



YSGOL GYMRAEG PONTARDAWE

POLISI AMDDIFFYN PLANT

Llofnodwyd gan Gadeirydd y
Llywodraethwyr

A handwritten signature in black ink, which appears to read 'Ray Hamman'.

Dyddiad cymeradwyo:
(gan y corff llywodraethu llawn)

15/10/18

Dyddiad adolygu:

Medi 2019

*Datblygu pob dawn
Ar daith drwy'r iaith*



Ein Rhanbarth ar Waith
Education through Regional Working

Polisi Amddiffyn Plant

Cynghrair o 6 awdurdod lleol yw ERW a reolir gan gyd-bwyllgor cyfansoddiadol cyfreithiol.
Y nod yw gweithredu strategaeth a chynllun busnes rhanbarthol cytunedig a chefnogi gwelliant ysgolion.

ERW is an alliance of 6 local authorities governed by a legally constituted joint committee.
Its aim is to implement the agreed regional strategy and business plan to support school improvement.



Polisi Amddiffyn Plant ar gyfer Ysgol Gymraeg Pontardawe

Cyflwyniad

Mae (enw'r ysgol) yn cydnabod yn llwyr y cyfraniad mae'n ei wneud i amddiffyn plant. Mae tair prif elfen i'n polisi:

- atal drwy'r gefnogaeth addysgu a bugeiliol a gynigir i ddisgyblion
- gweithdrefnau ar gyfer nodi ac adrodd am achosion, neu achosion posib o gam-drin. Oherwydd ein cyswllt o ddydd i ddydd â phlant, mae staff yr ysgol mewn sefyllfa ddefnyddiol i weld arwyddion allanol o gam-drin,
- rhoi cefnogaeth i ddisgyblion sydd efallai wedi'u cam-drin yn y gorffennol.

Mae ein polisi yn berthnasol i **holl** staff, llywodraethwyr a gwirfoddolwyr yr ysgol.

Bydd ein hysgol yn adolygu'r polisi'n flynyddol ac rydym yn ymrwymedig i ddilyn unrhyw arweiniad newydd a dderbynnir gan ERW.

Cyfrinachedd

Mae angen deall materion cyfrinachedd os bydd plentyn yn datgelu gwybodaeth ei fod yn cael ei gam-drin. Efallai bydd plentyn yn teimlo'n hyderus i ddweud rhywbeth yn gyfrinachol wrth aelod o staff dim ond os yw'n teimlo na fydd yr wybodaeth honno'n cael ei datgelu i unrhyw un arall. Fodd bynnag, mae gan staff addysg gyfrifoldeb proffesiynol i rannu gwybodaeth berthnasol am amddiffyn plant â'r asiantaethau statudol dynodedig pan fydd pryderon lles ynghylch plentyn.

Mae'n bwysig bod pob aelod o staff yn ymdrin â hyn yn sensitif ac yn esbonio i'r plentyn bod yn rhaid iddo ddweud wrth y bobl briodol sy'n gallu'i helpu, ond y byddant yn dweud wrth y rhai y mae angen iddynt wybod yn unig, er mwyn iddynt allu helpu. Dylent dawelu meddwl y plentyn a dweud wrtho na fydd yr ysgol yn dod i wybod am ei sefyllfa.

Byddwch yn ymwybodol y gall fod wedi cymryd cryn dipyn o ddewrder ar ran y plentyn i ddatgelu'r wybodaeth, a'i fod hefyd yn profi emosiynau anghyson a'i gilydd sy'n cynnwys teimladau o euogrwydd, embaras, anffyddlondeb (os yw'r sawl sy'n cam-drin yn rhywun sy'n agos ato) a loes.

Cofiwch gyfrifoldeb bugeiliol y gwasanaeth addysg. Sicrhewch mai'r rhai â chysylltiad proffesiynol yn unig, e.e. yr Uwch-berson Dynodedig a'r Pennaeth, sydd â mynediad i'r cofnodion amddiffyn plant. Ar bob adeg arall dylid eu cadw'n ddiogel dan glo ac ar wahân i brif ffeil y plentyn.

Yr Uwch-berson Dynodedig ar gyfer amddiffyn plant yn yr ysgol yw:
Mr Ceri Emanuel (Pennaeth)
Mrs Elin Wakeham (Dirprwy)

Atal

Rydym yn cydnabod bod hunan-barch uchel, hyder, ffrindiau cefnogol a chyfathrebu ag oedolyn y gall plentyn ymddiried ynddo helpu .

Bydd yr ysgol felly'n:

- sefydlu a chynnal ethos lle mae'r plant yn teimlo'n ddiogel ac yn cael eu hannog i siarad a bod rhywun yno i wrando arnynt
- sicrhau bod y plant yn gwybod bod oedolion yn yr ysgol y gallant fynd atynt os ydynt yn poeni neu'n cael anhawster
- cynnwys gweithgareddau a chyfleoedd ABCCh yn y cwricwlwm sy'n rhoi cyfle i blant gael y sgiliau mae eu hangen arnynt i fod yn ddiogel rhag cam-drin a gwybod at bwy i droi am help
- cynnwys deunyddiau yn y cwricwlwm a fydd yn helpu plant i ddatblygu ymagweddau realistig tuag at gyfrifoldebau bywyd oedolion, yn arbennig o ran sgiliau gofal plant a magu plant.

Gweithdrefnau

Dylid dilyn y rhain os bydd datgeliad/pryder amddiffyn plant

Byddwn yn dilyn Gweithdrefnau Amddiffyn Plant Cymru Gyfan sydd wedi'u cymeradwyo gan y Bwrdd Diogelu Plant Lleol. Bydd yr ysgol yn:

- sicrhau bod ganddo Uwch-berson Dynodedig ar gyfer amddiffyn plant sydd wedi derbyn yr hyfforddiant priodol. Y bobl hyn yw Mr Ceri Emanuel (Pennaeth) a Mrs Elin Wakeham (Dirprwy)
- cydnabod rôl yr Uwch-berson Dynodedig a threfnu cefnogaeth a hyfforddiant. (Gweler Atodiad A) <http://gov.wales/topics/educationandskills/publications/guidance/keeping-learners-safe/?skip=1&lang=cy>
- sicrhau bod pob aelod o staff a llywodraethwr yn gwybod:
 - enw'r Uwch-berson Dynodedig a'i rôl a'r llywodraethwr dynodedig ar gyfer amddiffyn plant
 - bod ganddo gyfrifoldeb unigol dros ddweud am bryderon amddiffyn plant gan ddefnyddio'r sianelau cywir ac o fewn yr amserlen y cytunir arni gyda'r Bwrdd Diogelu Plant Lleol
 - sut i ymdrin â'r pryderon hyn pan na fydd yr Uwch-berson Dynodedig ar gael.
- sicrhau bod aelodau staff yn ymwybodol o'r angen i fod yn wyladwrus am arwyddion cam-drin a gwybod sut i ymateb i ddisgybl a fydd efallai'n sôn am gam-drin
- sicrhau bod gan rieni ddealltwriaeth o gyfrifoldeb yr ysgol a'r staff dros amddiffyn plant drwy bennu ei goblygiadau ym mhrosbectws yr ysgol

- sicrhau bod yr holl staff yn cyflawni unrhyw hyfforddiant amddiffyn plant yr awdurdod lleol y cytunwyd arno sy'n berthnasol i'w rôl
- darparu sesiwn frifio amddiffyn plant o leiaf unwaith y tymor i'r holl staff fel eu bod yn gwybod:
 - eu cyfrifoldeb personol
 - y gweithdrefnau lleol cytunedig
 - yr angen i fod yn wylidwrus wrth nodi achosion o gam-drin
 - sut i gefnogi plentyn sy'n datgelu ei fod yn cael ei gam-drin
 - unrhyw faterion amddiffyn plant newydd neu newid i weithdrefnau
- hysbysu gwasanaethau cymdeithasol lleol os:
 - caiff disgybl ar y gofrestr amddiffyn plant ei wahardd naill ai am gyfnod penodol neu'n barhaol
 - os yw disgybl ar y gofrestr amddiffyn plant yn absennol o'r ysgol heb esboniad am fwy na dau diwrnod (neu un diwrnod yn dilyn y penwythnos)
- gweithio i ddatblygu cysylltiadau effeithiol ag asiantaethau perthnasol a chydweithio yn ôl y galw gydag ymholiadau ynghylch materion amddiffyn plant; gan gynnwys mynychu cyfarfodydd strategaeth, cynadleddau amddiffyn plant cychwynnol/adolygu a grŵp craidd ynghyd â chyflwyno adroddiadau ysgrifenedig i'r cynadleddau.
- cadw cofnodion ysgrifenedig o bryderon am blant (gan nodi dyddiad, digwyddiad a cham gweithredu), hyd yn oed lle nad oes angen cyfeirio'r mater at y Gwasanaethau Cymdeithasol ar unwaith
- sicrhau y cedwir yr holl gofnodion yn ddiogel dan glo
- glynu wrth weithdrefnau a gynhwysir yng nghylchlythyr Llywodraeth Cymru <http://learning.gov.wales/docs/learningwales/publications/140410-safeguarding-children-in-education-cy.pdf>
- sicrhau y llunnir gweithdrefnau recriwtio a dethol yn unol â chanllawiau Llywodraeth Cymru 'Cadw Dysgwyr yn Ddiogel' <http://gov.wales/topics/educationandskills/publications/guidance/keeping-learners-safe/?skip=1&lang=cy>
- dynodi llywodraethwr ar gyfer materion amddiffyn plant fydd yn goruchwyllo polisi ac arferion amddiffyn plant yr ysgol. (Gweler Atodiad A - Cyfrifoldebau Cyrff Llywodraethu/Perchnogion)

Cyfeirio i amddiffyn plant

Rhaid i'r holl gyfeiriadau amddiffyn plant gael eu gwneud dros y ffôn yn y lle cyntaf, ar 01639 686803. O fewn deuddydd i'ch galwad ffôn i gyfeirio plentyn, cewch ffurflen gyfeirio pwynt cyswllt unigol, a dylid cyflwyno hon drwy e-bost i'r Pwynt Cyswllt Unigol (PCU) yn spoc@npt.gov.uk

Am bryderon y tu allan i oriau swyddfa e.e. nosweithiau rhieni, gwibdeithiau etc. bydd yn rhaid i chi ffonio'r Tîm Dyletswydd Brys ar 01639 895455 i gyfeirio plentyn; bydd eich ffurflen PCU yn cael ei chyflwyno o hyd i'r tîm derbyn sydd ar ddyletswydd o fewn 2 ddiwrnod gwaith. Os na fydd gweithiwr cymdeithasol ar gael ar y rhif hwn, gallwch drosglwyddo'ch pryder amddiffyn plant yn uniongyrchol i'r heddlu ar 999. Ni ddylid aros tan y diwrnod gwaith nesaf cyn cyfeirio mater amddiffyn plant.

Diffiniadau cam-drin plant, diogelu plant mewn amgylchiadau penodol

Mae diffiniadau camdriniaeth ar gael yng Ngweithdrefnau Amddiffyn Plant Cymru Gyfan ond maent hefyd ar gael i gyfeirio'n hawdd atynt yn Atodiad A a Dangosyddion Cam-drin Plant.

Mae ein hysgol yn cydnabod y gall rhai plant fod yn fwy agored i niwed ac mae gennym ddyletswyddau a chyfrifoldebau amddiffyn plant penodol mewn perthynas â hyn. Amlinellir yr amgylchiadau penodol yn fanylach ym Mhennod 4 canllawiau 'Cadw Dysgwyr yn Ddiogel' Llywodraeth Cymru. <http://gov.wales/topics/educationandskills/publications/guidance/keeping-learners-safe/?skip=1&lang=cy>

Ymdrin â datgeliad gan blentyn

Derbyn

- Gwrandewch yn ofalus ar yr hyn sy'n cael ei ddweud, heb ddangos sioc nac anghrediniaeth
- Derbyniwch yr hyn sy'n cael ei ddweud. Efallai bydd y plentyn sy'n datgelu'r wybodaeth yn blentyn rydych chi'n gwybod nad yw bob amser yn dweud y gwir. Fodd bynnag, peidiwch â gadael i wybodaeth flaenorol am y person hwn olygu eich bod yn rhagfarnu neu'n annilysu ei honiad.
- Peidiwch â cheisio ymchwilio i'r honiad. Eich dyletswydd chi fydd gwranddo ar yr hyn sy'n cael ei ddweud a throsglwyddo'r wybodaeth honno.

Cysuro

Rhowch ddigon o sicrwydd i'r plentyn. Byddwch yn onest bob amser, a pheidiwch â gwneud addewidion na allwch eu cadw, er enghraifft: "Arhosa i gyda ti", neu "Bydd popeth yn iawn nawr".

- Lliniarwch euogrwydd, os bydd y disgybl yn cyfeirio at hynny. Er enghraifft, gallech ddweud: "Nid ti sydd ar fai. Nid dy fai di yw hyn".
- Peidiwch ag addo cyfrinachedd. Bydd dyletswydd arnoch i drosglwyddo'r wybodaeth ac mae angen i'r plentyn wybod hyn.

Ymateb

- Gallwch ofyn cwestiynau a gall fod angen i chi wneud hynny mewn rhai achosion. Fodd bynnag, nid cyfle yw hwn i holi'r plentyn yn fanwl a mentro i faes cwestiynu manwl a hirfaith. Y cyfan mae angen i chi ei wybod yw prif bwyntiau'r honiad y mae'r plentyn yn ei wneud. Rhaid i unrhyw gwestiynau fod yn agored ac ni ddylent fod yn arweiniol.
- Peidiwch â beirniadu'r tramgwyddwr honedig oherwydd efallai bydd gan y plentyn gysylltiad emosiynol â'r person hwn o hyd.
- Peidiwch â gofyn i'r disgybl ailadrodd yr honiad i aelod arall o staff. Os gofynnir iddo'i ailadrodd, gall deimlo nad yw'n cael ei gredu a/neu efallai bydd ei atgof o'r hyn a ddigwyddodd yn newid.

Cofnodi

- Lluniwch nodiadau cyn gynted ag y mae hynny'n ymarferol bosibl. Cofnodwch yr union eiriau a ddefnyddiwyd gan y plentyn - peidiwch â'u trosi i iaith oedolion na cheisio gwneud synnwyr o strwythur yr hyn ddywedwyd). Peidiwch â chael eich tramgwyddo gan unrhyw iaith neu eiriau tramgwyddus a ddefnyddir i ddisgrifio camdriniaeth).
- Rhowch amser a dyddiad ar eich nodiadau a pheidiwch â'u dinistrio rhag ofn y bydd eu hangen gan lys.
- Os gallwch, lluniwch ddiagram i ddangos ble mae unrhyw gleisiau, ond peidiwch â gofyn i'r plentyn dynnu unrhyw ddrillad i wneud hynny.
- Cofnodwch ddatganiadau a phethau y gellir eu gweld, yn hytrach na'ch dehongliadau neu'ch rhagdybiaethau.

Camau terfynol

- Wedi i chi ddilyn y canllawiau uchod, trosglwyddwch yr wybodaeth ar unwaith i'r Uwch-berson Dynodedig neu'r person sy'n gyfrifol am Amddiffyn Plant. Wedyn, bydd nifer o opsiynau ar gael iddo gan gynnwys cysylltu â'r Tîm Gwasanaethau Cymdeithasol Lleol i ofyn iddynt beth ddylai ddigwydd nesaf.

Rheoli honiadau yn erbyn oedolion sy'n gweithio gyda phlant

Os gwneir honiad amddiffyn plant yn erbyn aelod o staff, mae'n rhaid i'r person sy'n derbyn yr honiad hwnnw drosglwyddo manylion y mater hwnnw ar unwaith i'r Pennaeth neu yn ei absenoldeb, aelod o staff â chyfrifoldebau'r pennaeth. Yna bydd y Pennaeth yn ffonio Swyddog Arweiniol yr ALI ar gyfer Diogelu ar 01639 763363/07855 079790 i drafod y camau nesaf yn unol â threfniadau lleol.

Os gwneir honiad amddiffyn plant posib yn erbyn y Pennaeth, mae'n rhaid i'r aelod o staff sy'n derbyn yr honiad hwnnw ffonio Swyddog Arweiniol yr ALI ar gyfer Diogelu ar 01639 763363 / 07855 079790 neu gysylltu â Chadeirydd y Llywodraethwyr Mr Hanson (07979 245496). Bydd

Cadeirydd y Llywodraethwyr wedyn yn ffonio Swyddog Arweiniol yr ALI ar gyfer Diogelu ar 01639 763363/07855 079790 i drafod y camau nesaf yn unol â threfniadau lleol.

Yn ogystal, yn lleol bydd Pwynt Cyswllt Unigol y Gwasanaethau Cymdeithasol, 01639 686803, yn gallu rhoi cyngor pan fydd y sefyllfaoedd hyn yn codi.

Manteisio ar blant

Mae Canllawiau Llywodraeth Cynulliad Cymru yn nodi bod angen i holl staff addysg wybod bod ymddygiad amhriodol, gyda neu at blant, yn annerbyniol. Yn benodol, o dan Ddeddf Troseddau Rhywiol 2003, mae'n drosedd i berson dros 18 oed (er enghraifft, athro/athrawes, gweithiwr ieuencid) gael perthynas rywiol gyda phlentyn o dan 18 oed lle mae'r person mewn sefyllfa o ymddiriedaeth i'r plentyn, hyd yn oed os yw'r berthynas yn gydsyniol. Mae hyn yn berthnasol pan fydd y plentyn mewn addysg amser llawn ac mae'r person yn gweithio yn yr un sefydliad â'r plentyn, hyd yn oed os nad yw'n addysgu'r plentyn. (Gweler Atodiad A - Manteisio ar Blant.)

Cefnogi'r disgybl sydd mewn perygl

Mae cam-drin plentyn yn drychinebus i'r plentyn a gall hefyd arwain at ofid a phryder i staff sy'n ymwneud â'r mater. Rydym yn cydnabod y gall hyn effeithio'n fawr ar blant sydd mewn perygl, sy'n cael eu cam-drin neu'n dyst i drais. Efallai mai'r ysgol yw'r unig elfen gadarn, diogel a dibynadwy ym mywydau'r plant sydd mewn perygl. Er hynny, pan fyddant yn yr ysgol efallai y bydd eu hymddygiad yn heriol ac yn herfeiddiol neu efallai na fyddant yn cyfranogi. Bydd yr ysgol yn ceisio cefnogi'r disgybl drwy:

- gymryd yr holl amheuan a datgeliadau o ddifri
- enwebu person cyswllt a fydd yn hysbysu pob parti sy'n gysylltiedig â'r mater ac yn bwynt cyswllt canolog. Lle bydd aelod o staff yn destun honiad a wnaed gan ddisgybl, caiff pobl gyswllt ar wahân eu henwebu i osgoi gwrthdaro o ran budd
- ymateb gyda chydymdeimlad i unrhyw gais gan ddisgyblion neu staff am amser i ymdrin â gofid neu bryder
- cynnal cyfrinachedd a rhannu gwybodaeth angenrheidiol ag unigolion ac asiantaethau perthnasol yn unig
- cadw cofnodion a hysbysu'r Gwasanaethau Cymdeithasol cyn gynted ag y bydd pryder wedi ail-godi
- storio cofnodion yn ddiogel
- cynnig manylion llinellau cymorth, cwnsela neu lwybrau cefnogaeth allanol eraill
- cydweithio'n llawn ag asiantaethau statudol perthnasol

Mae cynnwys y cwricwlwm yn annog hunanbarch a hynangymhelliad fel a amlinellir ym Mhennod 2 canllawiau 'Cadw Dysgwyr yn Ddiogel' Llywodraeth Cymru.

- hyrwyddo amgylchedd cadarnhaol, cefnogol a diogel
- rhoi ymdeimlad o werth i'r disgyblion

Bydd yr ysgol yn cefnogi strategaethau ymddygiad cadarnhaol â'r nod o gefnogi disgyblion diamddiffyn yn yr ysgol; rydym yn cydnabod bod rhai plant yn mabwysiadu ymddygiad difriol ac mae'n rhaid cyfeirio'r plant hyn fel y gallant dderbyn cefnogaeth ac ymyriad priodol.

Bydd yr ysgol yn ceisio sicrhau bod y disgybl yn gwybod bod ymddygiad penodol yn annerbyniol ond ei fod ef yn cael ei werthfawrogi ac nad ef sydd ar fai am y cam-drin;

- Bydd holl aelodau'r staff yn cytuno ar ymagwedd gyson sy'n canolbwyntio ar ymddygiad y drosedd dan sylw gan y plentyn ond nad yw'n niweidio ymdeimlad o hunanwerth y disgybl.
- Cydgysylltu ag asiantaethau eraill sy'n cefnogi'r myfyriwr megis y Gwasanaethau Cymdeithasol, Gwasanaethau Iechyd Meddwl Plant a Phobl Ifanc, y Gwasanaeth Seicoleg Addysg, y Gwasanaethau Cefnogi Ymddygiad, y Gwasanaeth Lles Addysg a'r gwasanaeth eiriolaeth.

Pan fydd disgybl ar y Gofrestr Amddiffyn Plant yn gadael yr ysgol, yn ogystal â dilyn y drefn arferol o drosglwyddo gwybodaeth i'r ysgol newydd, bydd yr Uwch-berson Dynodedig ar gyfer Amddiffyn Plant yn cysylltu ar unwaith â'r Uwch-berson Dynodedig ar gyfer Amddiffyn Plant yn yr ysgol newydd er mwyn ei hysbysu bod y plentyn ar y Gofrestr Amddiffyn Plant. Bydd hefyd yn ceisio cytundeb ar frys gan Gadeirydd y Gynhadledd Amddiffyn Plant i drosglwyddo cofnodion cyfarfodydd y Cynadleddau Amddiffyn Plant a'r grwpiau Craidd, ynghyd â gwybodaeth Amddiffyn Plant berthnasol arall, i'r ysgol newydd.

Defnyddio ymyriad corfforol

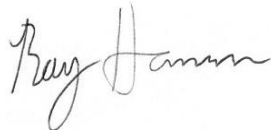

Nodir ein polisi ar ymyriad corfforol mewn dogfen ar wahân a chaiff ei adolygu'n flynyddol gan y Corff Llywodraethu ac mae'n gyson â chanllawiau Llywodraeth Cymru ar ymyriad diogel ac effeithiol - defnyddio grym rhesymol a chwilio am arfau 097/2013

<http://gov.wales/docs/dcells/publications/130315safe-effective-cy.pdf>

Adolygu

Caiff y polisi ac Atodiad A eu hadolygu a'u cadarnhau'n flynyddol mewn cyfarfod llawn o'r Corff Llywodraethu o leiaf unwaith y flwyddyn a chofnodir hyn yn y cofnodion. I baratoi ar gyfer yr adolygiad hwn, efallai bydd yr Uwch-berson Dynodedig ar gyfer Amddiffyn Plant yn dymuno rhoi gwybodaeth i'r Corff Llywodraethu am y canlynol:

- newidiadau i weithdrefnau Amddiffyn Plant;
- yr hyfforddiant a gyflawnwyd gan yr holl staff a llywodraethwyr yn y 12 mis blaenorol.
- nifer y digwyddiadau Amddiffyn Plant a gafwyd yn yr ysgol yn y deuddeg mis blaenorol (heb fanylion nac enwau);
- ble a sut mae Amddiffyn Plant yn ymddangos yn y cwricwlwm;
- gwersi a ddysgwyd o achosion.

	Enw	Llofnod	Dyddiad
Cadeirydd y Llywodraethwyr	Mr Ray Hanson		15.10.18
Pennaeth	Mr Ceri Emanuel		15.10.18

Dyddiad Adolygu	Medi 2019
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YSGOL GYMRAEG PONTARDAWE

CHILD PROTECTION POLICY

Signed
by chair of governors:

A handwritten signature in black ink that reads "Ray Hansen".

Date approved:
(by full governing body)

15/10/18

Date of review:

September 2019

*Datblygu pob dawn
Ar daith drwy'r iaith*



Ein Rhanbarth ar Waith
Education through Regional Working

Child Protection Policy

Cynghrair o 6 awdurdod lleol yw ERW a reolir gan gyd-bwyllgor cyfansoddiadol cyfreithiol.
Y nod yw gweithredu strategaeth a chynllun busnes rhanbarthol cytunedig a chefnogi gwelliant ysgolion.

ERW is an alliance of 6 local authorities governed by a legally constituted joint committee.
Its aim is to implement the agreed regional strategy and business plan to support school improvement.



Child Protection Policy for Ysgol Gymraeg Pontardawe

Introduction

Ysgol Gymraeg Pontardawe fully recognises the contribution it makes to child protection. There are three main elements to our policy:

- prevention through the teaching and pastoral support offered to pupils
- procedures for identifying and reporting cases, or suspected cases, of abuse. Because of our day to day contact with children school staff are well placed to observe the outward signs of abuse,
- support to pupils who may have been abused.

Our policy applies to **all** staff, governors and volunteers working in the school.

Our school will annually review the policy and is committed to following any new guidance received from ERW.

Confidentiality

Confidentiality issues need to be understood if a child divulges information they are being abused. A child may only feel confident to confide in a member of staff if they feel that the information will not be divulged to anyone else. However, education staff have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing child welfare concerns.

It is important that each member of staff deals with this sensitively and explains to the child that they must inform the appropriate people who can help the child, but that they will only tell those who need to know in order to be able to help. They should reassure the child and tell them that their situation will not become common knowledge within the school. Be aware that it may well have taken significant courage on their part to disclose the information and that they may also be experiencing conflicting emotions, involving feelings of guilt, embarrassment, disloyalty (if the abuser is someone close) and hurt.

Please remember the pastoral responsibility of the education service. Ensure that only those with a professional involvement, e.g. the Designated Senior Person and the head teacher, have access to the child protection records. At all other times they should be kept securely locked and separate from the child's main file.

The Designated Senior Person for child protection in this school is:

Mr Ceri Emanuel (Headteacher)

Mrs Elin Wakeham (Deputy Headteacher)

Prevention

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils.

The school will therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty
- include in the curriculum, activities and opportunities for Personal Social Education (PSE) which equip children with the skills they need to stay safe from abuse and to know to whom to turn for help
- include in the curriculum, material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.

Procedures

These should be followed in the event of a child protection disclosure/concern

We will follow the All Wales Child Protection Procedures that have been endorsed by the Local Safeguarding Children Board. The school will:

- ensure it has a Designated Senior Person for child protection who has undertaken the appropriate training. This person/people are Mr Ceri Emanuel (Headteacher) & Mrs Elin Wakeham (Deputy Headteacher)
- recognise the role of the Designated Senior Person and arrange support and training. (See Appendix A) <http://gov.wales/docs/dcells/publications/150114-keeping-learners-safe.pdf>
- ensure every member of staff and every governor knows:
 - the name of the Designated Senior Person and their role and the designated governor for child protection
 - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales agreed with the Local Safeguarding Children Board
 - how to take forward those concerns where the Designated Senior Person is unavailable.
- ensure that members of staff are aware of the need to be alert to signs of abuse and know how to respond to a pupil who may disclose abuse
- ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus

- Ensure all staff undertake any agreed local authority child protection training relevant to their role
- provide a child protection briefing at least termly for all staff so that they know:
 - their personal responsibility
 - the agreed local procedures
 - the need to be vigilant in identifying cases of abuse
 - how to support a child who discloses abuse
 - any new child protection issues or changes in procedures
- notify local social services if:
 - a pupil on the child protection register is excluded either for a fixed term or permanently
 - if there is an unexplained absence of a pupil on the child protection register of more than two days duration from school (or one day following a weekend)
- work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters; including attendance at strategy meetings, initial/review child protection conferences and core group together with the submission of written reports to the conferences.
- keep written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to social services immediately
- ensure all records are kept secure and in locked locations
- adhere to the procedures set out in the Welsh Government circular <http://learning.gov.wales/docs/learningwales/publications/140410-safeguarding-children-in-education-en.pdf>
- ensure that recruitment and selection procedures are made in accordance with Welsh Government guidance 'Keeping Learners Safe' <http://gov.wales/docs/dcells/publications/150114-keeping-learners-safe.pdf>
- designate a governor for child protection who will oversee the school child protection policy and practice. (See Appendix A – Responsibilities of Governing Bodies/Proprietors)

Making a child protection referral

All child protection referrals must be made via telephone in the 1st instance on 01639 686803, your telephone referral will be followed up within 2 working days on a single point of contact referral form, this to be submitted via email to the Single Point of Contact (SPOC) at spoc@npt.gov.uk

For concerns outside of office hours e.g. parents evenings, trips away etc you will telephone your referral to the Emergency Duty Team (EDT) on 01639 895455; your written SPOC form will still be submitted to duty intake within 2 working days. Should a social worker not be available on this number, you can pass your child protection concern directly to the police on 999. A child protection referral must not be left until the next working day.

Definitions of child abuse, protecting children in specific circumstances

The definitions of abuse are found in the All Wales Child Protection Procedures but can also be found for easy reference in Appendix A, Definitions and Indicators of Child Abuse.

Our school acknowledges that some children can be more vulnerable to abuse and we have specific child protection duties and responsibilities in relation to these. The specific circumstances are outlined in more details in Chapter 4 of the Welsh Government 'Keeping Learners Safe' guidance. <http://gov.wales/docs/dcells/publications/150114-keeping-learners-safe.pdf>

Dealing with a disclosure made by a child

Receive

- Listen carefully to what is being said, without displaying shock or disbelief.
- Accept what is said. The child making the disclosure may be known to you as someone who does not always tell the truth. However do not let your past knowledge of this person allow you to pre-judge or invalidate their allegation.
- Do not attempt to investigate the allegation. Your duty will be to listen to what is being said and to pass that information on.

Reassure

Provide the child with plenty of re-assurance. Always be honest and do not make promises you cannot keep, for example: "I'll stay with you", or, "Everything will be all right now".

- Alleviate guilt, if the pupil refers to it. For example, you could say: "You're not to blame. This is not your fault".
- Do not promise confidentiality. You will be under a duty to pass the information on and the child needs to know this.

React

- You can ask questions and may need to in certain instances. However this is not an opportunity to interrogate the child and go into the territory of in depth and prolonged questioning. You only need to know the salient points of the allegation that the child is making. Any questions must be open and not leading.

- Do not criticise the perpetrator as the pupil may still have a positive emotional attachment to this person.
- Do not ask the pupil to repeat their allegation to another member of staff. If they are asked to repeat it they may feel that they are not being believed and / or their recollection of what happened may change.

Record

- Take notes as soon as it is practical to do so. Record the actual words spoken by the child – do not re-translate them into the way that adults speak or try to make sense of the structure of what was said). Do not be offended by any offensive language or words used to describe the abuse).
- Time and date your notes and do not destroy them in case they are required by a court.
- If you are able to do so then draw a diagram to indicate the position of any bruising but do not ask the child to remove any clothing for this purpose.
- Record statements and observable things, rather than your interpretations' or assumptions.

Final Steps

- Once you have followed the above guidelines, pass the information on immediately to the Designated Senior Person or the person with responsibility for Child Protection. They will then have a number of options open to them, including contacting the local Social Services Team to seek their advice as to what should happen next.

Managing allegations against adults who work with children

In the event of a child protection allegation being made against a member of staff, the person in receipt of that allegation must immediately pass details of the concern to the Headteacher or in their absence a member of staff with Headteacher responsibilities. The Headteacher will then contact the LA Lead for Safeguarding on 01639 763363 / 07855 079790 to discuss the next steps in accordance with local arrangements.

If a potential child protection allegation is made against the Headteacher the member of staff in receipt of that allegation must contact the LA Lead for Safeguarding on 01639 763363/07855 079790 or the Chair of Governors Mr Hanson (07979 245496). The Chair of Governors will then contact LA Lead for Safeguarding on 01639 763363/07855 079790 to discuss the next steps in accordance with local arrangements.

In addition local the Social Services Single Point of Contact on 01639 686803 will be able to advise when these situations arise.

Abuse of position of trust

Welsh Assembly Government Guidance indicates that all Education staff need to know that inappropriate behaviour with, or towards, children is unacceptable. In particular, under the Sexual Offences Act, 2003, it is an offence for a person over 18 (for example teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if he/she does not teach the child. (See Appendix A – Abuse of Trust)

Supporting the child at risk

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved. We recognise that children who are at risk, suffer abuse or witness violence may be deeply affected by this. This school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- taking all suspicions and disclosures seriously
- nominating a link person who will keep all parties informed and be the central point of contact. Where a member of staff is the subject of an allegation made by a pupil, separate link people will be nominated to avoid any conflict of interest
- responding sympathetically to any request from pupils or staff for time out to deal with distress or anxiety
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- keeping records and notifying Social Services as soon as there is a recurrence of a concern
- storing records securely
- offering details of helplines, counselling or other avenues of external support
- cooperating fully with relevant statutory agencies

The content of the curriculum encourages self-esteem and self-motivation as outlined in Chapter 2 of the Welsh Government 'Keeping Learners Safe' guidance.

- promote a positive, supportive and secure environment
- give pupils a sense of being valued

The school will support positive behaviour strategies aimed at supporting vulnerable pupils in the school; we recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.

The school will endeavour to ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred;

- All staff will agree on a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self-worth.

- liaison with other agencies who support the student such as Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services, the Education Welfare Service and advocacy services

When a pupil on the Child Protection Register leaves the school, in addition to the standard transfer of information to the new school, the Designated Senior Person for Child Protection will make immediate contact with the Designated Senior Person for Child Protection in the new school in order to inform them that the child is on the Child Protection register and will seek urgent agreement from the Child Protection Conference Chair for the transfer of minutes of Child Protection Conference meetings and Core Groups, together with other relevant Child Protection information, to the new school.

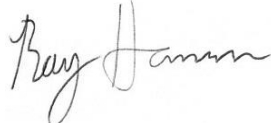

Use of physical intervention

Our policy on physical intervention is set out in *(a separate document)* and is reviewed annually by the governing body and is consistent with the Welsh Government guidance on Safe and effective intervention – use of reasonable force and searching for weapons 097/2013 <http://gov.wales/docs/dcells/publications/130315safe-effective-en.pdf>

Review

This policy and Appendix A will be reviewed and ratified annually at a full governing body meeting at least once a year and recorded in the minutes. In preparation for this review, the Designated Senior Person for Child Protection may wish to provide the Governing Body with information on the following:-

- changes to Child Protection procedures;
- training undertaken by all staff and governors in the preceding 12 months;
- the number of incidents of a Child Protection nature which arose in the school within the preceding 12 months (without details or names);
- where and how Child Protection and Safeguarding appear in the curriculum;
- lessons learned from cases.

	Name	Signature	Date
Chair of Governors	Mr Ray Hanson		15.10.18
Head Teacher	Mr Ceri Emanuel		15.10.18

Review Date	September 2019
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