnewyddu yn unol â'u rôl.
- Disgwylir i'r Person Dynodedig a'r Llywodraethwr Dynodedig ddilyn cwrs lefel uwch, er mwyn sicrhau eu bod yn gallu cyflawni eu dyletswyddau'n llawn.
- Bydd Penaethiaid/llywodraethwyr yn derbyn hyfforddiant/arweiniad ar gyfer delio gyda honiadau ac achosion o gamdriniaeth broffesiynol (Adran 5)
- Bydd y gwasanaeth addysg yn cadw cofnodion hyfforddiant ac arweiniad, gan gynnwys manylion hyfforddiant staff a llywodraethwyr.
- Disgwylir i ysgolion gyflwyno cofnod hyfforddiant diogelu staff yn flynyddol i'r gwasanaeth addysg, fel rhan o'r Adroddiad Blynyddol i Lywodraethwyr yn y maes Diogelu.
- Trefnir rhaglen hyfforddiant flynyddol drwy raglen hyfforddiant y Bwrdd Diogelu Môn.

12. Honiadau o Gamdriniaeth gan Oedolyn yn Erbyn Plentyn

12.1. Mae'n hanfodol bod pob honiad o gamdriniaeth yn cael sylw sydyn, teg a chyson er mwyn sicrhau diogelwch y plentyn a sicrhau lles y person a gyhuddwyd o'r gamdriniaeth.

12.2. Dylai pob aelod o staff y gwasanaeth addysg, gan gynnwys ysgolion, gyfeirio'n syth at Gweithdrefnau Diogelu Cyymru [Adran 5] ran ddilyn y drefn a nodir yn glir yno.

12.3. Os am arweiniad pellach, ac nid yw'r Person Dynodedig ar gael NEU mae'r honiad yn erbyn y Person Dynodedig, cysylltwch â'r adran addysg a'r Swyddog Gweithredol Dynodedig Diogelu Plant (Gerallt W Roberts) 01248 752908 / 07770642817.

12.4. Os am arweiniad pellach cysylltwch â Theulu Môn Cyfeiriadau Plant y Gwasanaethau Cymdeithasol:

01248 725888

TeuluMon@ynysmon.gov.uk

13. Trefniadau a Gweithdrefnau Cyfeirio, Cadw Cofnodion a Chyfrannu i'r Broses

13.1 Gweler Atodiad 5 am arweiniad.

CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL

Gwasanaeth Dysgu Môn
Anglesey Learning Service

Pwrpas y Polisi

'Gwneud y pethau sylfaenol yn dda sydd yn cadw plant yn ddiogel.'

Yr unigolion canlynol yw'r Cydgysylltwyr Penodedig Diogelu Plant yn yr ysgol: ----------

Dirprwy Gydgysylltwr Diogelu Plant: ----------

Llywodraethwr Dynodedig dros Ddiogelu Plant: ----------

1. Rhagarweiniad

1.1 Mae Ysgol ... cydnabod yn llawn ei chyfraniad at ddiogelu plant.

Mae pedair prif elfen i'n polisi:-

a) atal niwed i blant trwy'r addysgu a chynhaliaeth fugeiliol a gynigir i ddisgyblion;
b) gweithdrefnau i adnabod ac adrodd am achosion, neu achosion lle'r amheuir bod camdriniaeth yn digwydd;
c) Oherwydd y cyswllt dyddiol rhwng staff a phlant rydym mewn sefyllfa fanteisiol i adnabod arwyddion o gamdriniaeth a chynnig:
d) cynhaliaeth i ddisgyblion sydd o bosib wedi'u cam-drin.

1.2 Mae ein polisi'n berthnasol i'r holl staff a gwirfoddolwyr sydd yn gweithio yn yr ysgol gan gynnwys ein Llywodraethwyr. Gall fod mai cynorthwyydd dysgu, goruchwylwyr egwyl a chinio, gofalydd, ysgrifenyddes, staff technegol a staff gweinyddol fydd y person cyntaf i gael gwybod bod plentyn yn cael ei gam-drin.

2. Rhwystro ac atal

2.1 Rydym yn gwybod bod hunan werth uchel, hyder, ffrindiau da a chyswllt a pherthynas dda gydag oedolion dibynadwy yn lleihau'r risg o niwed difrifol i blentyn wrth ei gadw'n ddiogel.

Wrth ddeall hyn, bydd yr ysgol yn:

a) sefydlu a chynnal ethos lle gall plant deimlo'n ddiogel a lle yr anogir hwy i siarad yn agored a chael gwrandawiad gydag unrhyw un o staff yr ysgol;
b) sicrhau bod disgyblion yn gwybod bod oedolion yn yr ysgol y gall unrhyw blentyn droi atyn nhw am gyngor mewn cyfyngder gan deimlo'n hyderus eu bod yn mynd i dderbyn gwrandawiad teg heb ragfarn ;
c) cynnwys gweithgareddau a chyfleoedd ar draws y cwricwlwm ar gyfer Iechyd a Lles sydd yn datblygu'r sgiliau angenrheidiol i ddiogelu'u hunain rhag camdriniaeth a gwybod at bwy y gallan nhw droi am help; a
d) chynnwys deunydd yn y cwricwlwm fydd yn helpu plant i ddatblygu agweddau realistig tuag at gyfrifoldebau bywyd, yn enwedig o ran gofalu am blant, magu teulu a bod yn rhieni da.

3. Gweithdrefnau

3.1 Byddwn yn dilyn Gweithdrefnau Diogelu Cymru sy'n gymeradwy gan y Bwrdd Diogelu Plant Lleol .

3.2 Bydd yr ysgol yn:

a) sicrhau bod ganddi aelod o'r Uwch Dim Rheoli wedi ei ddirprwyo gan y Pennaeth, gyda'r prif gyfrifoldeb am Ddiogelu Plant ac sydd wedi derbyn yr hyfforddiant addas;

b) cydnabod rôl y Cydlynydd Penodedig am Ddiogelu Plant, trefnu hyfforddiant a darparu cynhaliaeth. Bydd yr holl staff sydd yn ymwneud â Diogelu Plant wedi derbyn yr hyfforddiant Lefel 2 a 3 priodol sydd yn gymeradwy gan y Bwrdd Diogelu Lleol.

c) sicrhau bod pob aelod o staff a llywodraethwr yn gwybod:-

- Enw'r person penodedig a'u rôl;
- Y drefn cywir i ddilyn os ydynt yn amau bod plentyn yn dioddef neu mewn perygl o ddioddef niwed sylweddol
- Bod arnyn nhw gyfrifoldeb fel unigolion i sôn am unrhyw ofidiau sydd gyda nhw am ddiogelu plant a hynny trwy'r ffyrdd priodol ac o fewn terfynau amser a gytunwyd gan y Bwrdd Diogelu Plant Lleol; a'u
- Bod yn gwybod sut i fynd i'r afael â'r gofidiau hynny os nad yw'r person penodedig ar gael a deall y drefn o gyfeirio.
- Y drefn o gyfeirio os oes pryderon am y Pennaeth.

d) sicrhau bod staff yn ymwybodol o bwysigrwydd bod yn wyliadwrus am arwyddion o gamdriniaeth a sut i ymateb os bydd plentyn yn gwneud honiad ei fod yn cael ei gam-drin;

e) bod angen cofnodi manwl a chywir o unrhyw ddatgeliad sy'n cael ei wneud gan blentyn sy'n codi pryder

f) sicrhau bod rhieni'n deall y cyfrifoldeb sydd ar yr ysgol a'r staff o ran diogelu plant trwy osod y cyfrifoldebau hynny ym mhrosbectws yr ysgol, ac yn codi ymwybyddiaeth o'r rhifau cyswllt ar wefan yr ysgol.

g) Gellir cyfeirio disgybl at y Gwasanaethau Cymdeithasol naill ai fel plentyn mewn angen gofal cynnar, mewn angen gofal a chefnogaeth gyda chaniatâd rhiant neu fel plentyn mewn risg o niwed sylweddol. Mae'n bwysig fod staff, disgyblion a rhieni'n deall NAD OES angen caniatâd rhiant i gyfeirio at y Gwasanaethau Cymdeithasol os bydd plentyn yn gwneud honiad o gamdriniaeth yn erbyn rhiant ac yn dioddef neu'n debygol o ddioddef niwed sylweddol. Bydd angen i'r Gwasanaethau Cymdeithasol a'r Heddlu gychwyn asesiad cychwynnol fydd yn cynnwys siarad gyda'r plentyn cyn gynted a bod modd. Fodd bynnag mewn mwyafrif achosion, ble mae'n saff i wneud hynny , mae cyfathrebu gyda rhieni am achosin o bryder sy' n cael eu cyfeirio yn cael ei weld yn arfer dda.

h) Darparu hyfforddiant diogelu plant i'r holl staff drwy becyn hyfforddi lefel 1 yr awdurdod sydd yn cael ei ddiweddaru'n flynyddol. Bydd hyfforddiant lefel 2 a 3 i'r Pennaeth, Person Dynodedig a Llywodraethwr Dynodedig drwy'r Adran Addysg bob dwy flynedd. Mae'r hyfforddiant yma i sicrhau fod pawb yn deall;

- Eu cyfrifoldeb nhw eu hunain;
- Y drefn yn lleol;
- Bod angen bod yn wyliadwrus er mwyn adnabod symptomau ac arwyddion camdriniaeth; a
- Sut i gynnal plentyn sydd yn gwneud honiad am gamdriniaeth.

i) rhoi gwybod i'r tîm gwasanaethau cymdeithasol lleol os:

- Caiff disgybl sydd ar y gofrestr diogelu plant ei wahardd o'r ysgol am gyfnod neu'n barhaol; ac
- Os bydd disgybl sydd ar y gofrestr diogelu plant yn absennol heb reswm am fwy na dau ddiwrnod ysgol (neu un diwrnod yn dilyn penwythnos);

j) datblygu cysylltiad effeithiol gyda'r asiantaethau priodol a chydweithio mewn ymholiadau i gamdriniaeth gan gynnwys bod yn bresennol yn yr achos o'r dechrau, mewn cynadleddau diogelu plant, grwpiau craidd a chyflwyno adroddiadau ysgrifenedig i'r cynadleddau.

k) cadw cofnodion ysgrifenedig am bryderon am blant unigol (gan gynnwys dyddiadau, digwyddiadau a'r hyn a wnaed amdano), hyd yn oed os nad oes eisiau rhoi gwybod i'r awdurdodau ar unwaith;

l) sicrhau bod cofnodion am achosion yn cael eu cadw'n ddiogel, **ar feddalwedd diogelu pwrpasol My Concern ;**

m) glynu at y gweithdrefnau fel a welir yng nghylchlythyr canllawiau Llywodraeth Cynulliad Cymru 45/2004 Gweithdrefnau Disgyblaethol.

4. Y Drefn Recriwtio a Phenodi Staff Mewn Ysgolion

4.1. Sicrhau bod y drefn recriwtio ac apwyntio staff yn cydymffurfio gyda Pholisi'r Cyngor am Weithdrefnau'r Adran Gofnodi Troseddau (DBS) a'r Polisi Datgelu.

4.2. Apwyntio Llywodraethwr dynodedig gyda chyfrifoldeb dros Ddiogelu Plant fydd yn goruchwylio polisi'r ysgol am ddiogelu plant a sut y caiff ei weinyddu.

5. Cynhaliaeth i'r Disgybl Mewn Perygl

5.1 Rydym yn cydnabod y gall blentyn sydd mewn perygl o niwed sylweddol, neu'n cael ei gam-drin neu'n dod o gartref treisgar, fod yn dioddef yn ofnadwy o'r herwydd.

5.2 Mae'n bosib mai bywyd a threfn ysgol yw'r rhan fwyaf diogel, tawel a sefydlog ym mywyd y plentyn. Er hyn, gall blentyn sy'n dioddef yn y cartref ymddwyn mewn ffordd sy'n denu sylw, boed hynny trwy ymddygiad heriol neu ymddygiad sy'n wahanol i ymddygiad arferol y plentyn.

5.3 Bydd yr ysgol yn gwneud pob ymdrech i gynnal y disgybl trwy:

a) ethos yr ysgol sydd yn:
- hyrwyddo amgylchedd diogel , cynhaliol a phositif: a
- hyrwyddo pob disgybl fel unigolyn sy'n aelod gwerthfawr o gymdeithas yr ysgol.

b) ddilyn Polisi Ymddygiad a Disgyblaeth yr ysgol sydd yn cyfeirio'n benodol at ddisgyblion bregus. Mae gan bob aelod o staff agwedd gadarnhaol sy'n canolbwyntio ar ymddygiad y plentyn ond heb niweidio hunan-barch y person ifanc.

c) sicrhau fod pob disgybl yn sylweddoli fod rhai mathau o ymddygiad yn annerbyniol, fod pob unigolyn yn bwysig yng ngolwg yr ysgol a'i fod yn sylweddoli nad bai'r plentyn yw'r gamdriniaeth sydd wedi digwydd.

d) gydgysylltu gydag asiantaethau eraill sydd yn gefn i ddisgyblion fel y Gwasanaethau Cymdeithasol, Gwasanaethau Iechyd Meddwl Plant a Phobl Ifainc, y Gwasanaeth Addysg Seicolegol, Gwasanaethau Cynnal Ymddygiad a'r Gwasanaeth Cynhwysiad Mewn Addysg;

e) gadw cofnodion clir a chryno a rhoi gwybod i'r Gwasanaethau Cymdeithasol os oes gofid cyson am blentyn;

f) sicrhau bod gwybodaeth am berson ifanc sydd ar gofrestr amddiffyn plant a sydd ar fin gadael yr ysgol, yn cael ei drosglwyddo ar unwaith i'r ysgol newydd a rhoi gwybod i'r Gwasanaethau Cymdeithasol.

Cyfeirio Plentyn sydd angen ei Ddiogelu at Adran Wasanaethau Cymdeithasol

6. Caniatâd

6.1 Rhaid i'r person dynodedig bwyso a mesur natur yr honiadau os yw'n erbyn rhiant, neu rywun sydd yn rhannu cartref y plentyn, i beidio trafod y mater na chael caniatâd rhieni cyn gwnedu cyfeiriad a rhoi'r mater yn nwylo'r Gwasanaethau Cymdeithasol neu'r Heddlu.

7. Gwrth-fwlio

7.1 Mae'n polisi gwrth-fwlio i'w weld mewn dogfen ar wahân ac fe gaiff hwn ei adolygu'n flynyddol gan y Corff Llywodraethol.

8. Grym Rhesymol

8.1 Gosodir ein polisi ymyriad diogel mewn dogfen ar wahân ac fe gaiff ei adolygu'n flynyddol gan y corff llywodraethol.

9. Plant â Datganiad Anghenion Addysgol Arbennig

9.1 Yn ystadegol, plant sydd â phroblemau ymddygiad ac anableddau sydd yn fwyaf bregus. Rhaid i staff sydd yn delio â phlant gydag anableddau dwys ac amrywiol neu anableddau'r synhwyrau fod yn effro iawn i weld symptomau bod camdriniaeth yn digwydd.

9.2 Yn ystadegol, mae plant Mewn Gofal hefyd yn fwy debygol o roi eu hunain mewn risg.

10. Delio gydag honiad fod aelod o staff yn gyfrifol am gamdriniaeth.

10.1 Os bydd yr honiad yn fater o gamdriniaeth dylai'r Pennaeth gyfeirio'r achos at y Tîm Derbyn yn y Gwasanaethau Cymdeithasol ac hysbysu'r Awdurdod Addysg Lleol ar unwaith h.y Person Dynodedig Diogelu y Gwasnaeth Addysg a Swyddog Adnoddau Dynol . Er hyn, rhaid derbyn weithiau bod rhaid delio gyda sefyllfa yn y fan a'r lle a phryd hynny dylai'r ysgol ddilyn y camau canlynol:

Cam 1 Rhaid I BOB AELOD o staff sy'n dyst i'r digwyddiad rhoi cofnod llafar ac ysgrifenedig i sylw'r Pennaeth am yr honiadau). (*oni bai mai yn erbyn y Pennaeth mae'r honiadau-gweler isod)

Cam 2 Bydd rhaid i'r Pennaeth /Rheolwr asesu ar unwaith y perygl i'r plentyn a phenderfynu beth fydd yn fwyaf llesol i'r plentyn. (Mae'n bosib y bydd angen cyngor meddygol).

Cam 3 Os nad ydy'r aelod o staff yn gwybod am y cyhuddiadau peth doeth yw cael cyngor gan yr Heddlu/Gwasanaethau Cymdeithasol a ddylai'r aelod o staff gael gwybod bod honiad wedi cael ei wneud yn ei erbyn. Ni ddylai'r aelod o staff gael gwybod gan bwy y gwnaethpwyd yr honiad.

Cam 4 Gan ddibynnu pa mor ddifrifol yw'r cyhuddiad, efallai bydd angen i'r Pennaeth gadw'r aelod o Staff a'r disgybl ar wahân a gwneud penderfyniad a ddylid atal yr aelod o staff o'r gwaith. Os nad oes penderfyniad yn cael ei wneud i atal aelod o staff yna dylid sicrhau fod asesiad o risg yn cael ei wneud ar y cyd rhwng y Pennaeth a Chadeirydd y Corff Llywodraethu. Dylid ystyried gwaharddiad fel gweithred niwtral a diduedd.

Heblaw fod yr aelod yn gwybod yn barod, does gan y Pennaeth ddim hawl i ddweud pwy sydd yn gwneud y cyhuddiad, na manylion am y cyhuddiad.

Er mwyn i'r ymchwiliad gael ei wneud yn drylwyr, efallai bydd angen atal ar unwaith. Mae gan yr aelod o staff hawl i gysylltu â'i Undeb am gyngor ac mae hynny'n weithred niwtral.
Rhaid i'r aelod o staff gael enw cyswllt o fewn yr ysgol y gallan nhw fod mewn cysylltiad â nhw.
Rhaid i'r aelod o Staff gael rhif ffôn Gwasanaeth Cwnsela'r Sir.

Cam 5 Rhaid rhoi gwybod i'r Gwasanaethau Cymdeithasol cyn gynted ag sydd bosib fod cyhuddiad wedi ei wneud yn erbyn aelod o staff, ac ar yr un diwrnod y daw'r mater gerbron y Person Dynodedig Amddiffyn Plant a Swyddog Adnoddau Dynol .
Dylai'r aelod o staff sydd â chyfrifoldeb ffonio 01248725888 i siarad â'r Tim Derbyn yn y Gwasanaethau Cymdeithasol er mwyn cael Cyngor ac arweiniad.
Wedi derbyn gwybodaeth ar lafar rhaid i'r Uwch Reolwr priodol â chyfrifoldeb yng Ngwasanaethau Cymdeithasol yr Awdurdod Lleol gydgysylltu'r ymateb.

Cam 6 Mae'n hanfodol fod y Swyddog Penodedig dros Ddiogelu Plant yr AALl yn cael gwybod am yr honiadau cyn gynted ag sydd bosib ac ar yr un dydd y daw'r mater i sylw'r Person Dynodedig Amddiffyn Plant, gan y gallan nhw hefyd gynnig cyngor- Dylid ffonio Geraint Roberts ar 01248 752908/ 07770642817 a chadarnhau'r alwad drwy e-bost.

Cam 7 Cyn gynted ag sydd bosib, dylid cwblhau Ffurflen Cyfeiriad Amddiffyn Plant Môn gyda manylion y plentyn sydd yn gwneud y cyhuddiad a'r holl fanylion sydd yn wybyddus am y digwyddiad.
Dylid e-bostio'r ffurfleni at Dîm Diogelu Môn, Teulu Môn , TeuluMon@ynysmon.gov.uk
Ar yr un pryd dylid e-bostio copiau i'r Swyddog Penodedig yn AAL geralltroberts@ynysmon.llyw.cymru.

Cam 8 O fewn 48 awr neu ynghynt o bosib, bydd Uwch Reolwr Adran Gwasanaethau Cymdeithasol Mon yn galw cyfarfod strategaeth lle caiff y Pennaeth wahoddiad i roi'r holl wybodaeth sydd ar gael gerbron y cyfarfod o ran : a) y plentyn a, b) yr aelod o staff
*Dylai'r Pennaeth /Rheolwr roi gwybod i Gadeirydd y Llywodraethwyr am y cyhuddiad, a'i wahodd i fod yn bresennol yn y cyfarfod strategaeth.

COFNODI
NID RÔL Y PENNAETH YW YMCHWILIO'R HONIAD - CYMERIR Y PENDERFYNIAD HWNNW YN Y CYFARFOD STRATEGAETH.

Er hyn, bydd angen i'r Pennaeth gael cymaint o wybodaeth ag sydd bosib er mwyn darganfod y ffeithiau am yr honiad. Bydd y wybodaeth o ddefnydd yn y cyfarfod strategaeth wrth iddynt benderfynu ar y camau priodol nesaf.

11. Delio gyda Chyhuddiad yn erbyn y Pennaeth

11.1 Os ydy'r cyhuddiad yn erbyn y Pennaeth, dylai Cadeirydd y Corff Llywodraethol gael gwybod a chyfrifoldeb y Y Corff yw rhoi gwybod i'r Swyddog Penodedig Dros Ddiogelu Plant yn yr ALl.

Y Swyddog Penodedig Dros Ddiogelu Plant Gyda Chyngor Môn yw Gerallt Roberts. Ei rhif cyswllt yw 01248752908 / 07770642817 geralltroberts@ynysmon.llyw.cymru.

Os nad yw Mr Gerallt Roberts ar gael yna rhaid i Gadeirydd y Llywodraethwyr gysylltu â'r Cyfarwyddwr Adran Dysgu trwy ffonio 01248 752916

Os nad yw Swyddog yr ALl ar gael, neu os penderfynir fod angen cyngor pellach, dylai hynny ddod wrth y rheolwr penodedig dros ddiogelu plant yng Ngwasanaethau Cymdeithasol yr Awdurdod. Nid yw hyn yr un fath â chyfeirio achos at yr awdurdod ond gall helpu'r awdurdod a'r ysgol wrth asesu'r sefyllfa a phenderfynu ar y camau mwyaf priodol.

Os ydy'r honiad yn ymwneud â throsedd neu'n ymddangos bod niwed wedi ei wneud i blentyn neu'n debygol o gael ei wneud i blentyn rhaid i'r ALl a'r ysgol gyfeirio'r achos ar unwaith yn unol â gweithdrefnau diogelu plant fel y sefydlwyd gan y Bwrdd Diogelu Plant Lleol. Cyfeirir yr achos at y Gwasanaethau Cymdeithasol ym Môn. Bydd yr Heddlu'n ymyrryd os oes cyhuddiad am drosedd.

12. Delio gyda honiad yn erbyn aelod o'r Corff Llywodraethol

12.1 Os gwneir honiad yn erbyn aelod o'r Corff Llywodraethol, yna dylid ddilyn canllawiau ADRAN 5 Gweithdrefnau Dogelu Cymru – Ym mhob achos o honiadau o gamdriniaeth am, neu yn erbyn aelod o staff cymwysedig neu wirfoddolwr sydd yn ymwneud â phlant neu oedolion bregus (neu sydd yn rheoli/ arolygu/ neu'n dylanwadu arnyn nhw) yna dylid cyfeirio'r achos at y Swyddog Penodedig yr AAL dros Ddiogelu Plant.

LLINYN AMSER DELIO GYDA CHYHUDDIAD YN ERBYN AELOD O STAFF, Y PENNAETH NEU AELOD O'R CORFF LLYWODRAETHOL

Cam 1 Rhaid i Adran Wasanaethau Cymdeithasol yr ALl gael gwybod cyn gynted ag sydd bosib am honiad o gamdriniaeth / trosedd yn erbyn plentyn gan aelod o Staff neu'r Pennaeth ac ar yr un diwrnod y daw'r digwyddiad i sylw'r Person Dynodedig Amddiffyn Plant, neu unrhyw aelod arall o'r Corff Llywodraethol.

Dylid ffonio 01248 725888 i siarad â'r Gweithiwr Cymdeithasol ar Ddyletswydd am gyngor.

*Wedi derbyn manylion ar lafar, cydgysylltir yr ymateb gan yr Uwch Reolwr priodol yn Adran Wasanaethau Cymdeithasol.

Cam 2 Mae'n hanfodol fod Swyddog Penodedig yr AAL dros Ddiogelu Plant yn cael gwybod am yr honiad ar yr un diwrnod ag y daw'r honiad i sylw Person Dynodedig Amddiffyn Plant yr Ysgol neu unrhyw aelod arall o'r Staff neu'r Corff Llywodraethol er mwyn cynnig cyngor pellach-

Dylid ffonio 01248 725888

Cam 3 O fewn 48 awr neu ynghynt os bosib, bydd Uwch Reolwr o Wasanaethau Cymdeithasol Môn yn galw am gyfarfod strategaeth lle y gwahoddir yr Uwch-Aelod Staff i fod yn bresennol a chyflwyno'r holl sydd yn wybyddus am:
a) y plentyn a b) yr aelod o staff neu'r Pennaeth
(os gwneir yr honiad yn erbyn aelod o staff neu'r Pennaeth, gwahoddir Cadeirydd y Corff Llywodraethol i'r cyfarfod strategaeth)

Os gwneir yr honiad yn erbyn Cadeirydd y Corff Llywodraethol bydd y Pennaeth yn bresennol yn y cyfarfod strategaeth yn ogystal â'r Llywodraethwr â chyfrifoldeb am Ddiogelu Plant.

Bydd Swyddog Penodedig yr ALl dros Ddiogelu Plant neu gynrychiolydd y Cyfarwyddwr Addysg yn bresennol ymhob cyfarfod strategaeth sydd yn ymwneud ag aelod o staff neu'r Corff Llywodraethol. Hefyd fe wahoddir aelod o'r Adran Adnoddau Dynol i fod yn bresennol bob tro .

13. Cyfeirio

Rhaid cyfeirio pob achos sydd yn ymwneud â phlant trwy lenwi Ffurflen Gyfeirio Gwasanaethau Plant Môn gan gynnwys cymaint o wybodaeth â phosib. Os oes honiad yn erbyn staff mae angen llenwi ffurflen ychwanegol Rhan 5

Os oes gofid brys am ddiogelwch plentyn, dylid cyfeirio'r sefyllfa trwy alwad ffôn ar unwaith at dim derbyn Gwasanaethau Plant Môn neu'r Heddlu. Mewn achosion fel hyn caiff y Ffurflen Gyfeirio ei chwblhau a'i hanfon at y Tîm Derbyn/ Asesu ar yr un diwrnod gwaith yn unol â GWEITHDREFNAU DIOGELU CYMRU .

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Atodiad 2

SWYDDOG DYNODEDIG ADDYSG DROS AMDDIFFYN PLANT (Geraint Roberts)

geralltroberts@ynysmon.llyw.cymru. 01248752908 / 07770642817

Cyfrifoldebau

1. Strategol

- Cynllunio a chydlynu diogelu plant yn narpariaeth addysg.
- Gweithio mewn partneriaeth ag asiantaethau lleol, rhanarthol a Chenedlaethol .

2. Cefnogaeth

- Sicrhau bod ysgolion a gynhelir yn ymwybodol o'u cyfrifoldebau amddiffyn plant a monitro eu perfformiad.
- Darparu a chynllunio hyfforddiant, polisïau a gweithdrefnau model priodol.
- Darparu cyngor a chefnogaeth.
- Darparu cyngor yn ogystal â chyswllt a chydweithrediad â phob asiantaeth arall.

3. Gweithrediad

- Ymwneud ag ymdrin â chwynion camdriniaeth yn erbyn staff a gwirfoddolwyr.

4. Darparu cyngor, arweiniad a chefnogaeth i addysg ac i staff ysgolion

Bydd y Swyddog Dynodedig Amddiffyn Plant yn;

- dadansoddi a chyflwyno arweiniad ar unrhyw ddeddfwriaeth newydd;
- darparu cyngor a chydlynu gwaith fel ymateb i honiadau yn erbyn staff/Llywodraethwyr.
- arwain ar faterion Amddiffyn Plant ehangach sy'n cynnwys amgylchiadau penodol o gamdriniaeth, e.e. anffurfio organau cenhedlu benywod, hunan-niweidio, priodi gorfodol, salwch ffug, trais domestig, camdriniaeth plant gan blentyn arall, camdriniaeth rywiol a mudwyr ifanc.

5. Datblygu cysylltiadau gwaith a phartneriaethau da

Bydd y Swyddog Dynodedig Amddiffyn Plant yn;

- cyfranogi i wneud penderfyniadau ar y cyd drwy gynrychiolwyr fel aelod o'r Bwrdd Diogelu Plant Gogledd Cymru a Bwrdd Diogelu Gwynedd a Môn neu is-grwpiau;
- meithrin cysylltiadau gwaith cefnogol ac effeithiol â'r awdurdod lleol a rhwng asiantaethau partner;
- rhyngweithio ag unigolion dynodedig a llywodraethwyr dynodedig mewn ysgolion sy'n gyfrifol am amddiffyn plant;

6. Hyfforddiant

Bydd y Swyddog Dynodedig Amddiffyn Plant yn;

- paratoi pecynnau hyfforddiant rheolaidd i godi ymwybyddiaeth am faterion sy'n ymwneud â diogelu plant (e.e. hyfforddiant lefel 1 2 a 3, seibrfwlio, radicaliaeth, camdriniaeth rywiol, effaith Ace , trais yn y cartref a mwy);
- paratoi calendr o ddigwyddiadau i godi ymwybyddiaeth o amddiffyn plant, y broses gyfeirio a phwysigrwydd cydweithio er mwyn diogelu plant;
- creu bas data hyfforddiant adran cyfredol;
- cynghori ar gyfrinachedd, cadw cofnodion a throsglwyddo cofnodion;
- cynghori ysgolion lleol preswyl fel bo'n berthnasol.

8. Monitro

Bydd y Swyddog Amddiffyn Plant Dynodedig yn monitro;

- lefelau cydymffurfiaeth, gweithdrefnau a pholisïau ym mhob ysgol;
- unigolion dynodedig mewn ysgolion, yn ogystal â'u record hyfforddiant;
- llywodraethwyr dynodedig mewn ysgolion, yn ogystal â'u record hyfforddiant;
- cyfranogi at waith y Bwrdd Diogelu Plant a grwpiau sicrwydd ansawdd;
- y lefel o weithgareddau amddiffyn plant mewn ysgolion a chysylltiadau i'r hyfforddiant a dderbynnir;
- mynychu cynadleddau achos;
- plant ar y gofrestr amddiffyn plant; plant mewn angen a grwpiau eraill sy'n agored i niwed;
- cydymffurfiaeth â chanllawiau Llywodraeth Cymru, a gweithdrefnau neu safonau'r Bwrdd Diogelu Plant Lleol;
- gweithredu argymhellion Adolygiadau Achosion Difrifol; neu gyffelyb; a
- defnyddio grym rhesymol.

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Atodiad 3

1. Rôl yr Unigolyn Dynodedig mewn ysgol

1.1. Mae'r Unigolyn Dynodedig yn cyflawni rôl allweddol mewn ysgol wrth sicrhau ethos diogel, sicrhau y sefydlir gweithdrefnau a pholisïau a sicrhau y cânt eu gweithredu er lles disgyblion.

1.2. Dylai'r Unigolyn Dynodedig;

- arwain a chymryd cyfrifoldeb dros reoli materion ac achosion mewn perthynas â diogelu ac amddiffyn plant;
- hyrwyddo lles a diddordebau Plant mewn Gofal a grwpiau agored i niwed;
- fod yn aelod o dîm rheolaethol yr ysgol;
- gymryd cyfrifoldeb am arferion, polisïau, gweithdrefnau a datblygiad proffesiynol ym maes Amddiffyn Plant.

2. Cyfeirio

Dylai'r Unigolyn Dynodedig;

- gyfeirio achosion lle drwgdybir bod camdriniaeth neu lle gwneir honiadau camdriniaeth i Wasanaethau Cymdeithasol. Lle bo'n berthnasol i achosion o ddrwgdybiaeth camdriniaeth neu honiadau camdriniaeth yn erbyn staff, dylai staff ddilyn canllawiau Llywodraeth Cynulliad Cymru 'Working Together Children Act 2004';
- ymddwyn fel adnodd o gefnogaeth, cyngor ac arbenigaeth yn y sefydliad addysg wrth benderfynu i gyfeirio unigolyn neu beidio, drwy gynnal cyswllt â'r asiantaethau perthnasol;
- fod mewn cyswllt â'r prifathro/prifathrawes neu'r pennaeth (lle nad yw'r prifathro/prifathrawes yn cyflawni'r rôl hwnnw) i'w hysbysu o unrhyw fater ac i sicrhau bod rhywun o gwmpas bob amser i gyflawni'r rôl hwnnw;
- gadw cofnodion ysgrifenedig manwl, cywir a diogel ar gyfeiriadau achos neu bryderon; a
- chynnal cyswllt â'r prif swyddog amddiffyn plant dynodedig yn yr awdurdod lleol.

3. Hyfforddiant

Dylai'r Unigolyn Dynodedig;

- dderbyn hyfforddiant lefel 3 bob dwy flynedd fel isafswm ;
- wybod sut i adnabod arwyddion o gamdriniaeth a chyfeirio'r achos lle bo'n briodol;
- feddu ar wybodaeth ymarferol ar weithiau'r Byrddau Diogelu Plan Lleol, gwybod sut y cynhelir cyfarfodydd strategol, cynadleddau achos amddiffyn plant a grwpiau craidd a gwybod y gallent fynychu'r rhain a chyfranogi'n effeithiol iddynt pan fo angen, a sicrhau y cyflwynir adroddiad ysgol i bob cynhadledd achos;
- sicrhau y gall bob aelod o staff a phob gwirfoddolwr gael gafael ar bolisi amddiffyn plant yr ysgol a'u bod yn ei ddeall, yn benodol staff newydd neu ran-amser sydd efallai yn gweithio i sefydliadau addysgol gwahanol;
- sicrhau bod bob aelod o staff yn derbyn hyfforddiant gloywi gan gynnwys amddiffyn plant a'u bod yn gallu adnabod a hysbysu o unrhyw bryderon ar fyrder;

- fod â mynediad at adnoddau a mynychu unrhyw hyfforddiant neu gyrsiau gloywi perthnasol ar amseroedd priodol.

4. Codi ymwybyddiaeth

Dylai'r Unigolyn Dynodedig;

- sicrhau bod polisi amddiffyn plant y sefydliad yn cael ei adnewyddu a'i adolygu'n flynyddol a gweithio ar hynny gyda'r corff llywodraethu neu'r perchennog;
- sicrhau bod rhieni/gofalwyr yn gweld copïau o'r polisi amddiffyn plant fel eu bod yn ymwybodol y gellir cyfeirio achosion ac yn ymwybodol o rôl y sefydliad yn y broses honno er mwyn osgoi gwrthdaro nes ymlaen;
- mewn cydweithrediad â'r pennaeth a'r llywodraethwr diogelu dynodedig, cyflwyno Adroddiad Diogelu Blynyddol i sylw'r Llywodraethwyr a'r adran addysg yn yr haf; a
- phan fo plentyn yn gadael y sefydliad, sicrhau bod copi o'i ffeil amddiffyn plant yn cael ei drosglwyddo i'r sefydliad newydd cyn gynted â phosib, ar wahân i brif ffeil y disgybl.

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Atodiad 4 / Appendix 4

ADRODDIAD BLYNYDDOL I'R CORFF LLYWODRAETHU LLAWN AR DDIOGELU PLANT

Mae'r ddogfen hon yn gwasanaethu dau bwrpas:

1. Darparu adroddiad i'r Corff Llywodraethu ar ymarfer Diogelu sy'n galluogi i'r Corff Llywodraethu fonitro cydymffurfiad â gofynion Diogelu Plant ac adnabod mannau sydd angen eu gwella (Arweiniad i'r Gyfraith ar gyfer Llywodraethwyr, Rhagfyr 2009 Pennod 16 - diweddarwyd Ebrill 2011). Mae Cyrff Llywodraethu yn atebol am sicrhau bod gan eu sefydliad bolisïau a gweithdrefnau amddiffyn plant effeithiol yn eu lle sy'n unol ag arweiniad a gyhoeddwyd gan yr Ysgrifennydd Gwladol, unrhyw arweiniad ALL, a gweithdrefnau rhyngasiantaethol a gytunwyd yn lleol). Dylid atodi copi o'r ddogfen a gwblhawyd i gofnodion cyfarfod llawn y Corff Llywodraethu lle rhoddir yr Adroddiad Diogelu.

2. Darparu gwybodaeth ar gyfer yr Awdurdod Lleol fel y gellir monitro arferion Diogelu mewn ysgolion ac adnabod ardaloedd i'w cefnogi. 'Dylai ALl fonitro cydymffurfiad ysgolion a gynhelir gyda'r arweiniad hwn, yn arbennig mewn perthynas â bodolaeth a gweithredu polisïau a gweithdrefnau priodol, a hyfforddi staff, yn cynnwys yr uwch-unigolyn gyda chyfrifoldeb dynodedig am amddiffyn plant. Dod ag unrhyw ddiffygion i sylw corff llywodraethu'r ysgol a chynghori ynghylch y gweithredu sydd ei angen ar gyfer eu gwella' - Diogelu Plant a Recriwtio Diogelach mewn Addysg - Ionawr 2007.

Mae'n rhaid felly anfon y ddogfen hon, wedi ei chwblhau, at: Gerallt Roberts geralltroberts@ynysmon.llyw.cymru., Swyddog Diogelu Plant, Adran Addysg, Swyddfa'r Cyngor, Llangefni, Ynys Môn, LL77 7TW.

ANNUAL REPORT TO FULL GOVERNING BODY ON SAFEGUARDING CHILDREN

This document serves two purposes:

1. To provide a report to the Governing Body on Safeguarding practice that enables the governing body to monitor compliance with the requirements of safeguarding children and to identify areas for improvement (Guide to Law for Governors, Dec 2009 Chapter 16 – updated April 2011). Governing bodies are accountable for ensuring their establishment has effective child protection policies and procedures in place which are in accordance with guidance issued by the Secretary of State, any LA guidance, and locally agreed inter-agency procedures). A copy of the completed document should be appended to the minutes of the full Governing Body meeting where the Safeguarding Report is given.

2. To provide information for the Local Authority so that Safeguarding practices in schools can be monitored and areas for support identified. 'LAs should monitor the compliance of maintained schools with this guidance, in particular in regard to the existence and operation of appropriate policies and procedures, and the training of staff, including the senior person with designated responsibility for child protection. Bring any deficiencies to the attention of the governing body of the school and advise the action needed to remedy them' – Safeguarding Children and Safer Recruitment in Education – January 2007.

When completed this document must therefore be sent to: geralltroberts@ynysmon.llyw.cymru.
Children's Safeguarding Officer, Education Office, Swyddfa'r Cyngor, Llangefni , Ynys Mon LL77 7TW.

Mae'r adroddiad yn cynnwys rhannau o'r hyn y bydd Estyn yn gofyn amdano cyn unrhyw arolwg. Dynodir y rhannau hyn â logo Estyn.

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The report includes some of content that Estyn will ask for before any inspection. These sections are marked with the Estyn logo.

ADRODDIAD BLYNYDDOL I'R CORFF LLYWODRAETHU AR DDIOGELU PLANT
ANNUAL REPORT TO GOVERNING BODY ON SAFEGUARDING CHILDREN

Enw'r Ysgol: *Name of School:*	

Cyfeiriad yr Ysgol: *School Address:*	

Mae'r adroddiad hwn am y cyfnod *This report is for the period*	D D -
Dyddiad y casglwyd yr adroddiad *Date report compiled*	D D M M B L Y R - D D M M B L Y R

Awdur *Author*	

ANNUAL REPORT TO GOVERNING BODY ON SAFEGUARDING CHILDREN

Enw'r Unigolyn Amddiffyn Plant Dynodedig (rhaid bod yn aelod o'r Uwch Dim Arweinyddiaeth) *Name of Designated Child Protection Person (must be a member of the Senior Leadership Team)*	
Dirprwy Unigolyn Amddiffyn Plant Dynodedig *Deputy Designated Child Protection Person*	
Llywodraethwr Enwebedig *Nominated Governor*	

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Cadeirydd y Llywodraethwyr *Chair of Governors*		Arwyddwyd: *Signed:*

D.S. Mae manylion yr wybodaeth hon yn gyfrinachol - ni ellir trafod enwau nac amgylchiadau penodol
N.B. Details of this information are confidential – names and specific circumstances cannot be discussed

Cofrestr Hyfforddiant Diogelu
Safeguarding Training Register

Enw / *Name*	**Lefel Hyfforddiant *Training Level***	**Dyddiad *Date***	**Llofnod *Signature***

Ychwanegu fel yr angen

Mae'n rhaid cadw rhestr gyfredol o wiriadau DBS, geirdaon a niferoedd gan y Corff Llywodraethu. Cyfrifoldeb y Cyrff Llywodraethu yw sicrhau nad yw'r un aelod o staff wedi dechrau gweithio nes y bydd y DBS wedi ei dderbyn.
An up to date list of DBS checks, references and numbers must be kept by the Governing Body. It is the Governing bodies responsibility to ensure that no member of staff has commenced work until after the DBS has been received.

A yw'r grwpiau o bobl a ganlyn wedi cael gwiriad DBS a geirdaon ysgrifenedig?
Have all the following groups of people had DBS checks and written references?

Swydd ***Post***	**Nifer y staff** ***Number of staff***	**Nifer y DBS** ***Number of DBSs***	**Geirdaon ysgrifenedig** ***Written references***
Staff *Staff*			
Llywodraethwyr *Governors*			
Gwirfoddolwyr *Volunteers*			
Staff y Gegin *Kitchen Staff*			
Staff Glanhau *Cleaning Staff*			

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restr DBS ***DBS Register***		Estyn

Mae disgwyl bod ganddoch y wybodaeth wedi ei gofnodi mewn man diogel

Datganiad: Rwyf yn cadarnhau bod pob aelod o staff / gwirfoddolwr/ Llywodraethwr gyda thystysgrif GGD cyfredol a bod prosesau cadarn mewn lle i sicrhau bod y wybodaeth yn cael ei gadw'n gyfoes yn unol â pholisi recriwtio diogel y Cyngor Sir.

Llofnod _____ Dyddiad _____

Statement: I confirm that all staff / volunteers/Governors have an up to date DBS certificate and that robust processes are in place to ensure that the information is kept up to date in line with the County Council's recruitment policy.

Signature _____ Date _____

Polisïau a dogfennau eraill perthynol i ddiogelu / *Policies and other documents relating to safeguarding*			
Polisïau a/neu (g)weithdrefnau ar gyfer Diogelu ***Policies and/or procedures for Safeguarding***	**Dyddiad yn eu lle** ***Date in place***	**Dyddiad adolygu** ***Date reviewed***	**Dyddiad adolygu nesaf** ***Date of next review***
Diogelu Plant a Diogelu Digidol *Safeguarding Children and Digtial Safeuarding*			
Datganiad diogelu ym mhrosbectws yr ysgol *Safeguarding statement in school prospectus*			
Gofyn a Gweithredu Trais yn y Cartref Ask and Act Domestic Abuse			
Rheoli cyhuddiadau yn erbyn staff *Management of allegations against staff*			
Chwythu'r Chwiban *Whistle blowing*			
Polisi CRB *CRB Policy*			
Recriwtio a Dethol *Recruitment and Selection*			
Llawlyfr Staff – arweiniad ar ymddygiad *Staff Handbook – guidance on conduct*			
Polisi Ymweliadau Ysgol (uwch lwythwyd i Evolve) *School Visits Policy (uploaded to Evolve)*			
Polisi Ymyrryd Corfforol Cyfyngol *Restrictive Physical Intervention Policy*			
Gwrth-fwlio/*Anti-bullying*			
Rheoli ymddygiad *Behaviour management*			
Presenoldeb/*Attendance*			
Camddefnyddio cyffuriau a Sylweddau *Drugs and Substance Misuse*			
GDPR			
Polisi a Chynlluniau Cydraddoldeb Strategol *Policy and Strategic Equality Plans*			
Cynllun Mynediad Ysgol *School Access Plan*			
Ysgol estynedig / cyn ac ar ôl gweithgareddau ysgol (trefniadau diogelu a materion addasu) *Extended school / before and after school activities (safeguarding arrangements and suitability issues)*			
Cymorth cyntaf (yn cynnwys rheoli cyflyrau meddygol, gofal agos) *First Aid (including management of medical conditions, intimate care)*			
Iechyd a Diogelwch (yn cynnwys diogelwch ysgol) *Health and Safety (including school security)*			
Defnyddio ffotograffau / fideo *Use of photographs/video*			

Personol, Cymdeithasol ac Emosiynol (AbaCH) *Personal, Social and Emotional (PSE)*			
Addysg Cydberthnasedd a Rhywioldeb Relationships and Sexuality			
Lleoliad gwaith *Work placement*			
Gwrth Radicaleiddio Anti-radicalisation			

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	Nifer y cyfeiriadau a wnaed i'r Tîm Cyfeiriadau Plant (os gellir adnabod plentyn neu blant peidiwch â gwahanu'n ddosbarthiadau o gamdriniaeth ond rhowch nifer cyffredinol) ***Number of referrals made to Children's Referral Team (if it may identify a child or children please do not separate into categories of abuse but give overall number)*** ***Defnyddiwch eich data ar My Concern***

Dosbarthiadau *Categories*	**Corfforol** ***Physical***	**Rhywiol** ***Sexual***	**Emosiynol** ***Emotional***	**Esgeulustra** ***Neglect***	***Cyllidol Financial***	**Canlyniad yr achos** ***/ Outcome***
Nifer *Number*						

Cyfarfodydd a fynychwyd
Meetings Attended

Cyfarfod ***Meeting***	**Nifer a wahoddwyd i** ***Number invited to***	**Nifer a fynychodd** ***Number attended***	**Nifer yr adroddiadau a gyflwynwyd yn lle presenoldeb** ***Number of reports submitted in lieu of attendance***	**Nifer o weithiau yr anfonwyd y SLIA i gynrychioli'r ysgol** ***Number of times EWO sent to represent the school***
Cynhadledd gychwynnol Amddiffyn Plant *Initial Child Protection Conference*				
Cyfarfod Strategaeth Proffesiynolwyr *Professionals Strategy Meeting*				
Cynhadledd arolwg Amddiffyn Plant *Child Protection Review Conference*				
Cyfarfod Grŵp Craidd *Core Group Meeting*				
Cyfarfodydd Gyda'n Gilydd *Gyda'n Gilydd Meeting*				
Cyfarfodydd Proffesiynol *Professionals Meeting*				

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Nifer y disgyblion sy'n destun i gynllun Amddiffyn Plant: *Number of pupils subject to a Child Protection Plan:*	
Nifer y Plant mewn Gofal Cyhoeddus: *Number of children in Public Care:*	
Nifer yr honiadau a wnaed yn erbyn staff: *Number of allegations made against staff:*	

Monitro digwyddiadau o fwlio
Monitoring incidents of bullying

Dylir digwyddiadu o'r fath fod wedi ei gofnodi ar My Concern fel eich bod yn gallu monitor digwyddiadau'n barhaus

Mathau o fwlio *Types of Bullying*	**Nifer digwyddiadau / *Number of incidents***		
	Tymor yr Haf *Summer Term*	Tymor yr Hydref *Autumn Term*	Tymor y Gwanwyn *Spring Term*
Seibrfwlio *Cyberbullying*			
Hil, crefydd a diwylliant *Race, religion and culture*			
Homoffobia *Homophobic*			
Rhywiaethol, rhywiol a thrawsffobig *Sexist, sexual and transphobic*			
O amgylch anghenion addysgol arbennig ac anableddau *Around special educational needs and disabilities*			
Arall *Other*			

Monitro digwyddiadau oedd yn cynnwys ataliaeth gorfforol
Monitoring incidents involving physical restraint

Nifer digwyddiadau / *Number of incidents*		
Tymor yr Haf *Summer Term*	Tymor yr Hydref *Autumn Term*	Tymor y Gwanwyn *Spring Term*

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Estyn
Arolygiaeth Ei Mawrhydi dros Addysg a Hyfforddiant yng Nghymru
Her Majesty's Inspectorate for Education and Training in Wales

Hunan arfarniad
Dylid arfarniad ei ddiweddaru yn rheolaidd ac o leiaf yn flynyddol.
Bydd Estyn yn gofyn am y ddogfen isod fel tystiolaeth o'ch trefniadau Diogelu.

Ysgol/UCD: **Awdurdod lleol:**

Dylai'r pennaeth/prifathro/athro sydd â gofal drefnu bod atebion yn cael eu darparu i'r cwestiynau canlynol, gan nodi cryfderau neu feysydd i'w gwella penodol ym mhob adran. Bydd arolygwyr yn trafod y wybodaeth a ddarparwyd gyda staff perthnasol yn ystod yr arolygiad. Bydd fersiwn electronig y ffurflen yn ehangu i gymryd testun yr atebion. Mae lle ychwanegol ar dudalen olaf y ffurflen ar gyfer rhagor o wybodaeth. **Rhaid** i'r ffurflen hon gael ei llofnodi a'i dyddio gan yr unigolyn sy'n darparu cofnodion cychwynnol.

Pa mor effeithiol yw polisïau a gweithdrefnau'r ysgol / UCD ar gyfer datblygu dealltwriaeth ac ymwybyddiaeth plant o sut i fod yn ddiogel trwy'r addysgu a'r cymorth bugeiliol a gynigir i ddysgwyr ynglŷn â'r canlynol: • Addysg rhyw a pherthnasoedd iach • Camddefnyddio sylweddau ac alcohol • Cam-drin domestig • Trais a cham-fanteisio rhywiol
Tystiolaeth
Pa mor effeithiol yw polisïau a gweithdrefnau'r ysgol / UCD ar gyfer nodi ac adrodd am achosion, neu achosion a amheuir, o gam-drin?
Tystiolaeth
Pa mor effeithiol yw gweithdrefnau'r ysgol / UCD ar gyfer cynorthwyo dysgwyr sy'n dioddef camdriniaeth?
Tystiolaeth

Sut mae arweinwyr yn sicrhau bod polisïau a gweithdrefnau yn cael eu diweddaru'n gyson?
Tystiolaeth
Pa mor effeithiol yw gweithdrefnau ar gyfer recriwtio staff a gwirfoddolwyr yn ddiogel?
Tystiolaeth
Pa mor effeithiol yw trefniadau'r ysgol / UCD ar gyfer darparu hyfforddiant priodol ar ddiogelu ac amddiffyn plant i staff ar bob lefel?
Tystiolaeth
Pa mor effeithiol yw gweithdrefnau'r ysgol / UCD ar gyfer rheoli ymddygiad heriol yn yr ysgol a thra bydd disgyblion oddi ar y safle, gan gynnwys cludiant ysgol, sy'n cynnwys: • Bwlio • Ymyrraeth gorfforol • Tynnu allan o wersi a neilltuo • Digwyddiadau difrifol
Tystiolaeth
Pa mor dda y mae'r ysgol / UCD yn rheoli absenoldeb disgyblion?
Tystiolaeth

Rhowch fanylion am y modd y mae'r ysgol / UCD yn sicrhau diogeledd ar safle'r ysgol.
Tystiolaeth
Pa mor effeithiol yw gweithdrefnau i sicrhau iechyd a diogelwch y disgyblion: • Ar safle'r ysgol • Yn ystod ymweliadau oddi ar y safle • Ar leoliadau galwedigaethol neu brofiad gwaith • Ar leoliad gyda darparwyr hyfforddiant • Ar gludiant ysgol
Tystiolaeth
Pa mor effeithiol yw trefniadau i sicrhau bod disgyblion yn defnyddio'r rhyngrwyd yn ddiogel ac yn gwybod sut i aros yn ddiogel ar-lein?
Tystiolaeth
Disgrifiwch sut mae'r ysgol / UCD yn cadw disgyblion yn ddiogel rhag peryglon radicaleiddio ac eithafiaeth.
Tystiolaeth
Pa mor effeithiol y mae llywodraethwyr neu fyrddau goruchwylio yn dwyn yr ysgol / UCD i gyfrif am ansawdd ac effeithiolrwydd ei pholisi a'i gweithdrefnau diogelu?
Tystiolaeth

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Nodiadau ychwanegol wedi'u darparu gan yr ysgol / UCD

Pennaeth

Llofnod: **Enw**:

Dyddiad:

Cadeirydd y Llywodraethwyr / pwyllgor rheoli

Llofnod: **Enw**:

Dyddiad:

Rheoli fersiwn

Fersiwn y ddogfen	**Awdur**	**Dyddiad cyhoeddi**	**Newidiadau a wnaed**
1.0	Gerard E Kerslake AEM	10 Mai 2013	Diweddaru'r offeryn hunanasesu a gyhoeddwyd yn flaenorol ar gyfer ysgolion i adlewyrchu'r newidiadau yn deillio o Ddeddf Rhyddidau 2012. Bydd y ddogfen hon yn cael ei newid ymhellach wrth i'r Ddeddf gael ei chyflwyno'n raddol.
2.0			Diweddaru'r offeryn hunanasesu a gyhoeddwyd yn flaenorol ar gyfer ysgolion i adlewyrchu'r newidiadau yn deillio o Gylchlythyr 097/2013 Llywodraeth Cynulliad Cymru. Cadw Dysgwyr yn Ddiogel 158/2015 Deddf Gwrthderfysgaeth a Diogeledd 2015

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Atodiad 5

1. Canllaw i bobl broffesiynol sy'n mynychu cynadleddau amddiffyn plant ym Môn

Os cewch eich gwahodd i Gynhadledd Amddiffyn Plant, efallai y bydd gennych gwestiynau am yr hyn fydd yn digwydd a beth a ddisgwylir ohonoch. Nod y canllaw hwn yw ateb rhai o'ch cwestiynau.

2. Beth yw cynhadledd amddiffyn plant?

Mae'r Gynhadledd Amddiffyn Plant yn rhan allweddol o'r trefniadau a lunnir ar gyfer cydweithio rhyngasiantaethol er mwyn amddiffyn plant. Cynhelir cynhadledd amddiffyn plant cychwynnol wedi i ymholiadau ynghylch amddiffyn plant ddod i ben. Mae'r cyfarfod yn dod ag aelodau'r teulu, gan gynnwys y plentyn pan fo hynny'n briodol, a'r bobl broffesiynol hynny sydd wedi bod yn ymwneud fwyaf â'r plentyn a'r teulu ynghyd.

3. Pwrpas y gynhadledd amddiffyn plant.

Pwrpas y gynhadledd yw: -

- Rhannu a gwerthuso gwybodaeth ynghylch iechyd, datblygiad a gweithrediad y plentyn, ynghyd â gallu'r rhieni neu warcheidwaid i sicrhau diogelwch y plentyn ac i hybu iechyd a datblygiad y plentyn.
- Penderfynu a yw'r plentyn neu unrhyw blant eraill yn y teulu wedi dioddef niwed arwyddocaol ac a oes perygl y gallent ddioddef niwed yn y dyfodol.
- Er mwyn penderfynu pa gamau gweithredu sydd eu hangen yn y dyfodol er mwyn diogelu'r plentyn ac i annog ei ffyniant, sut i symud ymlaen â'r gweithredu a pha ddeilliannau a ddisgwylir.

4. Pwy ddylai fynychu?

Gwahoddir pobl broffesiynol ac ymarferwyr sydd â **chyfraniad sylweddol** i'w wneud, a hynny oherwydd eu gwybodaeth nhw ynghylch y plentyn neu'r teulu, neu'n deillio o'u harbenigedd proffesiynol.

Gwahoddir aelodau'r teulu.

5. Cynadleddau amddiffyn plant cychwynnol ac adolygiadol.

Ceir dau fath o Gynhadledd Amddiffyn Plant: -

5.1. Cynhadledd Amddiffyn Plant Cychwynnol:

Fe'i trefnir fel arfer wedi i'r Gweithiwr/wraig Gymdeithasol a Swyddog yr Heddlu wneud ymholiadau amddiffyn plant. Dylai'r cyfarfod hwn ddigwydd o fewn 15 diwrnod gwaith o gynnal y cyfarfod strategaeth rhwng yr heddlu a'r gwasanaethau cymdeithasol. Mae hyn yn golygu na fyddwch yn derbyn hysbysiad o'r cyfarfod tan yn hwyr iawn, ond dylech wneud popeth o fewn eich gallu i fod yn bresennol.

Byddwch yn derbyn gwahoddiad ysgrifenedig yn rhoi manylion y teulu, rhesymau dros y cyfarfod a rhestr o bobl fydd yn bresennol.

Fe fydd y Gynhadledd Amddiffyn Plant Cychwynnol yn penderfynu a ddylid rhoi enw'r plentyn a'r Gofrestr Amddiffyn Plant Môn. Os yw hyn yn angenrheidiol, fe fydd yn rhaid cytuno ar Gynllun Amddiffyn Plant.

5.2. Y Gynhadledd Amddiffyn Plant Adolygiadol:

Adolygir enw pob plentyn sydd ar Gofrestr Amddiffyn Plant Môn. Fe fydd yr adolygiad cyntaf yn digwydd o fewn 3 mis a'r adolygiadau yn dilyn hynny o fewn 6 mis.

Tasg y cyfarfod hwn yw adolygu'r Cynllun Amddiffyn Plant, a hynny er mwyn sicrhau y bydd y plentyn yn parhau i dderbyn gofal digonol; penderfynu a ddylai enw'r plentyn aros ar Gofrestr Amddiffyn Plant Môn ac a yw'r risg o niwed arwyddocaol wedi lleihau, ac os ydyw, penderfynu a ddylid newid y cynllun.

6. Paratoi ar gyfer y gynhadledd amddiffyn plant.

Os ydych yn cynrychioli'r ysgol yn y cyfarfod, gadewch ddigon o amser i baratoi ar gyfer y cyfarfod ac ystyriwch yr wybodaeth sydd gennych ynghylch y materion canlynol: -

- Unrhyw beth o bwys sydd wedi digwydd i'r teulu neu i'r plentyn.
- Iechyd, datblygiad ac anghenion y plentyn.
- Gallu'r rheini/gofalwyr i ddiogelu'r plentyn a hyrwyddo'i (h)iechyd a sicrhau ei (d)datblygiad.
- Unrhyw gefnogaeth ychwanegol gan y teulu neu'r gymuned sy'n bwysig i'r teulu.

Dylai pob asiantaeth gynrychioladol sy'n mynychu'r cyfarfod **ddarparu adroddiad ysgrifenedig o flaen llaw a dylent fod yn barod i ddarllen eu hadroddiad yn y cyfarfod.** Lle bo hynny'n bosibl, dylid dangos yr adroddiad i'r teulu cyn y diwrnod y cynhelir y cyfarfod.

Mae'n bwysig y gall y cyfarfod rannu'r holl wybodaeth berthnasol er mwyn deall amgylchiadau'r teulu ac asesu i ba raddau y mae'r plentyn mewn perygl.

Os nad ydych yn gallu bod yno, dylech hysbysu Cadeirydd y cyfarfod a gofynnwch i weithiwr uwch ddirprwyo, (os yw hynny'n briodol), **ac anfonwch eich adroddiad ysgrifenedig at y Cadeirydd o flaen llaw. Fe gofnodir eich ymddiheuriadau a'ch safbwyntiau a fynegwyd gennych.**

7. Gwybodaeth gyfrinachol

Hanfod llwyddiant unrhyw gydweithio rhyngasiantaethol yw cyfnewid a rhannu gwybodaeth berthnasol. Ymhob achos lle y ceir honiadau o gam-drin plant neu amheuaeth o ran hynny, mae'n ddyletswydd rhannu gwybodaeth berthnasol.

Cedwir pob darn o wybodaeth a roddir yn y cyfarfod yn gwbl gyfrinachol ac ni ddatgelir unrhyw beth y tu allan i'r cyfarfod at unrhyw ddiben, oni bai bod Cadeirydd y cyfarfod yn rhoi caniatâd.

8. Ydych chi'n gwneud penderfyniad ynghylch rhoi enw plentyn ar y gofrestr amddiffyn plant?

Pan fyddwch yn mynychu Cynhadledd Amddiffyn Plant, gofynnir i chi a ddylid rhoi enw'r plentyn ar y Gofrestr Amddiffyn Plant ai pheidio, a gofynnir i chi leisio'ch barn ynghylch y mater. Dylech gadw mewn cof y cwestiwn canlynol pan fyddwch yn dod i benderfyniad ynghylch cofrestru plentyn:

A oes perygl parhaus y bydd y plentyn yn destun niwed difrifol/arwyddocaol?

Pan fyddwch yn ystyried yr wybodaeth ac yn dod i'r penderfyniad, yr hyn sy'n dyngedfennol yw naill ai…

- Bod y plentyn yn ymddangos ei b/fod wedi dioddef camdriniaeth, afiechyd neu drafferthion wrth ddatblygu o ganlyniad i gamdriniaeth gorfforol, rhywiol, emosiynol neu esgeulustod, a'r farn broffesiynol yw y byddai'r cam-drin neu wendidau'n debygol o barhau; neu

- Fod barn broffesiynol, a gefnogir gan ganfyddiadau'r ymholiadau yn yr achos unigol hwn neu gan dystiolaeth yr ymchwiliad, yn nodi ei bod yn debygol y bydd y plentyn yn dioddef camdriniaeth, afiechyd neu drafferthion wrth ddatblygu o ganlyniad i gamdriniaeth gorfforol, emosiynol, rhywiol neu esgeulustod.

Pan roddir enw plentyn ar y Gofrestr Amddiffyn Plant, nid yw rhoi'r enw ar y gofrestr ynddo'i hun yn golygu y diogelir y plentyn oni bai y bydd Cynllun Amddiffyn Plant cyfatebol. Mae'r Cynllun Amddiffyn Plant yn argymell dulliau y gall asiantaethau, pobl broffesiynol a'r teulu weithio arnynt mewn partneriaeth er mwyn sicrhau y caiff y plentyn ei (d)diogelu rhag niwed yn y dyfodol.

9. Cadeirydd y gynhadledd amddiffyn plant

Rôl y Cadeirydd yw sicrhau bod y cyfarfod yn canolbwyntio ar anghenion y plentyn; bod pawb yn gallu cyfrannu'n llawn at y drafodaeth a'r penderfyniadau; y caiff pawb eu trin yn deg a gyda pharch; a bod penderfyniadau a chynlluniau'r cyfarfod yn diogelu'r plentyn.

10. Y Grŵp Craidd

Dewisir aelodau'r Grwp Craidd yn y gynhadledd, ac mae'n cynnwys pobl broffesiynol ac ymarferwyr sy'n gweithio'n uniongyrchol â'r teulu.

Mae'r Grŵp Craidd yn gyfrifol am ddatblygu a gweithredu'r Cynllun Amddiffyn Plant fel dull manwl o gyd-weithio o fewn y cynllun a amlinellwyd ac a gytunwyd arno yn y cyfarfod er mwyn diogelu'r plentyn/plant ac i leihau'r risg iddynt dderbyn niwed arwyddocaol.

Y Gweithiwr/wraig Allweddol sydd â'r rôl bwysicaf, ac mae gan pob aelod o'r Grwp Craidd gyfrifoldeb ar y cyd dros greu a gweithredu'r cynllun. **Os ydych yn aelod o'r Grwp Craidd, mae'n hanfodol eich bod yn mynychu** (gweler hefyd brotocol y Grwp Craidd, gwefan y Bwrdd Diogelu lleol).

11. Canllaw a gwybodaeth ychwanegol

Caiff arweiniad am ddiogelu ac Amddiffyn Plant ei gynnwys yn:

- "Diogelu Plant: Gweithio Gyda'n Gilydd o dan y Ddeddf Plant 2004" (Cynulliad Cenedlaethol Cymru, 12/2007);
- "Gweithdrefnau Diogelu Cymru 2019'',
- "Diogelu Plant: Gweithio Gyda'n Gilydd at Ddeilliannau Positif".
- Gweithdrefnau Canu'r Gloch mewn ysgolion a pholisi enghreifftiol- cylchlythyr 36/2007

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Education Service Safeguarding Guidelines

Appendix 1	**School Child Protection Model Policy**
Appendix 2	**Role of Education Department's Designated Executive Officer for Child Protection**
Appendix 3	**Role of Child Protection Designated Person at a School**
Appendix 4	**Child Protection Annual Report**
Appendix 5	**General Guidance for Meetings**

1. Introduction

1.1. The Education Service policies and procedures correspond to Anglesey Council's corporate policies and have been drawn up in accordance with the council's vision to ensure the safety and well-being of children and young people in Anglesey.

1.2. The Anglesey Education Service recognizes its statutory obligations in regards to protecting children in education. The aim of the education service is to ensure the well-being and safety of children and young people who make use of the services within and outside of schools and other educational provisions.

2. Legislative Background

2.1. The Authority complies with the following requirements and principles:

- Wales Safeguarding Procedures 2019
- Keeping Learners Safe 2022
- Child Protection In Education: Circular 158/2015 WG
- Working Together – the 2004 Act
- Gwynedd and Anglesey Safeguarding Children Board Protocols and Policies
- Vision of Anglesey Children and Adult Protection Strategy Panel
- Social Services and Well-being Act (Wales) 2014

2.2. The education service also has a monitoring role in ensuring that Anglesey Schools understand and implement child protection procedures.

3. Responsibilities within the Education Service

3.1. The Director of Education, Mr Aaron C Evans, is the Chief Statutory Officer responsible for ensuring that the service fully implements its statutory obligations as regards Child Protection.

3.2. The lead responsibility for developing policies and procedures is delegated to the Education Department's Child Protection Designated Executive Officer (Mr Gerallt Roberts). She works closely with Children Services to ensure multi-agency policies and procedures and quality training. **The Senior Child Protection Officer (Gerallt Roberts) is the Education Department's Child Protection Designated Executive Officer for receiving any enquiries** (see Appendix 2).

3.3. The Director of Education represents Education on the Safeguarding Children Board and on Anglesey's Strategic Panel for Safeguarding Children and Adults. The Education Department's Child Protection Designated Executive Officer represents Education on Anglesey's Operational Panel for Safeguarding Children and Adults. Education Officers fully contribute on various sub-groups.

3.4. The Education Management Team receives quarterly reports against the Council's agreed indicators that indicate the Department's performance in the protection field. External validation of quality of protection procedures is completed annually, e.g. through school assessment by external peers.

4. Service Protection and Schools / Educational Establishments Duties

4.1. The role of the Anglesey Education and Schools service within the Child Protection system is to ensure a safe environment and ethos that enables children and young people to learn, with adequate focus on their well-being and safety. Every worker should consider their role in:

- protecting children from harm
- preventing abuse
- promoting well-being

4.2 Schools and the Education Services have an obligation to work with Social Services and the Council's other departments to promote safety through raising awareness, improving understanding and strengthening children and young people's resilience via the curriculum as well as through preventative and early intervention work; through referring concerns, contributing information and towards needs assessments.

The service will co-ordinate requirements and will work closely with schools and other agencies in the protection field, specifically Child and Health Services, and the Police.

4.3. The education service implements Anglesey's corporate and educational responsibilities when ensuring that all schools, units, Further Education colleges, other education placements and partners have effective procedures when:

- preventing inappropriate individuals from working with children and young people
- promoting excellent practices and challenging inadequate and unsafe practices
- robustly identifying and responding to any concerns as regards a child's safety and well-being, implementing procedures that ensure safety
- regularly monitoring and evaluating to improve quality of structures and service protection procedures

4.4. In the event of a lack of appropriate action as regards child protection cases in Anglesey schools, the following measures will be taken:

- The Department's Senior Child Protection Officer will complete a safeguarding audit within the school without any prior notice
- A letter will be sent to the School's Chair of Governors to inform him/her of the concern
- A report will be prepared and shared with the School and Governors following the audit

4.5. All educational establishments in Anglesey are expected to ensure:

- that there is a current and comprehensive child protection policy in place that accords with guidance provided (Appendix 1);
- that broader safeguarding policies are reviewed and adopted in a timely manner by the School's governing body
- that the broader safeguarding policies and procedures take account of activities that may occur within and outside of the school (use of leisure facilities, educational visits, use of the school's facilities for community purposes etc.)
- that a member of the senior management team is designated for Child Protection and is responsible for Safeguarding matters within the establishment. See Appendix 3. They should provide advice, induct all members of new/supply staff, provide specific and general guidance, secure training and refresher arrangements, and serve as contact with the education service/social services/other agencies in protection matters;

- that the Designated Safeguarding Person has the appropriate authority to take action, has received training of the appropriate level and has suitable experience;
- that a safety 'substitute/deputy' is known to all in the Designated Person's absence;
- that each school and unit annually introduces a Child Protection Annual Report for the attention of the Education service, by the end of the Summer term
- that a Child Protection Designated Governor has also been trained to the appropriate level, that they are available to assist the Designated Person when appropriate, and annually contributes towards and presents the Annual Report to Governors to the Governing Body's attention (Appendix 4);

4.6. Due attention is given to the categories of abuse highlighted in Wales Safeguarding Procedures Guidelines 2019:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Negligence
- Financial abuse

4.7. The entire Anglesey Education Service workforce have an obligation to:

- be aware of the Wales Safeguarding Procedures Guidelines 2019
- act professionally and legally in regards to the well-being and safety of children and young people
- "whistle-blow" if they are aware of any instance of abuse
- look out for signs of abuse and respond in line with Wales Safeguardin procedures 2019 (see Section Section 1)
- look out for signs of abuse from adults who work with or who supervise children and young people, and respond in accordance with l Wales Safeguarding Procedures (see Section 2)
- look out for signs of bullying (refer to national and local guidelines)
- know how to respond when a child discloses information and what appropriate action to take (see Section 3)
- know to whom to refer any suspicions or disclosure from a child or young person, within and outside of school hours;
- present a written statement/record of what was seen or heard by a child or a young person

4.8. In compliance with WG guidelines, each school has an obligation to designate a teacher and governor responsible for the field of Safeguarding Children (see Protecting Children In Education: 158/2015).

4.9. Education Department Officers will plan and co-ordinate service provision and allocate resources to fulfil Safeguarding requirements, in accordance with legal, national and local requirements. Collaboration occurs via the North Wales Safeguarding Board, and Anglesey Safeguarding Strategy/Operational Panels with other agencies whilst jointly planning and providing with professional workers in the health care field, social services, youth justice team.

4.10. Strategically, the Anglesey education service will:

- ensure regular contact with the appropriate diocesan authorities regarding arrangements for aided schools;

- annually monitor and report on schools' success in compliance with Wales Safeguarding Procedures Guidelines 2019 , particularly implementation of appropriate policies and procedures;
- ensure safe recruitment and employment structures, in accordance with the Corporate policies;
- collaborate corporately to ensure that staff are trained to the appropriate level, including the designated persons responsible for child protection (teachers and governors);
- draw the School Governing Body's attention to any shortcomings and advise them on actions required to remedy this;
- take action to resolve any inter-agency problems as soon as they become apparent;
- play a full role in case reviews in accordance with Chapter 10 – Safeguarding Children; Working Together – under the Children's Act 2004 and the Social Services and Well-being (Wales) Act 2014;
- share information and relevant outcomes on cases and reviews with schools/designated persons as part of the quality improvement procedure;
- ensure multi-agency and partnership collaboration across the service;
- collaborate with the Local Safeguarding Board and the council to ensure appropriate resources to meet Safeguarding requirements

4.11. At a support level the education service ensures:

- that training is available at an appropriate level for all of the Authority's new staff, for staff who work with children at a school and other education services, and for school governors. The training will enable them to effectively fulfil their child protection responsibilities. Annual training will be provided to ensure that staff's skills and knowledge are regularly updated.
- further training for the Authority staff who are mainly responsible for child protection and safeguarding, provided through collaboration with the North Wales Safeguarding Board.
- a record of all designated individuals and the governors nominated by the governing bodies to be responsible for child protection within schools, and of what training was provided to those individuals and dates of training.
- opportunities for staff to update training to the appropriate level in accordance with the policy of the Department and the Council Level 1 annually and Level 2 and 3 every two years.
- that schools are offered model policies and procedures on all aspects of child protection.
- that appropriate action is taken as regards abuse allegations against staff and volunteers.
- that advice and support is provided to schools and other education services to deal with individual cases: implementation on their behalf where required to solve any difficulties with Safeguarding Board partner agencies.

4.12. On an operational level, the Council, in collaboration with the education service will:

- Ensure safe recruitment procedures and that all specific investigations are completed and updated on staff, volunteers and Governors who work with children, as necessary.
- Ensure arrangements for protecting and promoting the well-being of children who do not attend schools, who have been excluded from school, who are taught in referral units, who have complex and intense medical needs, or who receive a home tutoring service.
- Monitor the well-being, safety and educational welfare of children taught at home.
- Collaborate with the relevant agencies to monitor Safeguarding arrangements for learners who are taught out of county
- Ensure that there are procedures in place to deal with abuse allegations against members of staff in accordance with Welsh Government guidelines. Work with schools and partner agencies of the Safeguarding Children Board to ensure that allegations are dealt with quickly, fairly and consistently.

- Ensure that Authority staff (including any staff who fulfil functions on behalf of the Authority) who work with children are investigated to an appropriate level and receive training to effectively fulfil child protection responsibilities.
- Ensure support for schools by contacting establishments and services outside of the county, so as to receive or exchange relevant information and promote effective collaboration across counties.

5. The Governing Body's Role in Schools and Further Education Colleges

The Governing Body's role at a School or Further Education College is to;

- Ensure that their establishment implements effective policies and procedures to safeguard and promote pupil well-being in accordance with national and local guidelines, including committing resources to child protection matters and monitoring that the school complies with field requirements;
- ensure that the school has safe recruitment procedures and to ensure that all appropriate checks are conducted on new staff and new volunteers who will be working with children, including DBS checks. (see Safe Recruitment Policy);
- ensure that a senior member of the school's leadership/management team has been designated as a Safeguarding/Child Protection Designated Person, and receives an appropriate level of refresher training and a regular update to consistently update their skills and knowledge, to advise and support other staff. The Designated Person will maintain contact with the education service and will work with other agencies (see Appendix 3 – role of the Designated Person at a school) and, where appropriate, provide guidance to other staff. A deputy should be designated for the designated person's absence, and in large establishments, or those where there are a great number of child protection concerns, more than one deputy designation will be required;
- ensure that the Designated Person, all staff and other permanent volunteers who work with children receive the appropriate training so as to enable them to effectively fulfil their child protection responsibilities, and refresher training to update their knowledge (Level 1 annually and Level 2 and 3 every two years). Also that supply/temporary staff and volunteers who deputise during short term absences, and who will be working with children, receive clear guidelines on school child protection arrangements and their responsibilities;
- ensure that the Designated Protection Governor has been trained to a confident level of proficiency in the field (Designated Governor and the Chair to receive Level specific and appropriate training fulful and other Governors to receive Level 1 training , to fulfil their functions and to understand their broader safeguarding responsibilities. The designated Governor should maintain regular contact with the headteacher, and should assist in providing information and annual reports for the governing body on matters where there are no allegations against staff;
- comply with the correct guidelines and procedures where a child protection allegation has been made against a member of staff, including appointing an independent investigator where appropriate, in accordance with Wales Safeguarding Procedures Gidelines 2019 (Part 5) and the School Staff Disciplinary and Dismissal Procedures Circular: Revised Guidance for Governing Bodies 002/2013.
- ensure that the Safeguarding policy is annually reviewed and that the annual report is presented to the education department annually, and is available to parents or carers on request;
- ensure that the governing body without delay rectifies any shortcomings or weaknesses in the child protection arrangements that are brought to their attention.

6. Governing Bodies' Additional Responsibilities for Multi-Site Education, Education Outside of School Hours and Communal Use of Locations

6.1. The school's Governing Body controls safe use of its sites outside of school hours, except for when there is a trust arrangement in place, or if there is a management transfer agreement in place.

6.2. When a Governing Body commissions or offers activities and services under the school staff's direct supervision, the school's safeguarding policies and procedures must be implemented.

6.3. Where the children and young people who attend the school are provided with activities, services and experiences off the school premises, it must be ensured that the entity fully complies with safe recruitment policies and that there are robust safeguarding procedures in place. The Governing Body should designate a responsible person to ensure this, whilst preparing a suitable safety risk assessment and monitoring it.

6.4. There is an obligation to refer any inadequate safeguarding practices or complaints about locations to the attention of the Safeguarding Children Designated Executive Officer (Geraint Roberts) in the education department, in order to take action to reduce the risk for all of the children and young people of Anglesey.

7. The Role of Headteachers and Heads

The role of Headteachers and Heads is to;

- ensure full implementation of child protection policies and procedures adopted by the governing body, and ensuring that they are followed by all staff;
- ensure that adequate resources and time are allocated to enable the designated person and other members of staff to fulfil their responsibilities, including contributing towards strategy discussions, other inter-agency meetings, and child assessments;
- ensure that all staff and volunteers understand the procedures and feel as though they can voice any concerns regarding poor or unsafe child related practices, and that those concerns are sensitively, effectively and promptly handled in accordance with the *Procedures for Whistle-blowing in Schools and Model Policy – circular 36/2007*.

8. Role of the Designated Person at a School

8.1. The Designated Person fulfils a key role at the school in ensuring a safe ethos and ensuring that safe procedures and policies are established and implemented for pupils' well-being.

8.2. The Designated Person should:

- lead and take responsibility for managing matters and cases relating to safeguarding children and child protection
- promote the well-being and interests of Looked after Children and vulnerable groups
- be a member of the school management team
- take responsibility for practices, policies, procedures and professional development in the Safeguarding field (see Appendix 3)
- receive Level 2 and 3 training and update it every two years .

9. Role of Proprietors of Schools/Independent Residential Establishments and Role Of Proprietors Of Independent Schools

- See Wales Safeguarding Procedures Gudilines

- **Role of Managers of Preschool and After School Childcare, Nurseries, Placements and Early Years Units**

10.1. Managers of early years, nurseries and partner placements should ensure that:

- they act as a Designated Safeguarding Person and take a leading role in protection matters and procedures, ensuring the safety of the children in their care;
- that all members of staff and volunteers are carefully recruited, that they receive safeguarding training and refresher courses, and that they follow safeguarding procedures to the highest standard;
- that staff have the time and suitable resources to fully enact their duties, including time to contribute to children's assessments/to attend case and strategy conferences as appropriate;
- that there are clear and standard policies and guidelines that are available to parents, staff and other stakeholders.

11. Training for Education Service Staff Including Schools

11.1. As part of the establishment's induction arrangements, each member of staff (whether permanent or temporary, and volunteers) should receive **written guidance on Safeguarding policies and procedures**, with the Designated Person's contact details, on their first day at work (see Appendix 1 - schools).

- Each new member of education service staff, including that of schools, is expected to undertake Level 1/basic training as soon as possible, in accordance with the Anglesey corporate Safeguarding training policy.
- Staff are expected to receive refresher/renewal training according to their role.
- The Designated Person and Designated Governor are expected to follow an advanced level course, to ensure that they are able to fully undertake their duties.
- Headteachers/governors will receive training/guidance on handling allegations and cases of professional abuse (Part 5)
- The education service will keep training and guidance records, including staff and governor training details.
- Schools are expected to annually present a record of staff safeguarding training to the education service, as part of the Annual Report to Governors in the Safeguarding field.
- An annual training programme is organized through the Anglesey Safeguarding Board training programme.

12. Abuse Allegation Made by an Adult Against a Child

12.1. It is crucial that all abuse allegations are quickly, fairly and consistently addressed to ensure the child's safety and the well-being of the individual accused of the abuse.

12.2. All members of education service staff, including those of schools, should immediately refer to *Wales Safeguarding Procedures 2019 ,f*ollowing the procedure that is clearly noted in it.

12.3. For further guidance, and if the Designated Person is not available OR if the allegation is made against the Designated Person, please contact the education department and the Designated Child Protection Executive Officer (Geraint Roberts) or another member of the Education Department.

12.4. For further guidance please contact Teulu Môn Social Service Child Referrals:

01248 725888

TeuluMon@ynysmon.gov.uk

13. Referral Arrangements and Procedures, Record Keeping and Contributing to the Process

13.1 See Appendix 5 for guidance.

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Gwasanaeth Dysgu Môn
Anglesey Learning Service

Appendix 1

Child Protection Policy

School

Date of Approval:
Review Date:

Signed
Chair of School Council on behalf of the pupils: .....

Staff Coordinator for Child Protection: .....

Responsible Governor: .....

Headteacher: .....

CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Gwasanaeth Dysgu Môn
Anglesey Learning Service

Purpose of the Policy

'Do the fundamentally good things that keep children safe.

The following individuals are the Safeguarding Children Designated Persons at the school: _____

Person Safeguarding Children Deputy Liaison: _____

Designated Governor for Safeguarding Children: _____

1. Introduction

1.1 ..... School fully recognizes its contribution to child protection.

There are four main elements to our policy:-

a) prevention of harm through teaching and pastoral support offered to pupils;
b) procedures for identifying and reporting on cases, or on cases where abuse is suspected;
c) due to the daily contact between staff and children, we are in an advantageous situation to identify any signs of abuse and to offer:
d) support for pupils who have possibly been victims of abuse.

1.2 Our policy applies to all staff and volunteers who work at the school including our Governors. A teaching assistant, break or lunch time supervisor, carer, secretary, technical or administrative member of staff might be the first person a child informs of being abused.

2. Prevention

2.1 We recognize that high self-esteem, confidence, supportive friends and good lines of communication with reliable adults reduces the risk of substantial harm to children by keeping them safe.

With comprehension of this, the school will:

a) establish and maintain an ethos where the pupils can feel safe and are encouraged to speak openly and to be listened to by any member of staff at the school;
b) ensure that pupils know that there are adults at the school whom they can turn to in distress for advice and feel confident that they will be listened to fairly without prejudice;
c) include PSHE activities and opportunities across the curriculum to develop the necessary skills to safeguard themselves from abuse and to know to whom to turn for help;
d) include material in the curriculum to assist pupils to develop realistic attitudes towards life responsibilities, especially in terms of caring for children, bringing up a family and being good parents.

3. Procedures

3.1 We will adhere to Wales Safeguarding Procedures approved by the Local Safeguarding Children Board .

3.2 The school will:

a) ensure that a member of the Senior Management Team has been deputised by the Headteacher, who has the main responsibility for Safeguarding Children and has received appropriate training;

b) acknowledge the role of the Designated Co-ordinator for Safeguarding Children, arrange training and provide support. All member of staffs involved in Safeguarding Children will have received the appropriate Level 2 training[under review] which has been approved by the Local Safeguarding Board.

c) ensure that all members of staff and each governor is aware of:-

- The name of the designated person and their role;
- The correct procedure to follow if they suspect that a child is enduring or is at risk of enduring substantial harm
- Their responsibility as individuals to refer child protection concerns by using the correct channels and within the deadlines agreed with the Local Safeguarding Children Board;
- How to address those concerns if the designated person is unavailable and understands the process of referral;
- The referrals process if there are concerns about the Headteacher.

d) ensure that members of staff are aware of the need to be aware of signs of abuse and know how to respond if a child alleges that they are abused;

e) understand that it is required to keep a detailed and accurate record of any disclosure made by a child who raises a concern

f) ensure that parents understand the responsibility of the school and of the staff in terms of safeguarding children by noting those responsibilities in the school prospectus, and raising awareness of the contact numbers on the school website.

g) understand that a pupil can be referred to Social Services either as a child in needof early intervention or for care and support with parental consent or as a child at risk of substantial harm). It is important that staff, pupils and parents understand that there is NO need for parental consent to refer to Social Services if a child makes an allegation of abuse against a parent and is suffering or is likely to suffer substantial harm. . Social Services and the Police will need to commence an initial assessment which will involve speaking with the child as soon as possible.However in majority of cases , if it is safe to do so, communicating with parents where there are safeguarding concerns is seen as good practice

h) provide child protection training to all staff through the authority's level 1 training package which is updated annually. Level 2 and 3 training will be provided to the Headteacher, Designated Person and Designated Governor by the Education Department every two years. This training is to ensure that everyone understands;

- Their own responsibility;
- The locally agreed procedure;
- That there is a need to be vigilant to identify the symptoms and signs of abuse; and
- How to support a child who alleges that abuse has occurred.

i) notify the local social services team if:

- A pupil placed on the child protection register is excluded either for a fixed term or permanently; and
- If a pupil who is on the child protection register is absent from school without an explanation for more than two school days (or for a day following a weekend);

j) develop an effective link with the appropriate agencies and collaborate on enquiries into abuse including being present in the case from the start in safeguarding children conferences, core groups and presenting written reports to the conferences.

k) keep written records of concerns about individual children (including dates, incidents and the measures taken), even if there is no need to refer the matter immediately to the authorities;

l) ensure that records about cases are always safely locked away and key in the office of the Deputy responsible for safeguarding children;

m) adhere to the procedures mentioned in the Welsh Assembly Government guidelines in the circular 45/2004 Disciplinary Procedures.

4. The Recruitment and Staff Appointment Procedure in Schools

4.1. Ensure that the recruitment and staff appointment procedure complies with the Council Policy relating to DBS Procedures and the Disclosure Policy.

4.2. Appoint a designated Governor with responsibility for Safeguarding Children who will supervise the school's safeguarding children policy and its administration.

5. Support for the At Risk Pupil

5.1 We acknowledge that children who may be at risk of substantial harm, face abuse or have witnessed violence, may suffer terribly as a result.

5.2 The school may be the most stable, quiet and stable part of the child's life. However, a child who suffers at home can behave in a way that attracts attention, whether it be though challenging behaviour or through out of the ordinary behaviour.

5.3 The school will try and support the pupil through:

a) the school ethos which:
- promotes a positive, supportive and safe environment; and
- facilitates each individual pupil as a valuable member of the school society.

b) adhering to the school's Behaviour and Disciplinary Policy which specifically refers to vulnerable pupils. Each member of staff has a positive attitude which focuses on the child's behaviour without harming the young person's self-respect.

c) ensuring that the pupil realizes that some behaviour is unacceptable, that every individual is important to the school and that they realise that the child is not to blame for any abuse that has occurred.

d) contacting other pupil support agencies, such as Social Services, Children and Young People Mental Health Services, the Education Psychology Service, Behaviour Support Services and the Inclusion in Education Service;

e) keeping clear and concise records and informing Social Services if there is a regular concern about a child;

f) ensuring that information about a young person on the child protection register who is leaving the school is immediately transferred to the new school and notifying Social Services.

Refer a Child in need of Protection to the Social Services Department

6. Consent

6.1 The Designated Safeguarding Person has to make a judgement if the nature of the allegations, especially if they are against a parent or anyone who shares a home with the child, is NOT appropriate to discuss the matter, or obtain parental consent before transferring the matter to Social Services or Police under the appropriate safeguarding children procedure.

7. Anti-bullying

7.1 Our policy on anti-bullying is noted in a separate document and this is annually reviewed by the Governing Body.

8. Reasonable Force

8.1 Our policy on safe intervention is noted in a separate document and this is annually reviewed by the governing body.

9. Children with a Special Educational Needs Statement

9.1 Statistically, children who have disabilities and behavioural problems are the most vulnerable. Members of staff who deal with children with serious and multiple disabilities or sensory impairments must be very alert to signs of abuse.

9.2 Statistically, children who are Looked After are at greater risk of further harm

10. Dealing with an allegation that a member of staff is responsible for abuse.

10.1 If an allegation of abuse is made, the Headteacher should refer the matter to the Referrals Team in Social Services and immediately inform the Local Education Authority. However, it must be accepted sometimes that the situation must be dealt with there and then and the school should follow the steps below at that time:

Step 1 EACH member of staff who witnessed the incident must provide a verbal and written record to the attention of the Headteacher regarding the allegation(s)(*unless the allegations are against the Headteacher - see below).

Step 2 The Headteacher/Manager must assess the risk to the child immediately and determine what would be best for the child (medical advice will possibly be required).

Step 3 If a member of staff does not know about the accusations, it would be wise to obtain advice from Social Services and the member of staff should be informed that an allegation has been made against them. The member of staff should not be informed of who made the allegation.

Step 4 Depending on the seriousness of the accusation, the Headteacher might be required to keep the member of staff and pupil separate and decide whether or not the member of staff should be suspended from work. If a

decision is made not to suspend a member of staff, it should be ensured that a risk assessment is undertaken on a joint basis by the Headteacher and the Chair of the Governing Body. Suspension should be considered as a neutral and impartial course of action.

Unless the member of staff already knows, the Headteacher has no right to state who is making the accusation, or any details about it.

In order for the investigation to be undertaken thoroughly, an immediate suspension might be required. The member of staff will have the right to contact their Union for advice and this is a neutral course of action.
The member of staff must be given a contact name within the school who they can contact.
The Member of staff must receive the phone number for the county's Counselling Service.

Step 5 Social Services must be informed as soon as possible once an accusation is made against a member of staff, and on the same day the matter is put before the Child Protection Designated Person.
The responsible member of staff should telephone 01248 725888 to speak to the Referrals Team from Social Services in order to receive advice and guidance.
Having received verbal information, the appropriate Senior Manager with responsibility in the Local Authority's Social Services must co-ordinate the response.

Step 6 It is essential that the LEA's Designated Officer for Safeguarding Children is informed of the allegations as soon as possible and on the same day the matter is brought to the attention of the Child Protection Designated Person, as they can also offer advice – Geralllt Roberts should be telephoned on 01248 752908 and the call should be confirmed by e-mail. Human Resource should also be made aware of any allegarion agains staff.

Step 7 The Anglesey Child Protection Referral Form should be completed as soon as possible with details of the child making the accusation and all known details about the incident. A further Part 5 form should be completed to give details of the staff accused
The forms should be e-mailed to the Anglesey Safeguarding Team, Teulu Môn: TeuluMon@ynysmon.gov.uk
At the same time, a copy should be e-mailed to the Designated Officer in the LEA:
geralltroberts@ynysmon.llyw.cymru.

Step 8 Within 48 hours or sooner if possible, the Senior Manager of Anglesey's Social Services Department will call a strategy meeting where the Headteacher is invited to provide all available information at the meeting regarding : a) the child and b) the member of staff
*The Headteacher/Manager must inform the Chair of Governors about the accusation, and invite him/her to be present at the strategy meeting.

MINUTES
IT IS NOT THE HEADTEACHER'S ROLE TO INVESTIGATE THE ALLEGATION - THAT DECISION IS MADE IN THE STRATEGY MEETING.

However, the Headteacher will need to receive as much information as possible in order to obtain facts about the allegation. The information will be useful at the strategy meeting as they decide on the next appropriate steps.

11. Dealing with an Accusation against the Headteacher

11.1 If the accusation is against the Headteacher, the Chair of the Governing Body should be informed and it is the responsibility of the Body to inform the LA's Child Protection Designated Officer.

The Child Protection Designated Officer for Anglesey Council is Gerallt Roberts. His contact number is 01248752908/ 07770642817 or geralltroberts@ynysmon.llyw.cymru.

If Mr Gerallt Roberts is unavailable, then the Chair of Governors must contact the Director of Education by telephoning 01248 752916.

If the LA Officer is not available, or if it is decided that further advice is needed, this should come from the child protection designated manager in the Authority's Social Services. This is not the same as referring a case to the authority but it could help the authority and the school when assessing the situation and deciding on the most appropriate steps.

If the allegation involves an offence or if it appears as though a child has been harmed or is likely to be harmed, the LA and the school must immediately refer the case in accordance with child protection procedures as established by the Local Safeguarding Children Board. The case will be referred to Anglesey Social Services. The Police will intervene if the accusation involves an offence.

12. Dealing with an allegation against a member of the Governing Body

12.1 If an allegation is made against a member of the Governing Body, then as in Section 5 of the Wales Safeguarding Procedures Guidelines should be followed – In all cases Allegations of abuse regarding, or against a qualified member of staff or volunteer who is involved with children or vulnerable adults (or who manages/supervises/influences them), must also be referred to the LEA's Safeguarding Children Designated Officer.

TIME-SCALE FOR DEALING WITH AN ALLEGATION AGAINST A MEMBER OF STAFF, THE HEADTEACHER OR A MEMBER OF THE GOVERNING BODY

Step 1 The LEA's Social Services Department must be informed as soon as possible about an allegation of abuse / offence against a child by a member of Staff or the Headteacher, and on the same day the incident is brought to the attention of the Child Protection Designated Person, or any other member of the Governing Body.

01248 725888 should be telephoned to speak to the Duty Social Worker for advice.

*Having received details verbally, the response is coordinated by the appropriate Senior Manager in the Social Services Department.

Step 2 It is essential that the LEA's Designated Officer for Child Protection is informed of the allegation on the same day the allegation is brought to the attention of the School's Child Protection Designated Person or any other member of staff or Governing Body so that further advice can be provided.

01248 725888 should be telephoned.

Step 3 Within 48 hours or sooner if possible, the Senior Manager of Anglesey's Social Services will call a strategy meeting where the Senior Member of staff is invited to attend and submit all known information regarding:
a) the child and b) the member of staff or Headteacher
(if the allegation is made against a member of staff or the Headteacher, the Chair of the Governing Body will be invited to the strategy meeting) An Officer from HR will also be present.

If the allegation is made against the Chair of the Governing Body, the Headteacher will attend the strategy meeting as well as the Governor with responsibility for Safeguarding Children.

The LA's Designated Person for Safeguarding Children or a representative of the Education Director will be present at each strategy meeting relating to a member of staff or the Governing Body. Also, a member from the Human Resources Department will be invited to attend.

13. Referral

Each case involving children must be referred by completing the Anglesey Social Services Referral Form, including as much information as possible.

If there is an urgent concern about a child's safety, the situation should be referred immediately by telephoning Anglesey Children Services or the Police. In such cases, the Referral Form will be completed and sent to the Referrals/Assessment Team on the same working day in accordance with WALES SAFEGUARDING PROCEDURES GUIDELINES.

Appendix 2

EDUCATION DEPARTMENT'S DESIGNATED OFFICER FOR CHILD PROTECTION (Geralllt Roberts)

geralltroberts@ynysmon.llyw.cymru. 01248752908/ 07770642817

Responsibilities

1. Strategic

- Plan and coordinate the safeguarding children in education provision.
- Work in partnership with other local agencies.

2. Support

- Ensure that maintained schools are aware of their child protection responsibilities and monitor their performance.
- Provide and plan appropriate training and policies and model procedures.
- Provide advice and support.
- Provide advice and links and collaboration with all other agencies.

3. Implementation

- Be involved in handling abuse complaints against staff and volunteers.

4. Provide advice, guidance and support for education and school staff

The Child Protection Designated Officer will;

- analyse and introduce guidance on any new legislation;
- provide advice and co-ordinate work in response to allegations against staff/Governors.
- lead on broader Child Protection matters which include specific circumstances of abuse, e.g. female genital mutilation, self-harming, forced marriage, feigned illness or made up illness, domestic violence, child abuse by another child, sexual abuse and young migrants.

5. Develop good working contacts and good partnerships

The Child Protection Designated Officer will;

- take part in joint decision making via representatives as a member of the North wales Safeguarding Board and Gwynedd and Anglesey Safeguarding Children Board or sub-groups;
- nurture supportive and effective working links with the local authority and between partner agencies;
- interact with designated individuals and designated governors at schools responsible for child protection;

6. Training

The Child Protection Designated Officer will;

- prepare training packages to raise awareness of child protection related matters (e.g. level 1 training and level 2 training, cyber-bullying, radicalization, sexual abuse);
- prepare a calendar of events to raise awareness of child protection, the referral process and the importance of collaboration to safeguard children;
- create a departmental training updated database;
- advise on confidentiality, record keeping and transferring records;
- advise residential local schools as relevant.

8. Monitoring

The Child Protection Designated Officer will monitor;

- levels of compliance and procedures and policies at every school
- designated individuals in schools, as well as their training record;
- a designated governor at schools as well as their training record;
- contribute towards the work of the local Safeguarding Children Board and quality assurance groups; refer children to the Social Services Department (numbers, quality and response);
- level of child protection activities in the schools and links to training received;
- attend case conferences;
- children on the child protection register; children in need and other vulnerable groups.
- comply with Welsh Government guidelines, Local Safeguarding Children Board procedures or standards;
- implement Serious Cases Review recommendations, or similar; and
- use of reasonable force.

Appendix 3

1. Role of the Designated Person at a school

1.1. The Designated Person fulfils a key role at a school when ensuring a safe ethos and that safe procedures and policies are established and implemented for pupils' well-being.

1.2. The Designated Person should;

- lead and take responsibility for managing matters and cases relating to safeguarding children and child protection;
- promote the well-being and interests of Looked after Children and vulnerable groups;
- be a member of the school management team;
- take responsibility for practices, policies, procedures and professional development in the Child Protection field.

2. Referral

The Designated Person should;

- refer cases where there are suspicions of abuse or abuse allegations to Social Services. Where they are relevant to cases of suspicions of abuse or abuse allegations against staff, staff should follow Welsh Assembly Government guidelines Working Together Children Act 2004;
- act as a source of support, advice and specialization within the educational establishment when deciding whether or not to refer an individual, through being in contact with the relevant agencies;
- be in contact with the headteacher or head (where the headteacher does not fulfil that role) to notify them of any matter and ensure that somebody is always available to fulfil that role;
- keep detailed, correct and secure written records on case referrals or concerns; and
- have contact with the lead child protection designated officer in the local authority.

3. Training

The Designated Person should;

- receive level 2 and 3 training every two years.
- know how to recognize signs of abuse and, where appropriate, refer the case;
- possess practical information on the workings of Local Safeguarding Children Boards, know how strategy meetings, child protection case conferences and core groups are held and that they can attend and make an effective contribution to these when required, and ensure that a school report is submitted to every case conference;
- ensure that every member of staff and any volunteer can get hold of the school's child protection policy, and that they understand it, particularly new or part-time staff who perhaps work for different educational establishments;
- ensure that all members of staff receive refresher training including for child protection, and that they can identify and notify immediately of any concerns; and
- have access to resources and attend any relevant training or refresher courses at appropriate times.

4. Raising Awareness

The Designated Person should;

- ensure that the establishment's child protection policy is updated and annually reviewed and should work on that with the governing body or owner;
- ensure that parents/carers see copies of the child protection policy so that they are aware that cases may be referred and the establishment's role in that process, so as to avoid conflict later on;
- in collaboration with the headteacher and designated safeguarding governor, present a Safeguarding Annual Report for the Governors' attention and the education department in the summer term; and
- where children leave the establishment, ensure that a copy of their child protection file is transferred to the new establishment as soon as possible, but is transferred separately to the pupil's main file.

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Anglesey Learning Service

Atodiad 4 / Appendix 4

GWASANAETH DISGYBLION A CHYNHWYSIANT
PUPILS AND INCLUSION SERVICE

Addysg
Education

ADRODDIAD BLYNYDDOL I'R CORFF LLYWODRAETHU LLAWN AR DDIOGELU PLANT

Mae'r ddogfen hon yn gwasanaethu dau bwrpas:

3. Darparu adroddiad i'r Corff Llywodraethu ar ymarfer Diogelu sy'n galluogi i'r Corff Llywodraethu fonitro cydymffurfiad â gofynion Diogelu Plant ac adnabod mannau sydd angen eu gwella (Arweiniad i'r Gyfraith ar gyfer Llywodraethwyr, Rhagfyr 2009 Pennod 16 - diweddarwyd Ebrill 2011). Mae Cyrff Llywodraethu yn atebol am sicrhau bod gan eu sefydliad bolisïau a gweithdrefnau amddiffyn plant effeithiol yn eu lle sy'n unol ag arweiniad a gyhoeddwyd gan yr Ysgrifennydd Gwladol, unrhyw arweiniad ALL, a gweithdrefnau rhyngasiantaethol a gytunwyd yn lleol). Dylid atodi copi o'r ddogfen a gwblhawyd i gofnodion cyfarfod llawn y Corff Llywodraethu lle rhoddir yr Adroddiad Diogelu.

4. Darparu gwybodaeth ar gyfer yr Awdurdod Lleol fel y gellir monitro arferion Diogelu mewn ysgolion ac adnabod ardaloedd i'w cefnogi. 'Dylai ALl fonitro cydymffurfiad ysgolion a gynhelir gyda'r arweiniad hwn, yn arbennig mewn perthynas â bodolaeth a gweithredu polisïau a gweithdrefnau priodol, a hyfforddi staff, yn cynnwys yr uwch-unigolyn gyda chyfrifoldeb dynodedig am amddiffyn plant. Dod ag unrhyw ddiffygion i sylw corff llywodraethu'r ysgol a chynghori ynghylch y gweithredu sydd ei angen ar gyfer eu gwella' - Diogelu Plant a Recriwtio Diogelach mewn Addysg - Ionawr 2007.

Mae'n rhaid felly anfon y ddogfen hon, wedi ei chwblhau, at: Gerallt Roberts geralltroberts@ynysmon.llyw.cymru., Swyddog Diogelu Plant, Adran Addysg, Swyddfa'r Cyngor, Llangefni, Ynys Môn, LL77 7TW.

ANNUAL REPORT TO FULL GOVERNING BODY ON SAFEGUARDING CHILDREN

This document serves two purposes:

3. To provide a report to the Governing Body on Safeguarding practice that enables the governing body to monitor compliance with the requirements of safeguarding children and to identify areas for improvement (Guide to Law for Governors, Dec 2009 Chapter 16 – updated April 2011). Governing bodies are accountable for ensuring their establishment has effective child protection policies and procedures in place which are in accordance with guidance issued by the Secretary of State, any LA guidance, and locally agreed inter-agency procedures). A copy of the completed document should be appended to the minutes of the full Governing Body meeting where the Safeguarding Report is given.

4. To provide information for the Local Authority so that Safeguarding practices in schools can be monitored and areas for support identified. 'LAs should monitor the compliance of maintained schools with this guidance, in particular in regard to the existence and operation of appropriate policies and procedures, and the training of staff, including the senior person with designated responsibility for child protection. Bring any deficiencies to the attention of the governing body of the school and advise the action needed to remedy them' – Safeguarding Children and Safer Recruitment in Education – January 2007.

When completed this document must therefore be sent to: geralltroberts@ynysmon.llyw.cymru.

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Children's Safeguarding Officer, Education Office, Swyddfa'r Cyngor, Llangefni , Ynys Mon LL77 7TW.

Mae'r adroddiad yn cynnwys rhannau o'r hyn y bydd Estyn yn gofyn amdano cyn unrhyw arolwg. Dynodir y rhannau hyn â logo Estyn.

The report includes some of content that Estyn will ask for before any inspection. These sections are marked with the Estyn logo.

ADRODDIAD BLYNYDDOL I'R CORFF LLYWODRAETHU AR DDIOGELU PLANT
ANNUAL REPORT TO GOVERNING BODY ON SAFEGUARDING CHILDREN

Enw'r Ysgol: *Name of School:*	

Cyfeiriad yr Ysgol: *School Address:*	

Mae'r adroddiad hwn am y cyfnod *This report is for the period*	D D -
Dyddiad y casglwyd yr adroddiad *Date report compiled*	D D M M B L Y R - D D M M B L Y R

Awdur *Author*	

ANNUAL REPORT TO GOVERNING BODY ON SAFEGUARDING CHILDREN

Enw'r Unigolyn Amddiffyn Plant Dynodedig (rhaid bod yn aelod o'r Uwch Dim Arweinyddiaeth) *Name of Designated Child Protection Person (must be a member of the Senior Leadership Team)*	
Dirprwy Unigolyn Amddiffyn Plant Dynodedig *Deputy Designated Child Protection Person*	

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Llywodraethwr Enwebedig *Nominated Governor*		
Cadeirydd y Llywodraethwyr *Chair of Governors*		Arwyddwyd: *Signed:*

D.S. Mae manylion yr wybodaeth hon yn gyfrinachol - ni ellir trafod enwau nac amgylchiadau penodol
N.B. Details of this information are confidential – names and specific circumstances cannot be discussed

Cofrestr Hyfforddiant Diogelu
Safeguarding Training Register

Enw / *Name*	**Lefel Hyfforddiant *Training Level***	**Dyddiad *Date***	**Llofnod *Signature***

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Ychwanegu fel yr angen

Mae'n rhaid cadw rhestr gyfredol o wiriadau DBS, geirdaon a niferoedd gan y Corff Llywodraethu. Cyfrifoldeb y Cyrff Llywodraethu yw sicrhau nad yw'r un aelod o staff wedi dechrau gweithio nes y bydd y DBS wedi ei dderbyn.
An up to date list of DBS checks, references and numbers must be kept by the Governing Body. It is the Governing bodies responsibility to ensure that no member of staff has commenced work until after the DBS has been received.

A yw'r grwpiau o bobl a ganlyn wedi cael gwiriad DBS a geirdaon ysgrifenedig?
Have all the following groups of people had DBS checks and written references?

Swydd ***Post***	**Nifer y staff** ***Number of staff***	**Nifer y DBS** ***Number of DBSs***	**Geirdaon ysgrifenedig** ***Written references***
Staff *Staff*			
Llywodraethwyr *Governors*			
Gwirfoddolwyr *Volunteers*			
Staff y Gegin *Kitchen Staff*			
Staff Glanhau *Cleaning Staff*			

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Cofrestr DBS ***DBS Register***		Estyn

Mae disgwyl bod ganddoch y wybodaeth wedi ei gofnodi mewn man diogel

Datganiad: Rwyf yn cadarnhau bod pob aelod o staff / gwirfoddolwr/ Llywodraethwr gyda thystysgrif GGD cyfredol a bod prosesau cadarn mewn lle i sicrhau bod y wybodaeth yn cael ei gadw'n gyfoes yn unol â pholisi recriwtio diogel y Cyngor Sir.

Llofnod _____ Dyddiad _____

Statement: I confirm that all staff / volunteers/Governors have an up to date DBS certificate and that robust processes are in place to ensure that the information is kept up to date in line with the County Council's recruitment policy.

Signature _____ Date _____

Polisïau a dogfennau eraill perthynol i ddiogelu / *Policies and other documents relating to safeguarding*			
Polisïau a/neu (g)weithdrefnau ar gyfer Diogelu ***Policies and/or procedures for Safeguarding***	**Dyddiad yn eu lle** ***Date in place***	**Dyddiad adolygu** ***Date reviewed***	**Dyddiad adolygu nesaf** ***Date of next review***
Diogelu Plant a Diogelu Digidol *Safeguarding Children and Digtial Safeuarding*			
Datganiad diogelu ym mhrosbectws yr ysgol *Safeguarding statement in school prospectus*			
Gofyn a Gweithredu Trais yn y Cartref Ask and Act Domestic Abuse			
Rheoli cyhuddiadau yn erbyn staff *Management of allegations against staff*			
Chwythu'r Chwiban *Whistle blowing*			
Polisi CRB *CRB Policy*			
Recriwtio a Dethol *Recruitment and Selection*			
Llawlyfr Staff – arweiniad ar ymddygiad *Staff Handbook – guidance on conduct*			
Polisi Ymweliadau Ysgol (uwch lwythwyd i Evolve) *School Visits Policy (uploaded to Evolve)*			
Polisi Ymyrryd Corfforol Cyfyngol *Restrictive Physical Intervention Policy*			
Gwrth-fwlio/*Anti-bullying*			
Rheoli ymddygiad *Behaviour management*			
Presenoldeb/*Attendance*			
Camddefnyddio cyffuriau a Sylweddau *Drugs and Substance Misuse*			
GDPR			
Polisi a Chynlluniau Cydraddoldeb Strategol *Policy and Strategic Equality Plans*			
Cynllun Mynediad Ysgol *School Access Plan*			
Ysgol estynedig / cyn ac ar ôl gweithgareddau ysgol (trefniadau diogelu a materion addasu) *Extended school / before and after school activities (safeguarding arrangements and suitability issues)*			
Cymorth cyntaf (yn cynnwys rheoli cyflyrau meddygol, gofal agos) *First Aid (including management of medical conditions, intimate care)*			
Iechyd a Diogelwch (yn cynnwys diogelwch ysgol) *Health and Safety (including school security)*			
Defnyddio ffotograffau / fideo *Use of photographs/video*			

Personol, Cymdeithasol ac Emosiynol (AbaCH) *Personal, Social and Emotional (PSE)*			
Addysg Cydberthnasedd a Rhywioldeb Relationships and Sexuality			
Lleoliad gwaith *Work placement*			
Gwrth Radicaleiddio Anti-radicalisation			

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	Nifer y cyfeiriadau a wnaed i'r Tîm Cyfeiriadau Plant (os gellir adnabod plentyn neu blant peidiwch â gwahanu'n ddosbarthiadau o gamdriniaeth ond rhowch nifer cyffredinol) ***Number of referrals made to Children's Referral Team (if it may identify a child or children please do not separate into categories of abuse but give overall number)***

Defnyddiwch eich data ar My Concern

Dosbarthiadau *Categories*	Corfforol *Physical*	Rhywiol *Sexual*	Emosiynol *Emotional*	Esgeulustra *Neglect*	*Cyllidol Financial*	Canlyniad yr achos */ Outcome*
Nifer *Number*						

Cyfarfodydd a fynychwyd
Meetings Attended

Cyfarfod ***Meeting***	Nifer a wahoddwyd i *Number invited to*	Nifer a fynychodd *Number attended*	Nifer yr adroddiadau a gyflwynwyd yn lle presenoldeb *Number of reports submitted in lieu of attendance*	Nifer o weithiau yr anfonwyd y SLIA i gynrychioli'r ysgol *Number of times EWO sent to represent the school*
Cynhadledd gychwynnol Amddiffyn Plant *Initial Child Protection Conference*				
Cyfarfod Strategaeth Proffesiynolwyr *Professionals Strategy Meeting*				
Cynhadledd arolwg Amddiffyn Plant *Child Protection Review Conference*				
Cyfarfod Grŵp Craidd *Core Group Meeting*				
Cyfarfodydd Gyda'n Gilydd *Gyda'n Gilydd Meeting*				
Cyfarfodydd Proffesiynol *Professionals Meeting*				

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Nifer y disgyblion sy'n destun i gynllun Amddiffyn Plant: *Number of pupils subject to a Child Protection Plan:*	
Nifer y Plant mewn Gofal Cyhoeddus: *Number of children in Public Care:*	
Nifer yr honiadau a wnaed yn erbyn staff: *Number of allegations made against staff:*	

Monitro digwyddiadau o fwlio
Monitoring incidents of bullying

Dylir digwyddiadu o'r fath fod wedi ei gofnodi ar My Concern fel eich bod yn gallu monitor digwyddiadau'n barhaus

Mathau o fwlio *Types of Bullying*	**Nifer digwyddiadau / *Number of incidents***		
	Tymor yr Haf *Summer Term*	Tymor yr Hydref *Autumn Term*	Tymor y Gwanwyn *Spring Term*
Seibrfwlio *Cyberbullying*			
Hil, crefydd a diwylliant *Race, religion and culture*			
Homoffobia *Homophobic*			
Rhywiaethol, rhywiol a thrawsffobig *Sexist, sexual and transphobic*			
O amgylch anghenion addysgol arbennig ac anableddau *Around special educational needs and disabilities*			
Arall *Other*			

Monitro digwyddiadau oedd yn cynnwys ataliaeth gorfforol
Monitoring incidents involving physical restraint

Nifer digwyddiadau / *Number of incidents*		
Tymor yr Haf *Summer Term*	Tymor yr Hydref *Autumn Term*	Tymor y Gwanwyn *Spring Term*

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Estyn
Arolygiaeth Ei Mawrhydi dros Addysg a Hyfforddiant yng Nghymru
Her Majesty's Inspectorate for Education and Training in Wales

Self Evaluation
should be kept up to date and completed in full annually.
Estyn will use this document as evidence of Safeguarding arrangements

School/PRU: **Local authority:**

The headteacher/principal/teacher-in-charge should arrange for responses to be provided to the following questions, indicating particular strengths or areas for improvement required in each section. Inspectors will discuss the information provided with relevant staff during the inspection. The electronic version of the form will expand to take the text of responses. There is additional space on the final page of the form for further information. This form **must** be signed and dated by the person who provides initial entries.

How effective are the school's / PRU's policies and procedures for developing children's understanding and awareness of how to be safe through the teaching and pastoral support offered to learners regarding: • Sex and healthy relationships education • Substance and alcohol misuse • Domestic abuse • Sexual violence and exploitation
Evidence
How effective are the school's / PRU's policies and procedures for identifying and reporting cases, or suspected cases, of abuse?
Evidence
How effective are the school's / PRU's procedures for supporting learners who are victims of abuse?

Evidence
How do leaders ensure that policies and procedures are kept up-to-date?
Evidence
How effective are procedures for the safe recruitment of staff and volunteers?
Evidence
How effective are the school's / PRU's arrangements for providing staff at all levels with appropriate training for safeguarding and child protection?
Evidence
How effective are the school's / PRU's procedures for managing challenging behaviour within the school and while offsite, including on school transport, including: • Bullying • Physical intervention • Withdrawal and seclusion • Serious incidents
Evidence
How well does the school / PRU manage pupil absence?

Evidence
Provide details of how the school / PRU ensures the security of the school site.
Evidence
How effective are procedures to ensure the health and safety of pupils : • On the school site • During off site visits • On vocational placements or work experience • Placed with training providers • On school transport
Evidence
How effective are arrangements to ensure that pupils use the internet safely and know how to stay safe online?
Evidence
Describe how the school / PRU keeps pupils safe from the dangers of radicalisation and extremism.

Evidence
How effectively do governors or supervisory boards hold the school / PRU to account for the quality and effectiveness of its safeguarding policy procedures?
Evidence
Additional notes provided by the school / PRU

Headteacher

Signature: **Name**:

Date:

Chair of Governors / management committee

Signature: **Name**:

Date:

Version control

Document version	Author	Date of issue	Changes made
1.0	Gerard E Kerslake HMI	10 May 2013	Update to the previously issued self-assessment tool for schools to reflect changes arising from the Freedoms Act 2012.

			This document will be subject to further changes as the Act is rolled out.
2.0			Update to the previously issued self-assessment tool for schools to reflect changes arising from Welsh Assembly Government Circular 097/2013. Keeping Learners Safe 158/2015 Counter Terrorism and security Act 2015
3.0		September 2017	Update to the previously issued self-assessment tool to reflect the introduction of New Inspection Arrangements (NIA)

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Appendix 5

1. Guidance for professionals who attend child protection case conferences in Anglesey

If you are invited to attend a Child Protection Conference, perhaps you will have questions regarding what will happen and what is expected of you. The aim of this guide is to answer some of your questions.

2. What is a child protection conference?

The Child Protection Conference is an integral part of arrangements formulated for inter-agency collaboration in order to protect children. An initial child protection conference is held after enquiries regarding child protection come to an end. The meeting brings together family members, including the child when appropriate, and the professionals who have been mostly involved with the child.

3. Purpose of the child protection conference.

The purpose of the conference is to: -

- Share and evaluate information about the child's health, development and activity, as well as the parents or carers' ability to ensure the safety of the child and promote his/her health and development.
- Decide whether or not the child or any other children in the family have suffered significant harm and if there is a risk that they could be harmed in future.
- Decide what actions are required in future in order to safeguard the child and to promote his/her well-being, how this can be moved forward and what are the desired outcomes.

4. Who should attend?

Professionals and practitioners with a **substantial contribution** are invited, and this due to their knowledge about the child or family, or deriving from their professional expertise.

Family members are invited.

5. Initial and review child protection conferences.

There are two types of Child Protection Conferences: -

5.1. Initial Child Protection Conference:

This is usually arranged after the Social Worker and Police Officer makes child protection enquiries. This meeting should take place within 15 working days from holding the strategy meeting between the police and social services. This means that you will not be notified of this meeting until very late, but you should do everything within your ability to be present.

You will receive a written invitation providing details about the family, reasons for the meeting and a list of people who will be present.

The Initial Child Protection Conference will determine whether or not the child's name should be placed on Anglesey's Child Protection Register. If this is necessary, a Child Protection Plan must be agreed upon.

5.2. Child Protection Review Conference:

The name of every child on Anglesey's Child Protection Register is reviewed. The first review will take place within 3 months and subsequent reviews within 6 months.

The purpose of this meeting is to review the Child Protection Plan in order to ensure that the child continues to receive sufficient care; to decide whether the child's name should remain on Anglesey's Child Protection Register and whether or not the risk of significant harm has reduced, and if it has, to decide whether the plan should be changed.

6. Preparing for a child protection conference.

If you represent the school at the meeting, allow enough time to prepare for the meeting and consider the information you have regarding the following matters: -

- Anything important which has happened to the family or the child.
- The child's health, development and needs.
- The parents/carers' ability to safeguard the child and to promote his/her health and to ensure his/her development.
- Any additional support by the family or community which is important to the family.

Each representing agency that attends the meeting should **provide a written report in advance and they should be willing to read their report at the meeting.** Where possible, the report should be shown to the family prior to holding the meeting.

It is important that the meeting is able to share all relevant information in order to understand the family's circumstances and to assess to what extent the child is at risk.

If you cannot be present, you should inform the Chair of the meeting and ask a senior worker to deputise on your behalf, (if appropriate), **and send your written report to the Chair in advance. Your apologies and the viewpoints expressed by you will be recorded.**

7. Confidential information

The essence of success in any inter-agency collaboration is the exchange and sharing of relevant information. In every case where there are allegations, or suspicions, of child abuse, it is a duty to share relevant information.

Each piece of information shared at the meeting is utterly confidential and nothing is disclosed outside the meeting for any purposes, unless the Chair of the meeting gives his/her consent.

8. Do you make a decision regarding placing a child's name on the child protection register?

When you attend a Child Protection Conference, you will be asked whether or not the child's name should be placed on the Child Protection Register, and you will be asked to voice your opinion on the matter. You should bear the following question in mind when coming to a decision regarding registering a child:

Is there a continuous risk that the child will be subject to serious/significant harm?

When you consider the information and come to a decision, the crucial point is whether...

- The child appears to have suffered from abuse, disease or difficulties when developing as a result of physical, sexual, emotional abuse or negligence, and the professional opinion is that the abuse or weaknesses would be likely to continue; or

- There is professional opinion, supported by the findings of enquiries in this individual case or evidence of the investigation, noting that it is likely that the child will suffer abuse, disease or difficulties when developing as a result of physical or emotional abuse, sexual abuse or negligence.

When a child's name is placed on the Child Protection Register, placing the name on the register in itself does not mean that the child is protected unless there is a corresponding Child Protection Plan. The Child Protection Plan recommends methods that agencies, professionals and the family can work in partnership with in order to ensure that the child is protected from harm in future.

9. Chair of the child protection conference

The role of the Chair is to ensure that the meeting focuses on the child's needs; that everyone can fully contribute towards the discussion and decisions; that everybody is treated fairly and with respect; and that decisions and plans from the meeting safeguard the child.

10. The Core Group

Members of the Core Group are selected at the conference, and it includes professionals and practitioners who work directly with the family.

The Core Group is responsible for developing and implementing the Child Protection Plan as a detailed method of collaborating within the plan outlined and agreed upon at the meeting in order to protect the child/children and reduce the risk of them suffering significant harm.

The Key Worker has the most important role, and each member of the Core Group has a joint responsibility for creating and implementing the plan. **If you are a member of the Core Group, it is essential that you attend** (see also the Core Group's protocol, the local Safeguarding Board's website).

11. Guidance and further information

Guidance on safeguarding and Protecting Children is included in:

- "Safeguarding Children: Working Together under the Children Act 2004" (Welsh Assembly Government, 12/2007);
- " Wales safeguarding procedures Guidelines" (2019),
- "Safeguarding Children: Working Together towards Positive Outcomes".
- Procedures for Whistle-blowing in schools and model policy – circular 36/2007