

## Polisi Diogelu Plant – beth sy'n newydd?

Mae'r polisi yn newid enw o Bolisi Amddiffyn Plant i 'Polisi Diogelu Plant'

### App Gweithdrefnau Diogelu Cymru

- Mae'r diweddariadau yn dod oherwydd Gweithdrefnau Diogelu Cymru 2020.
- Mae'r Gweithdrefnau ar gael i'w darllen ar app. Gallwch roi'r app ar ffôn/ipad ac mae'n bwysig i bob cylch gael yr ap. Gallwch lawrlwytho'r app o Apple App Store neu Google Play Store am ddim. Teipiwch 'Wales Safeguarding Procedures' i chwilio amdano. Mae'r app yn gwbl ddwyieithog. Bydd yn diweddarau ei hun pan ddaw i gysylltiad â'r we.



- Ni fydd copi papur o'r gweithdrefnau a pheidiwch trio argraffu copi - ewch at yr ap sy'n hawdd i'w ddefnyddio.
- Mae'r Gweithdrefnau hefyd ar gael ar-lein: [www.diogelu.cymru](http://www.diogelu.cymru) a gallwch gyfeirio rhieni/gofalwyr at

y wefan hon.

- Taflwch unrhyw ffeiliau sydd wedi dyddio e.e. ffeil gwyn a coch Canllawiau Amddiffyn Plant Cymru Gyfan 2008.
- Mae'r app yn gweithio heb gysylltiad i'r we, felly unwaith ei fod ar ffôn/ipad gallwch ei ddarllen a'i ddefnyddio heb y gysylltiad i'r wi-fi. Os na fyddwch yn gallu gweld yr ap am ryw reswm a heb gysylltiad we i fynd ar wefan diogelu.cymru, gallwch ffonio eich Swyddog Cefnogi / swyddfa Mudiad Meithrin am gymorth brys.

### Termau / Iaith

- Yn y polisi mae sôn am 'ymarferydd' neu 'ymarferwyr' – sy'n golygu staff, gwirfoddolwyr neu unrhyw un sy'n ymwneud â'r lleoliad a'r plant mewn rhyw ffordd.
- Nid 'cyfeirio' plentyn at y gwasanaethau cymdeithasol sy'n digwydd ond 'gwneud adroddiad'.
- Esgeuluso hunaniaeth – e.e. os nad yw dewisiadau crefydd, rhywedd (gender) y plentyn yn cael ei barchu.
- Esgeuluso emosiynol – os nad oes emosiwn/cariad yn cael ei ddangos at y plentyn.

- Camdriniaeth ariannol – esboniad yn y polisi a’r gweithdrefnau

### Swyddog Diogelu

- Mae angen rhoi enw'r swyddog diogelu a’r dirprwy ar flaen y polisi fel bod pawb yn gwybod at bwy ddylent droi am gyngor a help. Fel arfer y swyddogion diogelu yw’r Arweinydd a’r Unigolyn Cyfrifol/Person Cofrestredig ar y pwyllgor. Dylent gael hyfforddiant addas ar gyfer y rôl yma. Mae disgrifiad o’r rôl yn y polisi.
- Dylid nodi rhif ffôn tîm diogelu plant y gwasanaethau cymdeithasol lleol hefyd.
- Mae angen nodi pryd gafodd y polisi ei adolygu a gan bwy ar flaen y polisi a pryd fydd yr adolygiad nesaf o’r polisi.
- Nid lle'r pwyllgor yw trafod achosion neu bryderon am blentyn, dim ond materion cyffredinol e.e. gwella gweithdrefn, newid manylion polisi yn addas i’r lleoliad.

### Cyffredinol:

- Mae diogelu plant yn gyfrifoldeb ar BAWB
- Mae gan BAWB ddyletswydd i adrodd pryderon
- Mae pwyslais mawr bellach ar wrando ar y plentyn a gwrandao ar eu dymuniadau
- Mae diogelu ac adrodd am bryderon yn bwysicach na chadw cyfrinach neu gredoau neu ddiwylliant teuluol.
- Mae rhieni dan 18 oed yn dod dan y polisi diogelu plant
- Dylid trio cael cydsyniad rhieni cyn gwneud adroddiad. Os nad oes modd i’r cylch wneud hyn dylid nodi pam, e.e. rhoi'r plentyn mewn mwy o berygl. Os oes pryder am hyn gallwch ffonio’r gwasanaethau cymdeithasol am gyngor.
- Os oes aelod o’r cyhoedd yn dweud wrth ymarferwyr yn y cylch am bryder sydd ganddyn nhw am blentyn, mae dyletswydd ar y cylch i wneud adroddiad am y pryder.

### Recriwtio

- Rhaid gwneud gwiriad GDG ar staff bob 3 mlynedd
- Wrth apwyntio aelodau newydd i’r pwyllgor / ymddiriedolwyr newydd rhaid gwneud gwiriad GDG manylach (enhanced DBS)

### Cofnodi:

- Os oes ffeil diogelu am y plentyn, dylid ei gadw ar wahân i ffeil personol y plentyn a dan glo – mynediad i’r swyddogion diogelu / nifer cyfyngedig yn unig
- Mae Ffeil Diogelu wedi ei baratoi i gyd-fynd a’r polisi hwn sy’n rhoi arweiniad am sut i gofnodi, sut i ymateb, cadw cronoleg o bryderon ac ati. Bydd ar gael ar y fewnrwyd.

- Mae Ffurflen Gofnodi Pryder am Ddiogelwch Plentyn wedi ei atodi i'r polisi ac yn y Ffeil Ddiogelwch – ffurflen hawdd i'w ddefnyddio i gofnodi popeth yn glir.

**Pethau ychwanegol yn y polisi:**

- Beth i wneud pan fydd plentyn yn datgelu camdriniaeth
- Sut i fynd yng nghylch rhewi a chloi gwybodaeth am blant (mewn sefyllfaoedd eithriadol)
- Mae'r polisi yn codi ymwybyddiaeth am ymddygiad rhywiol niweidiol neu gamdriniaeth rhywiol rhwng plant (bydd polisi newydd ar wahân yn cael ei ddatblygu am hyn)
- Mae egwyddorion diogelu yn union yr un peth ar-lein - mae templed asesiad risg ac arweiniad am sut i baratoi sesiwn rhithiol diogel ar gael i gylchoedd.



## Child Safeguarding Policy – what's new?

The policy title has changed from Child Protection Policy to 'Child Safeguarding Policy'

### Wales Safeguarding Procedures App

- The updates are due to the Wales Safeguarding Procedures 2020.
- The procedures are available to read on an app for a smart phone / ipad and it is important for each cylich to download the app. It can be downloaded for free from the Apple App Store or Google Play Store. Type 'Wales Safeguarding Procedures' to search for it. The app is bilingual. It will update itself when it is connected to the internet.



- There will be no paper copy of the procedures and don't try to print a copy – download the easy-to-use app.
  - The procedures are also available online: [www.safeguarding.wales](http://www.safeguarding.wales) to which you can refer parents / carers.
  - Throw away any paper files or procedures no longer in use e.g. white and red file All Wales Child Protection Procedures 2008.
- The app works without internet connection, so once its on a phone / ipad you can use it without the needing to be connected. If for some reason you are unable to view the app and do not have access to the website, you can call your Support Officer / or Mudiad Meithrin office for urgent assistance.

### Terms / Language

- The policy refers to a 'practitioner' or 'practitioners' - this means staff, volunteers or anyone involved in the setting and the children in some way.
- We do not 'refer' a child to social services but 'make a report' based on a concern.
- Neglect of identity - if the child's religion, gender etc. are not respected.
- Emotional neglect - if there is no or lack of emotion or signs of kindness towards the child.
- Financial abuse – this is explained in the policy and procedures.

### Safeguarding Officer

- The name of the safeguarding officer and deputy needs to be put at the front of the policy so that everyone knows who to turn to for advice and help. The safeguarding officers are usually the Leader and the Responsible Individual / Registered Person on the committee. They should receive suitable training for this rôle. Their rôle is described in the policy.
- The number of the local social services child protection team should also be noted here.
- It should also be noted on the front of the policy when and by whom the policy was revised and updated, and when the next review is due to take place.
- It is not for the committee to discuss individual safeguarding cases or concerns about a child. Committees should discuss any general issues e.g. improve procedure, change policy details to suit location.

### General:

- Safeguarding children is the responsibility of EVERYONE.
- ALL have a duty to report concerns.
- There is an emphasis on listening to the child and listening to their wishes.
- Safeguarding and reporting issues override confidentiality or family beliefs or practices.
- Parents under the age of 18 are covered by the child protection policy.
- Parental consent should be sought before making a report. If it is not possible for the cylch to do this, please state why, e.g. putting the child at greater risk. If you need advice you can call social services for assistance.
- If a member of the public tells a practitioner about a concern they have about a child, the cylch has a duty to report the concern.

### Recruitment

- DBS checks must be made every 3 years.
- An enhanced DBS check should be made as part of the process of appointing new committee members and trustees.

### Recording:

- If there is a safeguarding file for the child, it should be kept separate from the child's personal file and kept under lock – with access only given to safeguarding officers / necessary people.
- A guide on how to record safeguarding concerns has been prepared to accompany this policy which gives guidance on how to record and respond to concerns etc. It will be available on the intranet.
- A Safeguarding Incident Report Form is attached to the policy and included in the Safeguarding File which is an easy-to-use form to record a concern clearly.

### Additional points included in the policy:

- **What to do when a child discloses abuse**
- **Procedures about freezing and locking children's files (in exceptional situations)**
- **The policy raises awareness of sexually harmful behaviour and sexual abuse between children (a new separate policy will be developed for cylchoedd around this in the future)**
- **Safeguarding principles are the same online - a template risk assessment and guidance on how to prepare a safe virtual session is available to cylchoedd.**

