



## CHILD SAFEGUARDING POLICY

Wibli Wobli Nursery follows this policy, reviews it annually and updates it as required. Wibli Wobli Nursery will ensure that every member of staff understands this policy. Wibli Wobli Nursery will ensure that parents and carers and the local authority are aware of this policy by taking the following steps:

- Inform parents and carers of this policy on registering their child
- Hold a copy of this policy on the Nursery website
- Keep a digital copy of this policy in the office available for inspection

At Wibli Wobli Nursery a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead (DDSL) are appointed in each setting. The appointed persons are set out below in the **Schedule – Safeguarding Contact Information**.

The Nursery's aim is to ensure the well-being, safety and development of every child in its care. This document refers to practitioners – a term which includes everyone involved with childcare and education at the setting.

### Principles

Wibli Wobli Nursery's safeguarding policies are in place which explain how we will ensure that each child in our care is safe, satisfied and thriving. However, there are occasions when it becomes clear that a child is at risk of suffering or is suffering from abuse. This child safeguarding policy outlines what action the Nursery will take when there is a child safeguarding concern and what actions will be taken to protect them from harm. The Designated Safeguarding Lead will ensure this policy is practiced, reviewed and updated regularly.

**Everyone's responsibility:** Safeguarding children from harm, neglect and abuse is the responsibility of every member of staff and volunteer (every practitioner) in the Nursery. The practitioners at Wibli Wobli Nursery fully recognise their contribution to safeguard children and their practice complies with the Wales Safeguarding Procedures 2020, South East Wales Safeguarding Children Board (SEWSCB) and Newport City Council safeguarding policy. This child safeguarding policy will be shared with all parents and carers and practitioners at the setting. Child safeguarding training attendance will be attended and documented. All staff will have read, understood and signed this policy.

**Wales Safeguarding Procedures:** The Nursery will download the Wales Safeguarding Procedures app and update the app regularly to ensure they have the correct procedures and guidelines at hand. The Nursery will refer parents and carers to the procedures online: [safeguarding.wales](https://safeguarding.wales)

**Duty to report safeguarding concerns:** The Nursery will help each practitioner in the setting to understand their role and responsibility to safeguard and promote the welfare of children vulnerable to harm, abuse or neglect; this will include when and how to make a report about concerns to Social Services and the



police. Sharing information is essential to safeguard and protect a child at risk. The Nursery will encourage good communication between staff, as well as being prepared to cooperate and demonstrate transparency about our actions with outside agencies and the authorities.

**Health and welfare:** The Nursery will promote an atmosphere and ethos which enables children and practitioners to express any concerns they have, in order to prevent harm, abuse or neglect. We will seek to provide care and support for children and families, encouraging positive emotional health, self-esteem and well-being and seek support services when appropriate.

This Child Safeguarding Policy and procedures conform to the Wales Safeguarding Procedures 2020, Social Services and Wellbeing Act (Wales) 2014, National Minimum Standards for Regulated Childcare up to the age of 12 years, Children's Act 1989 and Working Together under the 2004 Children Act.

The nursery will maintain a secure log of all safeguarding referrals, including details of the concern, actions taken, and follow-up. A follow-up form and call log will be completed for each referral to document any further actions or communication with external agencies. These records will be reviewed regularly and stored in accordance with confidentiality and legal requirements.

### **The Rights of the Child**

Wibli Wobli Nursery believes the rights and interests of the child come before everything else. The Nursery will listen and take consideration of the child's views, wishes and feelings as far as it is reasonably practical to do so. Very young children, children who have mental health problems, communication impairments, learning disabilities or who wish to be represented or supported, should be offered an advocate.

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

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

Indicators of abuse (this is not an exhaustive list)

- the child fails to thrive and meet developmental milestones
- fearful of withdrawn tendencies
- aggressive behaviour
- unexplained injuries to a child or conflicting reports from parents/carers or practitioners
- repeated injuries
- poor physical hygiene
- unaddressed illnesses or injuries
- inappropriately clothed



A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, an institution or community setting; by those known to them or, more rarely by a stranger.

### **Terms used**

The following definitions are used when discussing abuse:

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

#### **Emotional / Psychological abuse**

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

#### **Sexual abuse**

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

#### **Neglect**

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

Emotional neglect refers to the ignoring or not striving to respond to the basic emotional needs of a child, e.g., not saying anything kind, failing to congratulate success or show emotion when interacting with the child.

Identity neglect means not supporting a child's needs in terms of gender, sexuality, culture or religion. In addition, neglect may occur during pregnancy because of maternal substance misuse.



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

### **Financial Abuse**

Financial abuse includes theft, fraud, pressure about money, misuse of money. The result could be to limit or control the victim and their freedom to be independent. This will be less prevalent for a child but indicators of financial abuse could be failure to meet the child’s needs for care and support which are provided through direct payments or complaints received about personal property going missing.

A full glossary of terms can be found in the Wales Safeguarding Procedures:  
<http://safeguarding.wales/glossary.html>

### **Safeguarding and Promoting Wellbeing**

Wibli Wobli Nursery is aware that a high level of trust and a close relationship between children and practitioners helps to keep children safe from harm. Therefore, we will:

- establish and foster an ethos where children feel safe and are encouraged to talk, and where staff listen proactively to them.
- ensure that the children know that adults in the setting will always respond to them when they are communicating.
- ensure that opportunities are planned to develop social skills and to enable children to develop relationships with each other.
- model pedagogy that is based on respect for others.
- have regard to the characteristics, culture and beliefs of the child and their family whilst recognising the paramountcy of safeguarding the individual.
- be aware of the increased risk to children with behavioural difficulties or disabilities, and the need for practitioners to be sensitive to signs of abuse or neglect.
- age-specific risks such as internet safety, social media use, bullying, and peer-on-peer abuse for older children.
- procedures for identifying signs of neglect or abuse at different developmental stages.
- Ensuring that opportunities for online activities and the use of digital devices are safe and appropriate to the child’s age.
- Staff training that is age-appropriate, ensuring practitioners understand the different needs, behaviours, and vulnerabilities of children from infants to pre-teens.

Further information about how we safeguard the wellbeing of children can be found in our policies, in particular:

- Arrivals and departures policy
- Complaints policy
- Confidentiality policy



- Equal opportunities policy
- Health and Safety policy
- Lost child policy
- Nappy changing policy
- Promoting positive behaviour policy
- Safe recruitment of Staff policy
- Sun care policy
- Visitors, Volunteers, Agency Workers policy
- Visits and Outings policy
- Whistleblowing policy

We recognise that any adult protection issues associated with the home (e.g. violence against women, domestic abuse, mental health and welfare, human trafficking and modern slavery – this is not an exhaustive list) are also likely to be a child safeguarding issue.

Any safeguarding concern regarding a parent under the age of 18 should be treated as a child safeguarding issue.

We recognise that families may require additional support during the referral process; therefore, we will offer appropriate assistance and support throughout the process and will conduct a wellbeing check with families affected at the conclusion of a referral.

### **Code of Practice**

We will follow the procedures outlined in the Wales Safeguarding Procedures which have been endorsed by the local safeguarding board.

The Designated Safeguarding Lead is responsible for ensuring that every member of staff and volunteer understand their roles in the context of child protection, and act in accordance with the steps noted in the Code of Practice.

The setting's Designated Safeguarding Lead is responsible for supporting practitioners:

- in liaising with the Social Services Child Safeguarding Team, the Local Safeguarding Board and CIW regarding safeguarding.
- the Designated Safeguarding Lead will be the point of contact for practitioners who have concerns or information that a child may be suffering abuse and co-ordinate any necessary reports to Social Services. The officer will also offer support and guidance to a practitioner during the process of making a report.
- the Designated Safeguarding Lead will ensure that the Nursery fully contributes to the safeguarding processes e.g. by providing reports, attending meetings or conferences when needed.
- the Designated Safeguarding Lead will inform CIW of any allegations that have been made against any practitioners.



However, individual practitioners have a duty to report and have responsibility for expressing concerns, recording report information, informing Social Services and being involved in any safeguarding processes that follow after a report is made.

If staff fail to report safeguarding concerns in accordance with the policy, the disciplinary procedure will be followed. This may include investigation and, where appropriate, formal disciplinary action, which could result in suspension, a written warning, or termination of employment.

Wibli Wobli Nursery knows it can always ask for guidance from Social Services or the NSPCC.

### **Behaviour Expectations**

The nursery expects all staff to demonstrate professional behaviour at all times.

Staff conduct should fall within one of the following categories:

- Allegation: Behaviour that may indicate harm to a child or a risk of harm and requires immediate safeguarding action.
- Low-Level Concern: Behaviour that may not meet the threshold for an allegation but is inconsistent with the nursery's professional expectations.
- Appropriate Conduct: Behaviour that is fully consistent with the nursery's Code of Conduct, safeguarding responsibilities, and legal requirements.

### **Information for parents and carers**

Wibli Wobli Nursery will establish a close partnership with parents/carers in order to raise awareness of its role in caring for the children's well-being. Every new parent/carer will receive information about the Nursery's policies, including the Child Safeguarding Policy, before their child starts attending the nursery. Parents/carers will be informed that the Nursery has a responsibility to refer any case of suspected abuse to the Social Services Child Safeguarding Team. Parents/carers will be referred to the Wales Safeguarding Procedures available online or to download as an app.

### **Recruitment**

The Nursery will operate safe recruitment procedures and ensure that all appropriate checks are carried out on new practitioners and volunteers who will work with children, including disclosure and barring checks (DBS). The Nursery will abide by CIW requirements in respect of references and suitability checks for practitioners and volunteers to ensure that no disqualified person or unfit person works at our childcare setting. We will review the DBS of every member of staff at least every 3 years. A record of each DBS check must be kept on the individual's Staff File.

### **Training**

The Designated Safeguarding Lead will ensure that they attend necessary training to equip them to lead on safeguarding children within the Nursery.



The Designated Safeguarding Lead is responsible for ensuring that every practitioner in the Nursery attends training courses on child safeguarding which includes how to recognise cases of abuse and how to respond appropriately to them. The Designated Safeguarding Lead will be responsible for ensuring that practitioners attend such training sessions regularly and update their training every three years.

The Designated Safeguarding Lead will hold comprehensive induction training sessions for every new practitioner at the setting. The training will include comprehensive information about the policy and the procedures for safeguarding children in the nursery. The Designated Safeguarding Lead will ensure that all training covers age-specific safeguarding considerations, including online safety, peer-on-peer abuse, and developmental signs of neglect or abuse. Practitioners will be trained to recognise risks and respond appropriately for each age group. The practitioner will be expected to sign that he/she has received the training and that he/she understands it. In addition, all practitioners are informed that failure to report any safeguarding concern is a disciplinary matter and may result in formal action under the nursery's Disciplinary Policy, in line with the requirements of Regulation 26 of the Regulated Services (Wales) Regulations 2017.

The Nursery, the Designated Safeguarding Lead and all practitioners will know about the Local Safeguarding Board, its procedures and will be familiar with the safeguarding guidelines outlined in this policy.

### **Sharing Information**

Sharing information for the purposes of safeguarding is essential. Safeguarding the individual overrides the need to keep information confidential. The most important consideration is whether sharing the information is likely to safeguard and protect a child at risk. It is not the role of any practitioner in the setting to investigate and attempt to seek out evidence on matters relating to safeguarding concerns. Practitioners in the setting all have a role in assisting Social Services and/or the police and/or CIW. 'No practitioner should assume that someone else will pass on the information to keep a child safe', HM Government 2015.

### **Locking down information about children**

Serious incidents like death, murder, violent assault, kidnapping do not happen often. However, it may happen. If a serious incident happens to a child in your care (or a member of their family) the information in the child's file needs to be protected as evidence so you must:

- Transfer the personal file and child protection file to a digitally locked space
- Locked information should not be stored with other personal files or safeguarding
- Ensure that only the Registered Persons and Responsible Individual Person in Charge are able to access the file
- Ensure that no-one writes any further information in the child's file after the date of the serious incident.



- Put a date on the file and inform Social Services and CIW that you have followed the 'Locked information' procedure. The police / Social Services may request access to the information about the child.
- If new or supplementary information needs to be recorded about the child in the days / weeks after the serious incident, a new file must be started for the child and kept locked with everyone else's files as usual, and the Nursery should inform Social Services of all new concerns.

### **Duty to Prevent Violent Extremism**

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

This duty is described as the 'Prevent' duty.

Violent extremism – What is it?

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

As part of our duties under this Act Wibli Wobli Nursery will ensure our service welcomes everyone and has a strong ethos based on the following values:

Wibli Wobli Nursery believes in freedom of opinions, equality, religious freedom, defence of minorities, tolerance, fairness and justice in every aspect our work. Protecting children and safeguarding their welfare is fundamental to our work and is key to ensuring that children's rights are respected. As a Nursery we will:

- Attend or undertake specialist training so that staff and the committee understand violent extremism, and its effect on children's welfare.
- Continue to operate our Equality and Diversity Policy including disciplinary systems for cases of bullying, discrimination based on race, disability, age, gender, sexual preferences, religion or social status.

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

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

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

- something the child has told us
- something a practitioner has noticed
- behaviour that raises a concern
- comments that appear online on social media outlets

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- fears shared by other families or other members of the community

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

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

### **Peer sexual abuse, Exploitation and Harmful Sexual Behaviour**

Practitioners know that sexual abuse can happen between children of any age. Practitioners are conscious that children's sexual behaviour exists on a wide continuum, from normal and developmentally expected to inappropriate, problematic, abusive and violent. Behaviours falling under the abusive and violent category will need to be referred to Social Services by the Designated Safeguarding Lead.

The Brook Sexual Behaviours Traffic Light Tool helps to identify sexual behaviours within certain age categories including ages 0-4 which is an useful starting point for practitioners to know which kind of behaviour requires intervention: [www.brook.org.uk](http://www.brook.org.uk)

The Welsh Government have provided Guidance for Education Settings on Peer sexual abuse, Exploitation and Harmful Sexual Behaviour: <https://gov.wales/sites/default/files/publications/2020-10/guidance-for-education-settings-on-peer-sexual-abuse-exploitation-and-harmful-sexual-behaviour.pdf>

### **Safeguarding online activities**

Any online activity organised by the Nursery will operate within the principles of safeguarding and good practice in this policy.

- The Nursery will not record any virtual session or post pictures of anyone under the age of 18 unless permission has been given by a parent/carer (in compliance with the Nursery's digital image policy)
- If a parent/carer shares a picture or video of their child on the Nursery's social media or online group, they must know that is their own decision and responsibility.
- We will follow data protection principles and GDPR rules with any data / contact details.
- We will carry out a risk assessment of any online activity with children to identify risks and take steps to mitigate or manage the risks.
- We will choose a platform carefully e.g. ensure secure communication, with access to join the online session only given by the administrator.
- Anyone who helps the Nursery with online activities will be safely recruited and have a DBS check where applicable.
- If staff notice something which raises concern for a child or parent/carer, we will respond in accordance with the Nursery's safeguarding policy.
- Members of staff should not use their personal social media account but set up an account for the Nursery. Staff who control the social media content should be aware of the risks.

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The Designated Safeguarding Lead(s) will commit to attend a Child Protection Case Conference if a meeting is called at the request of the Social Services Child Protection Co-coordinator. The Designated Safeguarding Lead(s) will also cooperate fully with any child protection investigations undertaken by relevant authorities (Police or Social Services) as required by Regulation 22(2)(a) The Child Minding and Day Care (Wales) Regulations 2010.

## **SAFEGUARDING REPORTING PROCEDURE**

### **What to do if a practitioner has a concern for a child**

If a practitioner is concerned about a change in a child's behaviour or any other sign of a minor but inexplicable physical injury, he/she will discuss the situation with the Designated Safeguarding Lead.

The Designated Safeguarding Lead (or practitioner) should discuss the situation with parents/carers and seek an explanation for any injury or unusual behaviour. Such matters should not be discussed with the parents/carers if this might endanger the child in any way. When there is uncertainty about this, advice can be sought from Social Services.

The Designated Safeguarding Lead will:

- inform the Responsible Individual/Registered Person about the situation and of any discussion with the parents/carers about the incident.
- keep a full and confidential record of the situation in the child's safeguarding file as well as a record of the parents'/carers' explanation and any further steps taken.
- the child's safeguarding file should be kept separate to the child's personal file. The information should be treated as totally confidential and the file always kept digitally locked down.
- if the child does not have a safeguarding file because of no previous concerns, a safeguarding file should be started for the child. A mark should be placed on the child's personal file to indicate to the Designated Safeguarding Lead that the child has a separate safeguarding file (kept under lock).
- every incident of concern should be noted in the chronology form at the front of the child's safeguarding file documenting the nature of the concern and any actions taken by practitioners/Nursery.

If no further safeguarding steps are required, enquiries or advice could be sought from the local authority or other agencies about possible support or preventative services which may be offered to the child and family.

### **Immediate Threat**

If a practitioner suspects that a child is being abused after noticing physical marks on the child, behavioural signs or that the child himself/herself makes such claims, they will discuss the matter at once with the Designated Safeguarding Lead. The Designated Safeguarding Lead will act immediately by contacting the Officer on Duty at the local office of the Social Services Child Safeguarding Team or/and the Police. The Designated Safeguarding Lead will be responsible for confirming this in writing within 24 hours.



The Designated Safeguarding Lead will also:

- Inform the Nursery's Responsible Individual
- Inform CIW
- Inform the parents/carers (if safe to do so)
- Document the concern in the child's safeguarding file which is separate to the child's personal file and kept confidentially under lock or password.

### **Children on Child Protection Registers**

If the staff in the nursery knows that a child is on the child protection register and that this child is absent without explanation for more than two days, the Nursery will notify Social Services.

### **Parental or Carer consent**

The interest of the child at risk should come first every time. The Designated Safeguarding Lead should seek the consent of the child's parent/carer when making a report about a safeguarding concern. The main reason for seeking parental consent is to enable the safeguarding process and the likelihood of a child-centred outcome.

If the child or parents/carers do not wish to report, but the practitioner believes a report should be made, the practitioners should still proceed to making a report.

If it is decided not to seek parental/carers consent, the reason for this decision must be recorded. They could include:

- the possibility that the child would be put at further risk
- the possibility that a child would be threatened or otherwise coerced into silence
- a strong likelihood that important evidence would be destroyed / lost
- the parent/carer identified as the alleged abuser
- the child in question not wishing the parent/carer to be involved at that stage and is competent to take that decision
- it is in the public interest.

The Designated Safeguarding Lead can always ask for advice from the Social Services Child Safeguarding Team before asking for consent or before making a report.

### **Record Keeping**

When making a report, try to give as much information as possible so that the person reading the report understands why there are concerns about the child. Focus on facts and keep all available information about concerns, discussions, decisions about the child.

If a child makes a disclosure, make notes at the time or as soon as possible and try to record the exact words the child used. Do not destroy the original notes but keep them in the child safeguarding file.



A chronology of events should be at the front of every child safeguarding file which documents a) the nature of the concern about a child on each occasion and b) steps taken by the practitioner, Designated Safeguarding Lead or Nursery. Appendix A of this policy contains a template 'Safeguarding Incident Report Form' which can be used to document a concern and aid in clearly identifying the grounds for a practitioner's concern.

Do not tell anyone about the disclosure or the actions you have taken other than the people necessary to report the disclosure.

The Designated Safeguarding Lead should keep a record of the date and time the Social Services were called, the name of the person spoken to and any action taken as a result of the telephone call.

Children's safeguarding files are kept under lock and separate to a child's personal file. This is where records of concerns or allegations of abuse, harm or neglect relating to a child attending the nursery are kept together with a full record of any investigation undertaken and action taken. The files are kept confidential until the child is 25 years of age. (GDPR rules must be complied with – see Confidentiality and Data Security Policy).

Following any case or allegation of abuse the child will be given support by the nursery staff.

#### **Procedure to follow when the child has pre-existing injuries**

If a child attends the nursery with pre-existing injuries, if noticed at the time of handover either by a staff member themselves or through disclosure by the parent/carer at drop-off, a Pre-existing Injuries Form detailing the pre-existing injury should be completed and signed by the parent or carer straight away.

If the pre-existing injury is noticed by a staff member throughout the day, contact will be made with the parent by phone call as soon as practicable to obtain full details of the pre-existing injury and the practitioner will log the phone call and complete the Pre-Existing Injuries Form. The form should then be reviewed and signed by the parent/carer on pick-up.

All details of the pre-existing injury should be provided on the Pre-existing Injuries Form including, but not limited to, where, when, how the injury occurred and whether medical assistance was sought at the time. The form will be retained securely in the child's personal file.

#### **Procedure to follow when a child discloses maltreatment**

If you're in a situation where a child discloses maltreatment to you, these are the steps you can take.

- Listen carefully to the child - Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down' or stop talking
- Let them know they've done the right thing - Reassurance can have a big impact on the child who may have been keeping the maltreatment secret
- Tell them it's not their fault - Maltreatment is never the child's fault and they need to know this



- Assure them you will take them seriously - A child could keep maltreatment secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen and support them
- Don't talk to the alleged person responsible for the maltreatment - Confronting the alleged individual responsible for the maltreatment about what the child has told you could make the situation a lot worse for the child
- Explain what you'll do next - If age appropriate, explain to the child you'll need to report the maltreatment to someone who will be able to help
- Don't delay reporting the maltreatment - The sooner the maltreatment is reported and minuted after the child discloses, the better.
- Report and record the disclosure as soon as possible so details are fresh in your mind and action can be taken quickly. Try to record the exact words the child used. Do not destroy the notes made at the time or soon after – keep them in the child safeguarding file.

### **Third party information**

The Nursery has a duty to report concerns raised by members of the public, and will not expect the member of the public to contact Social Services themselves. The Nursery cannot guarantee the third party's wish to remain anonymous, as this will not be possible if a criminal offence has occurred; the member of the public should be encouraged to provide contact details. The practitioner should keep a record of what the member of public has said including the basis for their concern for the safety of the child, and give this information when making a report.

### **Allegation against a practitioner (staff / volunteer)**

If an allegation or concern is noted about a practitioner at the nursery the matter should be reported to the Designated Safeguarding Lead.

If the practitioner has:

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

The Nursery must inform the Local Authority Designated Officer (LADO) at the Social Services Child Safeguarding Team and the CIW without delay.

### **Allegation against the Nursery Manager / Designated Safeguarding Lead**

If an allegation or concern is noted about the Nursery Manager / Designated Safeguarding Lead the matter should be reported to the Responsible Individual.

If the Nursery Manager / Designated Safeguarding Lead has:

- behaved in a way that has harmed a child or could have caused harm to a child.
- committed a crime against a child or has involved a child.



- behaved towards a child or children in a manner that suggest that future harm could be caused if the person continues to have access to children.

The Nursery must inform the LADO at the Social Services Child Safeguarding Team and the CIW without delay.

### **Allegation against the Responsible Individual**

If an allegation or concern is noted about the Responsible Individual the matter should be reported in all cases to the LADO at the Social Services Child Safeguarding Team and the CIW without delay by the Safeguarding Lead (or by the Deputy Safeguarding Lead if the Safeguarding Lead is also the Responsible Individual in question).

In every case the nursery must:

- inform the LADO at the Social Services Child Safeguarding Team and the CIW without delay
- suspend the practitioner from work / duties while a full investigation is undertaken by the local Social Services department in cooperation with the nursery (and the police if an offence has been committed)
- ensure all allegations and concerns must be recorded, dated and signed.
- seek advice from the LADO at the Social Services Child Safeguarding Team or the Police who will provide guidance on how to proceed.

All allegations must be taken seriously and treated accordingly. All practitioners are made aware and understand that they can approach Social Services Child Safeguarding Team or the police, independently, to discuss any worries they have about abuse, neglect or harm if they believe their concerns will not be adequately addressed by the nursery.

Wibli Wobli Nursery can always ask for advice from the LADO and / or police about the appropriate steps to take to respond to an allegation about a practitioner.

### **Low level concerns**

The nursery promotes a culture of openness and vigilance where all concerns about adult behaviour are taken seriously, regardless of how minor they may appear.

A low-level concern is any concern, no matter how small, that an adult working with children may have acted in a way that:

- Is not consistent with the nursery's Code of Conduct, values or
- Has caused a sense of unease about the adult's suitability to work with children, including behaviour outside of work.

Low-level concerns do not meet the threshold for an allegation but may still require monitoring and recording to ensure children remain safe.



## Reporting Concerns

All staff have a professional responsibility to report concerns about the behaviour of adults working with children.

Concerns may be reported to:

- The Designated Safeguarding Lead
- The Deputy Designated Safeguarding Lead

Staff are not required to determine whether a concern constitutes a low-level concern or an allegation. Staff should report any concern and allow the Designated Safeguarding Lead or senior management to assess the situation.

## Self-Reporting

Staff are encouraged to self-report where they believe their actions may have:

- Been misinterpreted
- Placed them in a potentially compromising situation
- Fallen below expected professional standards

Self-reporting supports a transparent safeguarding culture and helps protect both children and staff.

## Recording Concerns

All low-level concerns will be recorded in writing and handled in accordance with the nursery's safeguarding and data protection procedures.

Records should include:

- Details of the concern
- The context in which the concern arose
- The names of individuals involved where relevant
- The name of the reporting person

Records will be stored securely and confidentially and handled in accordance with data protection legislation. Where appropriate, records may be retained on a staff member's personnel file.

## Review and Monitoring

Records of low-level concerns will be reviewed periodically by the nursery's safeguarding lead or senior leadership team to:

- Identify patterns of concerning or inappropriate behaviour
- Inform decisions regarding appropriate management action
- Provide evidence if concerns escalate and meet the threshold for referral to the Local Authority Designated Officer (LADO)
- Identify any wider organisational or cultural issues that may need to be addressed



This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>1/4/2026</i>	<i>N. Baker</i>	<i>April 2027</i>



## SCHEDULE – SAFEGUARDING CONTACT INFORMATION

<b>Nursery</b>	<b>Wibli Wobli Cardiff</b>
Designated Safeguarding Lead (DSL)	Leah George 02922973722 leah@wibliwobli.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Libby Hibbard 02922973722
Local Authority Education Safeguarding Care & Support Officer for Cardiff (LADO)	Lynda Gallagher 02922330889 l.gallagher@cardiff.gov.uk
Cardiff MASH	02920 536490 csmash@cardiff.gov.uk
Out of Hours Emergency Duty Team	02920788570
CIW	03007900126 ciw@gov.wales
Police Control Room	101
NSPCC	<a href="https://www.nspcc.org.uk">https://www.nspcc.org.uk</a> 0808 800 5000 help@nspcc.org.uk

<b>Nursery</b>	<b>Wibli Wobli Newport</b>
Designated Safeguarding Lead (DSL)	Nicola Passey 01633328970 nicola@wibliwobli.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Carys-Anne Pounds 01633328970 carys-anne@wibliwobli.co.uk
Local Authority Education Safeguarding Care & Support Officer for Newport (LADO)	Mike Sloan 01633235664 or 07817106758 mike.sloan@newport.gov.uk
Newport Safeguarding Hub	01633631657 children.duty@newport.gov.uk
Gwent Safeguarding Board	<a href="https://www.gwentsafeguarding.org.uk/en/Home.aspx">https://www.gwentsafeguarding.org.uk/en/Home.aspx</a>
Southeast Wales Emergency Duty Team	08002384432
CIW	03007900126 ciw@gov.wales
Police Control Room	101
NSPCC	<a href="https://www.nspcc.org.uk">https://www.nspcc.org.uk</a> 0808 800 5000 help@nspcc.org.uk



## POLISI DIOGELU PLANT

Mae Meithrinfa Wibli Wobli yn dilyn y polisi hwn, yn ei adolygu'n flynyddol ac yn ei ddiweddarau yn ôl yr angen. Bydd Meithrinfa Wibli Wobli yn sicrhau bod pob aelod o staff yn deall y polisi hwn. Bydd Meithrinfa Wibli Wobli yn sicrhau bod rhieni a gofalwyr a'r awdurdod lleol yn ymwybodol o'r polisi hwn trwy gymryd y camau canlynol:

Hysbysu rhieni a gofalwyr am y polisi hwn wrth gofrestru eu plentyn  
Cadw copi o'r polisi hwn ar wefan y Feithrinfa  
Cadw copi digidol o'r polisi hwn yn y swyddfa ar gael i'w archwilio

Ym Meithrinfa Wibli Wobli, penodir Arweinydd Diogelu Dynodedig (DSD) a Dirprwy Arweinydd Diogelu Dynodedig (DDSD) ym mhob lleoliad. Nodir y personau penodedig isod yn yr **Atodlen – Gwybodaeth Gyswilt Diogelu**.

Nod y Feithrinfa yw sicrhau lles, diogelwch a datblygiad pob plentyn yn ei gofal. Mae'r ddogfen hon yn cyfeirio at ymarferwyr – term sy'n cynnwys pawb sy'n ymwneud â gofal plant ac addysg yn y lleoliad.

### Egwyddorion

Mae polisiâu diogelu Meithrinfa Wibli Wobli ar waith sy'n egluro sut y byddwn yn sicrhau bod pob plentyn yn ein gofal yn ddiogel, yn fodlon ac yn ffynnu. Fodd bynnag, mae yna adegau pan ddaw'n amlwg bod plentyn mewn perygl o ddioddef neu'n dioddef o gam-drin. Mae'r polisi diogelu plant hwn yn amlinellu pa gamau y bydd y Feithrinfa yn eu cymryd pan fo pryder ynghylch diogelu plant a pha gamau a gymerir i'w hamddiffyn rhag niwed. Bydd yr Arweinydd Diogelu Dynodedig yn sicrhau bod y polisi hwn yn cael ei ymarfer, ei adolygu a'i ddiweddarau'n rheolaidd.

**Cyfrifoldeb pawb:** Mae diogelu plant rhag niwed, esgeulustod a cham-drin yn gyfrifoldeb pob aelod o staff a gwirfoddolwr (pob ymarferydd) yn y Feithrinfa. Mae'r ymarferwyr ym Meithrinfa Wibli Wobli yn cydnabod yn llawn eu cyfraniad at ddiogelu plant ac mae eu harfer yn cydymffurfio â Gweithdrefnau Diogelu Cymru 2020, Bwrdd Diogelu Plant De-ddwyrain Cymru (SEWSCB) a pholisi diogelu Cyngor Dinas Casnewydd. Bydd y polisi diogelu plant hwn yn cael ei rannu gyda phob rhiant a gofalwr ac ymarferydd yn y lleoliad. Bydd presenoldeb mewn hyfforddiant diogelu plant yn cael ei fynychu a'i ddogfennu. Bydd yr holl staff wedi darllen, deall a llofnodi'r polisi hwn.

Gweithdrefnau Diogelu Cymru: Bydd y Feithrinfa yn lawrlwytho ap Gweithdrefnau Diogelu Cymru ac yn diweddarau'r ap yn rheolaidd i sicrhau bod ganddynt y gweithdrefnau a'r canllawiau cywir wrth law. Bydd y Feithrinfa yn cyfeirio rhieni a gofalwyr at y gweithdrefnau ar-lein: [diogelu.cymru](http://diogelu.cymru)

**Dyletwsydd i roi gwybod am bryderon diogelu:** Bydd y Feithrinfa yn helpu pob ymarferydd yn y lleoliad i ddeall eu rôl a'u cyfrifoldeb i ddiogelu a hyrwyddo lles plant sy'n agored i niwed, cam-drin neu esgeulustod; bydd hyn yn cynnwys pryd a sut i roi gwybod am bryderon i'r Gwasanaethau Cymdeithasol



a'r heddlu. Mae rhannu gwybodaeth yn hanfodol i ddiogelu ac amddiffyn plentyn sydd mewn perygl. Bydd y Feithrinfa yn annog cyfathrebu da rhwng staff, yn ogystal â bod yn barod i gydweithredu a dangos tryloywder ynghylch ein gweithredoedd gydag asiantaethau allanol a'r awdurdodau.

**Iechyd a Lles:** Bydd y Feithrinfa yn hyrwyddo awyrgylch ac ethos sy'n galluogi plant ac ymarferwyr i fynegi unrhyw bryderon sydd ganddynt, er mwyn atal niwed, cam-drin neu esgeulustod. Byddwn yn ceisio darparu gofal a chefnogaeth i blant a theuluoedd, gan annog iechyd emosiynol cadarnhaol, hunan-barch a lles a cheisio gwasanaethau cymorth pan fo'n briodol.

Mae'r Polisi a'r gweithdrefnau Diogelu Plant hyn yn cydymffurfio â Gweithdrefnau Diogelu Cymru 2020, Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014, Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant Rheoleiddiedig hyd at 12 oed, Deddf Plant 1989 a Gweithio Gyda'n Gilydd o dan Ddeddf Plant 2004.

Bydd y feithrinfa'n cynnal cofnod diogel o bob atgyfeiriad diogelu, gan gynnwys manylion y pryder, y camau a gymerwyd, a'r camau dilynol. Bydd ffurflen ddilynol a chofnod galwadau yn cael eu cwblhau ar gyfer pob atgyfeiriad i ddogfennu unrhyw gamau pellach neu gyfathrebu ag asiantaethau allanol. Bydd y cofnodion hyn yn cael eu hadolygu'n rheolaidd a'u storio yn unol â chyfrinachedd a gofynion cyfreithiol.

### **Hawliau'r Plentyn**

Mae Meithrinfa Wibli Wobli yn credu bod hawliau a buddiannau'r plentyn yn dod o flaen popeth arall. Bydd y Feithrinfa'n gwrandao ac yn ystyried barn, dymuniadau a theimladau'r plentyn cyn belled ag y bo'n rhesymol ymarferol gwneud hynny. Dylid cynnig eiriolwr i blant ifanc iawn, plant sydd â phroblemau iechyd meddwl, namau cyfathrebu, anabledau dysgu neu sy'n dymuno cael eu cynrychioli neu eu cefnogi.

Mae Meithrinfa Wibli Wobli yn parchu hawliau plant yn unol â datganiadau Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn a Deddf Plant 2004. I'r perwyl hwn bydd gan blant yr hawl i ddisgwyl y bydd pob oedolyn sy'n gyfrifol amdanynt yn eu hamddiffyn rhag pob math o gam-drin.

Erthygl 19: Dylai llywodraethau sicrhau bod plant yn cael gofal priodol, a'u hamddiffyn rhag trais, cam-drin ac esgeulustod gan eu rhieni neu unrhyw un arall sy'n gofalu amdanynt.

Dangosyddion cam-drin (nid rhestr gynhwysfawr yw hon)

- mae'r plentyn yn methu â ffynnu a chyrraedd cerrig milltir datblygiadol
- ofnus o dueddiadau encilgar
- ymddygiad ymosodol
- anafiadau anesboniadwy i blentyn neu adroddiadau gwrthgyferbyniol gan rieni/gofalwyr neu ymarferwyr
- anafiadau dro ar ôl tro
- hylendid corfforol gwael
- salwch neu anafiadau heb eu trin
- dillad amhriodol

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Gall person gam-drin neu esgeuluso plentyn trwy achosi niwed, neu drwy fethu â gweithredu i atal niwed. Gall plant gael eu cam-drin mewn teulu, sefydliad neu gymuned; gan y rhai sy'n hysbys iddynt neu, yn llai aml, gan ddieithryn.

## **Termau a ddefnyddir**

Defnyddir y diffiniadau canlynol wrth drafod cam-drin:

### **Cam-drin corfforol**

Gall cam-drin corfforol gynnwys taro, ysgwyd, taflu, gwenwyno, llosgi neu sgaldio, boddi, mygu, neu achosi niwed corfforol i blentyn mewn unrhyw ffordd arall. Gall niwed corfforol hefyd gael ei achosi pan fydd rhiant neu ofalwr yn ffugio neu'n achosi salwch mewn plentyn y maent yn gofalu amdano.

### **Cam-drin emosiynol / seicolegol**

Cam-drin emosiynol yw cam-drin emosiynol parhaus plentyn fel ag i achosi effeithiau andwyol difrifol a pharhaus ar ddatblygiad emosiynol y plentyn. Gall gynnwys cyfleu i blentyn eu bod yn ddiwerth neu'n ddi-gariad, yn annigonol, neu'n cael eu gwerthfawrogi dim ond i'r graddau y maent yn diwallu anghenion person arall. Gall gynnwys disgwyliadau amhriodol o ran oedran neu ddatblygiad yn cael eu gosod ar blant. Gall gynnwys achosi i blant deimlo'n ofnus neu mewn perygl yn aml, er enghraifft trwy weld cam-drin domestig yn y cartref neu gael eu bwlio, neu gamfanteisio ar blant neu eu llygru. Mae rhywfaint o gam-drin emosiynol yn gysylltiedig â phob math o gam-drin plentyn, er y gall ddigwydd ar ei ben ei hun.

### **Cam-drin rhywiol**

Mae cam-drin rhywiol yn cynnwys gorfodi neu ddenu plentyn neu berson ifanc i gymryd rhan mewn gweithgareddau rhywiol, p'un a yw'r plentyn yn ymwybodol o'r hyn sy'n digwydd ai peidio. Gall y gweithgareddau gynnwys cyswllt corfforol, gan gynnwys gweithredoedd treiddiol neu an-dreiddiol. Gallant gynnwys gweithgareddau di-gyswllt, fel cynnwys plant mewn edrych ar, neu gynhyrchu, deunydd pornograffig neu wyllo gweithgareddau rhywiol, neu annog plant i ymddwyn mewn ffyrdd rhywiol amhriodol.

### **Esgeulustod**

Esgeulustod yw'r methiant parhaus i ddiwallu anghenion corfforol a/neu seicolegol sylfaenol plentyn, sy'n debygol o arwain at nam difrifol ar iechyd neu ddatblygiad y plentyn. Gall gynnwys rhiant neu ofalwr yn methu â darparu digon o fwyd, lloches a dillad, yn methu ag amddiffyn plentyn rhag niwed neu berygl corfforol, neu'n methu â sicrhau mynediad at ofal neu driniaeth feddygol briodol. Gall hefyd gynnwys esgeulustod o, neu anymatebolrwydd i, anghenion emosiynol sylfaenol plentyn.

Mae esgeulustod emosiynol yn cyfeirio at anwybyddu neu beidio ag ymdrechu i ymateb i anghenion emosiynol sylfaenol plentyn, e.e., peidio â dweud unrhyw beth caredig, methu â llongyfarch llwyddiant neu ddangos emosiwn wrth ryngweithio â'r plentyn.



Mae esgeulustod hunaniaeth yn golygu peidio â chefnogi anghenion plentyn o ran rhyw, rhywioldeb, diwylliant neu grefydd.

Yn ogystal, gall esgeulustod ddigwydd yn ystod beichiogrwydd oherwydd camddefnyddio sylweddau gan y fam.

Mae Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 wedi diffinio "esgeulustod" ("esgeulustod") fel methiant i ddiwallu anghenion corfforol, emosiynol, cymdeithasol neu seicolegol sylfaenol person, sy'n debygol o arwain at nam ar lesiant y person (er enghraifft, nam ar iechyd y person neu, yn achos plentyn, nam ar ddatblygiad y plentyn).

### **Cam-drin Ariannol**

Mae cam-drin ariannol yn cynnwys lladrad, twyll, pwysau ynghylch arian, camddefnyddio arian. Gallai'r canlyniad fod cyfyngu ar y dioddefwr a'i ryddid i fod yn annibynnol neu ei reoli. Bydd hyn yn llai cyffredin i blentyn ond gallai dangosyddion o gam-drin ariannol fod yn fethiant i ddiwallu anghenion y plentyn am ofal a chymorth a ddarperir trwy daliadau uniongyrchol neu gwynion a dderbynnir am eiddo personol yn mynd ar goll.

Gellir dod o hyd i restr dermau lawn yng Ngweithdrefnau Diogelu Cymru:  
<http://safeguarding.wales/glossary.html>

### **Diogelu a Hyrwyddo Llesiant**

Mae Meithrinfa Wibli Wobli yn ymwybodol bod lefel uchel o ymddiriedaeth a pherthynas agos rhwng plant ac ymarferwyr yn helpu i gadw plant yn ddiogel rhag niwed. Felly, byddwn yn:

- sefydlu a meithrin ethos lle mae plant yn teimlo'n ddiogel ac yn cael eu hannog i siarad, a lle mae staff yn gwrandao'n rhagweithiol arnynt.
- sicrhau bod y plant yn gwybod y bydd oedolion yn y lleoliad bob amser yn ymateb iddynt pan fyddant yn cyfathrebu.
- sicrhau bod cyfleoedd yn cael eu cynllunio i ddatblygu sgiliau cymdeithasol ac i alluogi plant i ddatblygu perthnasoedd â'i gilydd.
- modelu addysgeg sy'n seiliedig ar barch at eraill.
- ystyried nodweddion, diwylliant a chredoau'r plentyn a'i deulu gan gydnabod pwysicaf diogelu'r unigolyn.
- bod yn ymwybodol o'r risg gynyddol i blant ag anawsterau ymddygiad neu anabledau, a'r angen i ymarferwyr fod yn sensitif i arwyddion o gam-drin neu esgeulustod.
- risgiau penodol i oedran fel diogelwch y rhyngrywyd, defnyddio cyfryngau cymdeithasol, bwlio, a cham-drin gan gyfoedion ar gyfer plant hŷn.
- gweithdrefnau ar gyfer nodi arwyddion o esgeulustod neu gam-drin mewn gwahanol gamau datblygiadol.
- sicrhau bod cyfleoedd ar gyfer gweithgareddau ar-lein a defnyddio dyfeisiau digidol yn ddiogel ac yn briodol i oedran y plentyn.

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- hyfforddiant staff sy'n briodol i oedran, gan sicrhau bod ymarferwyr yn deall gwahanol anghenion, ymddygiadau, a gwendidau plant o fabanod i gyn-arddegau.

Mae rhagor o wybodaeth am sut rydym yn diogelu lles plant i'w chael yn ein polisiau, yn benodol:

- Polisi cyrraedd ac ymadael
- Polisi cwynion
- Polisi cyfrinachedd
- Polisi cyfle cyfartal
- Polisi Iechyd a Diogelwch
- Polisi plentyn coll
- Polisi newid clytiau
- Polisi hyrwyddo ymddygiad cadarnhaol
- Polisi recriwtio staff yn ddiogel
- Polisi gofal haul
- Polisi ymwelwyr, gwirfoddolwyr, gweithwyr asiantaeth
- Polisi ymweliadau a theithiau allan
- Polisi chwythu'r chwiban

Rydym yn cydnabod bod unrhyw faterion amddiffyn oedolion sy'n gysylltiedig â'r cartref (e.e. trais yn erbyn menywod, cam-drin domestig, iechyd meddwl a lles, masnachu pobl a chaethwasiaeth fodern - nid yw hon yn rhestr gynhwysfawr) hefyd yn debygol o fod yn fater diogelu plant.

Dylid trin unrhyw bryder diogelu ynghylch rhiant o dan 18 oed fel mater diogelu plant.

Rydym yn cydnabod y gallai fod angen cymorth ychwanegol ar deuluoedd yn ystod y broses atgyfeirio; felly, byddwn yn cynnig cymorth a chefnogaeth briodol drwy gydol y broses a byddwn yn cynnal gwiriad lles gyda theuluoedd yr effeithir arnynt ar ddiwedd atgyfeiriad.

### **Cod Ymarfer**

Byddwn yn dilyn y gweithdrefnau a amlinellir yng Ngweithdrefnau Diogelu Cymru sydd wedi'u cymeradwyo gan y bwrdd diogelu lleol.

Mae'r Arweinydd Diogelu Dynodedig yn gyfrifol am sicrhau bod pob aelod o staff a gwirfoddolwr yn deall eu rolau yng nghyd-destun amddiffyn plant, ac yn gweithredu yn unol â'r camau a nodir yn y Cod Ymarfer.

Mae Arweinydd Diogelu Dynodedig y lleoliad yn gyfrifol am gefnogi ymarferwyr:

- wrth gysylltu â Thîm Diogelu Plant y Gwasanaethau Cymdeithasol, y Bwrdd Diogelu Lleol ac AGC ynghylch diogelu.
- Bydd yr Arweinydd Diogelu Dynodedig yn bwynt cyswllt i ymarferwyr sydd â phryderon neu wybodaeth y gallai plentyn fod yn dioddef cam-drin a chydlynu unrhyw adroddiadau angenrheidiol i'r Gwasanaethau Cymdeithasol. Bydd y swyddog hefyd yn cynnig cefnogaeth ac arweiniad i ymarferwyr yn ystod y broses o wneud adroddiad.



Bydd yr Arweinydd Diogelu Dynodedig yn sicrhau bod y Feithrinfa yn cyfrannu'n llawn at y prosesau diogelu e.e. trwy ddarparu adroddiadau, mynychu cyfarfodydd neu gynadleddau pan fo angen.

- Bydd yr Arweinydd Diogelu Dynodedig yn hysbysu AGC am unrhyw honiadau a wnaed yn erbyn unrhyw ymarferwyr.

Fodd bynnag, mae gan ymarferwyr unigol ddyletswydd i adrodd ac mae ganddynt gyfrifoldeb am fynegi pryderon, cofnodi gwybodaeth adroddiad, hysbysu'r Gwasanaethau Cymdeithasol a bod yn rhan o unrhyw brosesau diogelu sy'n dilyn ar ôl gwneud adroddiad.

Os bydd staff yn methu ag adrodd pryderon diogelu yn unol â'r polisi, dilynrir y weithdrefn ddisgyblu. Gall hyn gynnwys ymchwiliad a, lle bo'n briodol, camau disgyblu ffurfiol, a allai arwain at waharddiad, rhybudd ysgrifenedig, neu derfynu cyflogaeth.

Mae Meithrinfa Wibli Wobli yn gwybod y gall bob amser ofyn am arweiniad gan y Gwasanaethau Cymdeithasol neu'r NSPCC.

### **Disgwyliadau Ymddygiad**

Mae'r feithrinfa'n disgwyl i'r holl staff ddangos ymddygiad proffesiynol bob amser.

Dylai ymddygiad staff ddod o fewn un o'r categorïau canlynol:

- Honiad: Ymddygiad a allai ddangos niwed i blentyn neu risg o niwed ac sy'n gofyn am gamau diogelu ar unwaith.
- Pryder Lefel Isel: Ymddygiad a allai beidio â bodloni'r trothwy ar gyfer honiad ond sy'n anghyson â disgwyliadau proffesiynol y feithrinfa.
- Ymddygiad Priodol: Ymddygiad sy'n gwbl gyson â Chod Ymddygiad y feithrinfa, cyfrifoldebau diogelu, a gofynion cyfreithiol.

### **Gwybodaeth i rieni a gofalwyr**

Bydd Meithrinfa Wibli Wobli yn sefydlu partneriaeth agos gyda rhieni/gofalwyr er mwyn codi ymwybyddiaeth o'i rôl wrth ofalu am lesiant y plant. Bydd pob rhiant/gofalwr newydd yn derbyn gwybodaeth am bolisiau'r Feithrinfa, gan gynnwys y Polisi Diogelu Plant, cyn i'w plentyn ddechrau mynychu'r feithrinfa. Bydd rhieni/gofalwyr yn cael gwybod bod gan y Feithrinfa gyfrifoldeb i gyfeirio unrhyw achos o gam-drin a amheuir at Dîm Diogelu Plant y Gwasanaethau Cymdeithasol. Bydd rhieni/gofalwyr yn cael eu cyfeirio at Weithdrefnau Diogelu Cymru sydd ar gael ar-lein neu i'w lawrlwytho fel ap.

### **Recriwtio**

Bydd y Feithrinfa yn gweithredu gweithdrefnau recriwtio diogel ac yn sicrhau bod yr holl wiriadau priodol yn cael eu cynnal ar ymarferwyr a gwirfoddolwyr newydd a fydd yn gweithio gyda phlant, gan gynnwys gwiriadau datgelu a gwahardd (DBS). Bydd y Feithrinfa yn cydymffurfio â gofynion AGC o ran cyfeiriadau a gwiriadau addasrwydd ar gyfer ymarferwyr a gwirfoddolwyr i sicrhau nad oes unrhyw berson

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anghymwys na pherson anaddas yn gweithio yn ein lleoliad gofal plant. Byddwn yn adolygu DBS pob aelod o staff o leiaf bob 3 blynedd. Rhaid cadw cofnod o bob gwiriad DBS ar Ffeil Staff yr unigolyn.

### **Hyfforddiant**

Bydd yr Arweinydd Diogelu Dynodedig yn sicrhau eu bod yn mynychu'r hyfforddiant angenrheidiol i'w cyfarparu i arwain ar ddiogelu plant yn y Feithrinfa.

Mae'r Arweinydd Diogelu Dynodedig yn gyfrifol am sicrhau bod pob ymarferydd yn y Feithrinfa yn mynychu cyrsiau hyfforddi ar ddiogelu plant sy'n cynnwys sut i adnabod achosion o gam-drin a sut i ymateb yn briodol iddynt. Bydd yr Arweinydd Diogelu Dynodedig yn gyfrifol am sicrhau bod ymarferwyr yn mynychu sesiynau hyfforddi o'r fath yn rheolaidd ac yn diweddar eu hyfforddiant bob tair blynedd.

Bydd yr Arweinydd Diogelu Dynodedig yn cynnal sesiynau hyfforddi sefydlu cynhwysfawr i bob ymarferydd newydd yn y lleoliad. Bydd yr hyfforddiant yn cynnwys gwybodaeth gynhwysfawr am y polisi a'r gweithdrefnau ar gyfer diogelu plant yn y feithrinfa. Bydd yr Arweinydd Diogelu Dynodedig yn sicrhau bod yr holl hyfforddiant yn ymdrin ag ystyriaethau diogelu penodol i oedran, gan gynnwys diogelwch ar-lein, cam-drin gan gyfoedion, ac arwyddion datblygiadol o esgeulustod neu gam-drin. Bydd ymarferwyr yn cael eu hyfforddi i gydnabod risgiau ac ymateb yn briodol ar gyfer pob grŵp oedran. Disgwylir i'r ymarferydd lofnodi ei fod wedi derbyn yr hyfforddiant a'i fod yn ei ddeall. Yn ogystal, hysbysir pob ymarferydd bod methu ag adrodd am unrhyw bryder diogelu yn fater disgyblu a gall arwain at gamau ffurfiol o dan Bolisi Disgyblu'r feithrinfa, yn unol â gofynion Rheoliad 26 o Reoliadau Gwasanaethau Rheoleiddiedig (Cymru) 2017.

Bydd y Feithrinfa, yr Arweinydd Diogelu Dynodedig a'r holl ymarferwyr yn gwybod am y Bwrdd Diogelu Lleol, ei weithdrefnau a byddant yn gyfarwydd â'r canllawiau diogelu a amlinellir yn y polisi hwn.

### **Rhannu Gwybodaeth**

Mae rhannu gwybodaeth at ddibenion diogelu yn hanfodol. Mae diogelu'r unigolyn yn bwysicach na'r angen i gadw gwybodaeth yn gyfrinachol. Yr ystyriaeth bwysicaf yw a yw rhannu'r wybodaeth yn debygol o ddiogelu ac amddiffyn plentyn sydd mewn perygl. Nid rôl unrhyw ymarferydd yn y lleoliad yw ymchwilio a cheisio dod o hyd i dystiolaeth ar faterion sy'n ymwneud â phryderon diogelu. Mae gan ymarferwyr yn y lleoliad rôl i'w chwarae wrth gynorthwyo'r Gwasanaethau Cymdeithasol a/neu'r heddlu a/neu AGC. 'Ni ddylai unrhyw ymarferydd dybio y bydd rhywun arall yn trosglwyddo'r wybodaeth i gadw plentyn yn ddiogel', Llywodraeth EM 2015.

### **Cloi gwybodaeth am blant**

Nid yw digwyddiadau difrifol fel marwolaeth, llofruddiaeth, ymosodiad treisgar, herwgipio yn digwydd yn aml. Fodd bynnag, gall ddigwydd. Os bydd digwyddiad difrifol yn digwydd i blentyn yn eich gofal (neu aelod o'i deulu), mae angen diogelu'r wybodaeth yn ffeil y plentyn fel tystiolaeth, felly rhaid i chi:

- Trosglwyddo'r ffeil bersonol a'r ffeil amddiffyn plant i le sydd wedi'i gloi'n ddigidol
- Ni ddylid storio 'gwybodaeth wedi'i chloi' gyda ffeiliau personol eraill neu ddiogelu
- Sicrhau mai dim ond y Personau Cofrestredig a'r Unigolyn Cyfrifol sy'n gallu cael mynediad i'r ffeil

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- Sicrhau nad oes neb yn ysgrifennu unrhyw wybodaeth bellach yn ffeil y plentyn ar ôl dyddiad y digwyddiad difrifol.
- Rhoi dyddiad ar y ffeil a hysbysu'r Gwasanaethau Cymdeithasol ac AGC eich bod wedi dilyn y weithdrefn 'Gwybodaeth wedi'i chloi'. Gall yr heddlu / Gwasanaethau Cymdeithasol ofyn am fynediad at y wybodaeth am y plentyn.
- Os oes angen cofnodi gwybodaeth newydd neu atodol am y plentyn yn y dyddiau / wythnosau ar ôl y digwyddiad difrifol, rhaid cychwyn ffeil newydd ar gyfer y plentyn a'i chadw wedi'i chloi gyda ffeiliau pawb arall fel arfer, a dylai'r Feithrinfa hysbysu'r Gwasanaethau Cymdeithasol o bob pryder newydd.

### **Dyletswydd i Atal Eithafiaeth Tresigar**

O 1 Gorffennaf 2015 ymlaen mae gan ddarparwyr gofal plant cofrestredig ddyletswydd gyfreithiol i atal pobl rhag cael eu denu at eithafiaeth dreisgar a radical o dan adran 25 o Ddeddf Gwrthderfysgaeth a Diogelwch 2015.

Disgrifir y ddyletswydd hon fel y ddyletswydd 'Atal'.

Eithafiaeth dreisgar – Beth ydyw?

Pwrpas y strategaeth Atal yw ymateb i ac atal amrywiol weithgareddau sy'n gysylltiedig â therfysgaeth yn y DU. Gall risgiau o weithgareddau terfysgol ddod o sawl cyfeiriad. Daw'r risg fwyaf arwyddocaol o grwpiau terfysgol o Syria ac Irac a grwpiau sy'n gysylltiedig ag Al Qa'ida. Gall bygythiadau terfysgol hefyd gael eu gwneud gan grwpiau asgell dde eithafol fel Cynghrair Amddiffyn Lloegr.

Fel rhan o'n dyletswyddau o dan y Ddeddf hon, bydd Meithrinfa Wibli Wobli yn sicrhau bod ein gwasanaeth yn croesawu pawb ac mae ganddo ethos cryf yn seiliedig ar y gwerthoedd canlynol:

Mae Meithrinfa Wibli Wobli yn credu mewn rhyddid barn, cydraddoldeb, rhyddid crefyddol, amddiffyn lleiafrifoedd, goddefgarwch, tegwch a chyfiawnder ym mhob agwedd ar ein gwaith. Mae amddiffyn plant a diogelu eu lles yn hanfodol i'n gwaith ac yn allweddol i sicrhau bod hawliau plant yn cael eu parchu. Fel Meithrinfa byddwn yn:

- Mynychu neu ymgymryd â hyfforddiant arbenigol fel bod staff a'r pwyllgor yn deall eithafiaeth dreisgar, a'i effaith ar les plant.
- Parhau i weithredu ein Polisi Cydraddoldeb ac Amrywiaeth gan gynnwys systemau disgyblu ar gyfer achosion o fwlio, gwahaniaethu yn seiliedig ar hil, anabled, oedran, rhyw, dewisiadau rhywiol, crefydd neu statws cymdeithasol.

Bydd y Feithrinfa yn dilyn gweithdrefnau amddiffyn plant fel yr amlinellir yn y Polisi Diogelu Plant os oes tystiolaeth neu bryder bod plentyn mewn perygl o niwed o'r peryglon canlynol:

- Byw mewn amgylchedd lle mae syniadau a chredoau yn hyrwyddo eithafiaeth dreisgar.
- Amheun bod plentyn mewn perygl o gael ei gymryd allan o'r wlad i le neu sefyllfa beryglus.

Bydd y gweithdrefnau amddiffyn plant yn cael eu dilyn i gofnodi a chyfeirio'r pryder. Gall pryderon godi oherwydd:



- rhywbeth y mae'r plentyn wedi'i ddweud wrthym
- rhywbeth y mae ymarferydd wedi'i sylwi
- ymddygiad sy'n codi pryder
- sylwadau sy'n ymddangos ar-lein ar gyfryngau cymdeithasol
- ofnau a rennir gan deuluoedd eraill neu aelodau eraill o'r gymuned

Mae'r ymarferwyr yn y Feithrinfa yn adnabod y plant yn dda, a bydd barn broffesiynol yn cael ei defnyddio i arsylwi newidiadau mewn ymddygiad neu bersonoliaeth a allai fod yn destun pryder.

Mae'r Feithrinfa bob amser yn anelu at feithrin perthynas o ymddiriedaeth a pharch cydfuddiannol â rhieni a gofalwyr. Mae adnabod rhieni a gofalwyr yn dda yn galluogi'r Feithrinfa i arsylwi unrhyw faterion sy'n peri pryder a'u trafod yn unol â'n polisi Diogelu Plant.

### **Cam-drin rhywiol gan gyfoedion, Camfanteisio ac Ymddygiad Rhywiol Niweidiol**

Mae ymarferwyr yn gwybod y gall cam-drin rhywiol ddigwydd rhwng plant o unrhyw oedran. Mae ymarferwyr yn ymwybodol bod ymddygiad rhywiol plant yn bodoli ar gontinwrm eang, o normal a disgwylidig yn ddatblygiadol i amhriodol, problemus, camdriniol a threisgar. Bydd angen i ymddygiadau sy'n dod o dan y categori camdriniol a threisgar gael eu cyfeirio at y Gwasanaethau Cymdeithasol gan yr Arweinydd Diogelu Dynodedig.

Mae Offeryn Goleuadau Traffig Ymddygiadau Rhywiol Brook yn helpu i nodi ymddygiadau rhywiol o fewn rhai categorïau oedran gan gynnwys oedrannau 0-4 sy'n fan cychwyn defnyddiol i ymarferwyr wybod pa fath o ymddygiad sydd angen ymyrraeth: [www.brook.org.uk](http://www.brook.org.uk)

Mae Llywodraeth Cymru wedi darparu Canllawiau ar gyfer Lleoliadau Addysg ar Gam-drin rhywiol gan gyfoedion, Camfanteisio ac Ymddygiad Rhywiol Niweidiol:  
<https://llyw.cymru/sites/default/files/publications/2020-10/guidance-for-education-settings-on-peer-sexual-abuse-exploitation-and-harmful-sexual-behaviour.pdf>

### **Diogelu gweithgareddau ar-lein**

Bydd unrhyw weithgaredd ar-lein a drefnir gan y Feithrinfa yn gweithredu o fewn egwyddorion diogelu ac arfer da yn y polisi hwn.

- Ni fydd y Feithrinfa yn recordio unrhyw sesiwn rithwir nac yn postio lluniau o unrhyw un o dan 18 oed oni bai bod caniatâd wedi'i roi gan riant/gofalwr (yn unol â pholisi delweddau digidol y Feithrinfa)
- Os yw riant/gofalwr yn rhannu llun neu fideo o'u plentyn ar gyfryngau cymdeithasol neu grŵp ar-lein y Feithrinfa, rhaid iddynt wybod mai eu penderfyniad a'u cyfrifoldeb eu hunain yw hynny.
- Byddwn yn dilyn egwyddorion diogelu data a rheolau GDPR gydag unrhyw ddata / manylion cyswllt.
- Byddwn yn cynnal asesiad risg o unrhyw weithgaredd ar-lein gyda phlant i nodi risgiau a chymryd camau i liniaru neu reoli'r risgiau.
- Byddwn yn dewis platfform yn ofalus e.e. sicrhau cyfathrebu diogel, gyda mynediad i ymuno â'r sesiwn ar-lein yn cael ei roi gan y gweinyddwr yn unig.

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- Bydd unrhyw un sy'n helpu'r Feithrinfa gyda gweithgareddau ar-lein yn cael ei recriwtio'n ddiogel a bydd gwiriad DBS yn cael ei wneud lle bo'n berthnasol.
- Os bydd staff yn sylwi ar rywbeth sy'n codi pryder i blentyn neu riant/gofalwr, byddwn yn ymateb yn unol â pholisi diogelu'r Feithrinfa.
- Ni ddylai aelodau staff ddefnyddio eu cyfrif cyfryngau cymdeithasol personol ond sefydlu cyfrif ar gyfer y Feithrinfa. Dylai staff sy'n rheoli cynnwys y cyfryngau cymdeithasol fod yn ymwybodol o'r risgiau.

Bydd yr Arweinydd(ion) Diogelu Dynodedig yn ymrwmo i fynychu Cynhadledd Achos Diogelu Plant os bydd cyfarfod yn cael ei alw ar gais Cydlynedd Diogelu Plant y Gwasanaethau Cymdeithasol. Bydd yr Arweinydd(ion) Diogelu Dynodedig hefyd yn cydweithredu'n llawn ag unrhyw ymchwiliadau amddiffyn plant a gynhelir gan awdurdodau perthnasol (yr Heddlu neu'r Gwasanaethau Cymdeithasol) fel sy'n ofynnol gan Reoliad 22(2)(a) Rheoliadau Gwarchod Plant a Gofal Dyddiol (Cymru) 2010.

## **GWEITHDREFN ADRODD AM DIOGELU**

### **Beth i'w wneud os oes gan ymarferydd breeder am blentyn**

Os yw ymarferydd yn pryderu am newid yn ymddygiad plentyn neu unrhyw arwydd arall o anaf corfforol bach ond anesboniadwy, bydd yn trafod y sefyllfa gyda'r Arweinydd Diogelu Dynodedig.

Dylai'r Arweinydd Diogelu Dynodedig (neu'r ymarferydd) drafod y sefyllfa gyda rhieni/gofalwyr a cheisio esboniad am unrhyw anaf neu ymddygiad anarferol. Ni ddylid trafod materion o'r fath gyda'r rhieni/gofalwyr os gallai hyn beryglu'r plentyn mewn unrhyw ffordd. Pan fo ansicrwydd ynghylch hyn, gellir ceisio cyngor gan y Gwasanaethau Cymdeithasol.

Bydd yr Arweinydd Diogelu Dynodedig yn:

- hysbysu'r Unigolyn Cyfrifol/Person Cofrestredig am y sefyllfa ac am unrhyw drafodaeth gyda'r rhieni/gofalwyr am y digwyddiad.
- cadw cofnod llawn a chyfrinachol o'r sefyllfa yn ffeil ddiogelu'r plentyn yn ogystal â chofnod o esboniad y rhieni/gofalwyr ac unrhyw gamau pellach a gymerwyd.
- dylid cadw ffeil ddiogelu'r plentyn ar wahân i ffeil bersonol y plentyn. Dylid trin y wybodaeth yn gwbl gyfrinachol a chadw'r ffeil wedi'i chloi'n ddigidol bob amser.
- os nad oes gan y plentyn ffeil ddiogelu oherwydd nad oes ganddo bryderon blaenorol, dylid cychwyn ffeil ddiogelu ar gyfer y plentyn. Dylid rhoi marc ar ffeil bersonol y plentyn i ddangos i'r Arweinydd Diogelu Dynodedig fod gan y plentyn ffeil ddiogelu ar wahân (a gedwir dan glo).
- dylid nodi pob digwyddiad sy'n peri pryder yn y ffurflen gronoleg ar flaen ffeil ddiogelu'r plentyn gan ddogfennu natur y pryder ac unrhyw gamau a gymerwyd gan ymarferwyr/Meithrinfa.

Os nad oes angen camau diogelu pellach, gellid gofyn i'r awdurdod lleol neu asiantaethau eraill am gymorth posibl neu wasanaethau ataliol a allai gael eu cynnig i'r plentyn a'r teulu.

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## Bygythiad Uniongyrchol

Os yw ymarferydd yn amau bod plentyn yn cael ei gam-drin ar ôl sylwi ar farciau corfforol ar y plentyn, arwyddion ymddygiad neu fod y plentyn ei hun yn gwneud honiadau o'r fath, byddant yn trafod y mater ar unwaith gyda'r Arweinydd Diogelu Dynodedig. Bydd yr Arweinydd Diogelu Dynodedig yn gweithredu ar unwaith trwy gysylltu â'r Swyddog ar Ddyletswydd yn swyddfa leol Tîm Diogelu Plant y Gwasanaethau Cymdeithasol neu/a'r Heddlu. Bydd yr Arweinydd Diogelu Dynodedig yn gyfrifol am gadarnhau hyn yn ysgrifenedig o fewn 24 awr.

Bydd yr Arweinydd Diogelu Dynodedig hefyd yn:

- Hysbysu Unigolyn Cyfrifol y Feithrinfa
- Hysbysu AGC
- Hysbysu'r rhieni/gofalwyr (os yw'n ddiogel gwneud hynny)
- Dogfennu'r pryder yn ffeil ddiogelu'r plentyn sydd ar wahân i ffeil bersonol y plentyn ac yn cael ei chadw'n gyfrinachol o dan glo neu gyfrinair.

## Plant ar Gofrestrau Diogelu Plant

Os yw'r staff yn y feithrinfa yn gwybod bod plentyn ar y gofrestr amddiffyn plant a bod y plentyn hwn yn absennol heb esboniad am fwy na dau ddiwrnod, bydd y Feithrinfa yn hysbysu'r Gwasanaethau Cymdeithasol.

## Caniatâd Rhiant neu Ofalwr

Dylai buddiannau'r plentyn sydd mewn perygl ddod yn gyntaf bob tro. Dylai'r Arweinydd Diogelu Dynodedig geisio caniatâd rhiant/gofalwr y plentyn wrth wneud adroddiad am bryder diogelu. Y prif reswm dros geisio caniatâd rhiant yw galluogi'r broses ddiogelu a'r tebygolrwydd o ganlyniad sy'n canolbwyntio ar y plentyn.

Os nad yw'r plentyn neu'r rhieni/gofalwyr yn dymuno adrodd, ond bod yr ymarferydd yn credu y dylid gwneud adroddiad, dylai'r ymarferwyr barhau i wneud adroddiad o hyd.

Os penderfynir peidio â cheisio caniatâd rhiant/gofalwyr, rhaid cofnodi'r rheswm dros y penderfyniad hwn. Gallent gynnwys:

- y posibilrwydd y byddai'r plentyn yn cael ei roi mewn mwy o berygl
- y posibilrwydd y byddai plentyn yn cael ei fygwth neu ei orfodi i dawelu mewn ffordd arall
- tebygolrwydd cryf y byddai tystiolaeth bwysig yn cael ei dinistrio / ei cholli
- y rhiant/gofalwr wedi'i nodi fel y camdriniwr honedig
- y plentyn dan sylw ddim yn dymuno i'r rhiant/gofalwr fod yn rhan o'r broses ar y cam hwnnw ac yn gymwys i wneud y penderfyniad hwnnw
- ei fod er budd y cyhoedd.

Gall yr Arweinydd Diogelu Dynodedig ofyn am gyngor gan Dîm Diogelu Plant y Gwasanaethau Cymdeithasol bob amser cyn gofyn am ganiatâd neu cyn gwneud adroddiad.

## Cadw Cofnodion



Wrth wneud adroddiad, ceisiwch roi cymaint o wybodaeth â phosibl fel bod y person sy'n darllen yr adroddiad yn deall pam mae pryderon am y plentyn. Canolbwyntiwch ar ffeithiau a chadwch yr holl wybodaeth sydd ar gael am bryderon, trafodaethau, penderfyniadau am y plentyn.

Os yw plentyn yn gwneud datgeliad, gwnewch nodiadau ar y pryd neu cyn gynted â phosibl a cheisiwch gofnodi'r union eiriau a ddefnyddiodd y plentyn. Peidiwch â dinistrio'r nodiadau gwreiddiol ond cadwch nhw yn y ffeil diogelu plant.

Dylai cronoleg o ddigwyddiadau fod ar flaen pob ffeil diogelu plant sy'n dogfennu a) natur y pryder am blentyn ar bob achlysur a b) camau a gymerwyd gan yr ymarferydd, yr Arweinydd Diogelu Dynodedig neu'r Feithrinfa. Mae Atodiad A i'r polisi hwn yn cynnwys templed 'Ffurflen Adrodd Digwyddiad Diogelu' y gellir ei ddefnyddio i ddogfennu pryder a chynorthwyo i nodi'n glir sail pryder ymarferydd.

Peidiwch â dweud wrth unrhyw un am y datgeliad na'r camau rydych chi wedi'u cymryd heblaw'r bobl sy'n angenrheidiol i adrodd am y datgeliad.

Dylai'r Arweinydd Diogelu Dynodedig gadw cofnod o'r dyddiad a'r amser y galwyd y Gwasanaethau Cymdeithasol, enw'r person y siaradwyd ag ef ac unrhyw gamau a gymerwyd o ganlyniad i'r alwad ffôn.

Cedwir ffeiliau diogelu plant dan glo ac ar wahân i ffeil bersonol plentyn. Dyma lle cedwir cofnodion o bryderon neu honiadau o gam-drin, niwed neu esgeulustod sy'n ymwneud â phlentyn sy'n mynychu'r feithrinfa ynghyd â chofnod llawn o unrhyw ymchwiliad a gynhaliwyd a chamau a gymerwyd. Cedwir y ffeiliau'n gyfrinachol nes bod y plentyn yn 25 oed. (Rhaid cydymffurfio â rheolau GDPR – gweler y Polisi Cyfrinachedd a Diogelwch Data).

Yn dilyn unrhyw achos neu honiad o gam-drin, bydd staff y feithrinfa yn rhoi cefnogaeth i'r plentyn.

### **Gweithdrefn i'w dilyn pan fydd gan y plentyn anafiadau sy'n bodoli eisoes**

Os yw plentyn yn mynychu'r feithrinfa gydag anafiadau sy'n bodoli eisoes, os caiff ei sylwi ar adeg y trosglwyddiad naill ai gan aelod o staff ei hun neu drwy ddatgeliad gan y rhiant/gofalwr wrth ei ollwng, dylai Ffurflen Anafiadau sy'n bodoli eisoes sy'n manylu ar yr anaf sy'n bodoli eisoes gael ei chwblhau a'i llofnodi gan y rhiant neu'r gofalwr ar unwaith.

Os caiff yr anaf sy'n bodoli eisoes ei sylwi gan aelod o staff drwy gydol y dydd, bydd cysylltiad â'r rhiant trwy alwad ffôn cyn gynted â phosibl i gael manylion llawn yr anaf sy'n bodoli eisoes a bydd yr ymarferydd yn cofnodi'r alwad ffôn ac yn cwblhau'r Ffurflen Anafiadau sy'n bodoli eisoes. Yna dylai'r rhiant/gofalwr adolygu a llofnodi'r ffurflen wrth ei chasglu.

Dylid darparu holl fanylion yr anaf sy'n bodoli eisoes ar y Ffurflen Anafiadau sy'n bodoli eisoes gan gynnwys, ond heb fod yn gyfyngedig i, ble, pryd, sut y digwyddodd yr anaf ac a geisiwyd cymorth meddygol ar y pryd. Cedwir y ffurflen yn ddiogel yn ffeil bersonol y plentyn.

### **Gweithdrefn i'w dilyn pan fydd plentyn yn datgelu camdriniaeth**



Os ydych chi mewn sefyllfa lle mae plentyn yn datgelu camdriniaeth i chi, dyma'r camau y gallwch chi eu cymryd.

- Gwrandewch yn ofalus ar y plentyn - Osgowch fynegi eich barn eich hun ar y mater. Gallai ymateb o sioc neu anghrediniaeth beri i'r plentyn 'gau i lawr' neu roi'r gorau i siarad
- Rhowch wybod iddyn nhw eu bod nhw wedi gwneud y peth iawn - Gall tawelu meddwl gael effaith fawr ar y plentyn a allai fod wedi bod yn cadw'r gamdriniaeth yn gyfrinach
- Dywedwch wrthyn nhw nad eu bai nhw yw e - Nid bai'r plentyn yw camdriniaeth byth ac mae angen iddyn nhw wybod hyn
- Sicrhewch nhw y byddwch chi'n eu cymryd o ddifrif - Gallai plentyn gadw camdriniaeth yn gyfrinach rhag ofn na fydd neb yn ei gredu. Maen nhw wedi dweud wrthyh chi oherwydd eu bod nhw eisiau help ac yn ymddiried y byddwch chi'n gwrandeio ac yn eu cefnogi.
- Peidiwch â siarad â'r person honedig sy'n gyfrifol am y gamdriniaeth - Gallai wynebu'r unigolyn honedig sy'n gyfrifol am y gamdriniaeth ynglŷn â'r hyn y mae'r plentyn wedi'i ddweud wrthyh chi waethygu'r sefyllfa i'r plentyn.
- Eglurwch beth fyddwch chi'n ei wneud nesaf - Os yw'n briodol i'w oedran, esboniwch i'r plentyn y bydd angen i chi roi gwybod am y gamdriniaeth i rywun a fydd yn gallu helpu.
- Peidiwch ag oedi cyn rhoi gwybod am y gamdriniaeth - Gorau po gyntaf y caiff y gamdriniaeth ei hadrodd a'i chofnodi ar ôl i'r plentyn ddatgelu.
- Rhowch wybod am y datgeliad a'i gofnodi cyn gynted â phosibl fel bod y manylion yn ffres yn eich meddwl a gellir cymryd camau gweithredu'n gyflym. Ceisiwch gofnodi'r union eiriau a ddefnyddiodd y plentyn. Peidiwch â dinistrio'r nodiadau a wnaed ar y pryd neu'n fuan wedyn - cadwch nhw yn y ffeil diogelu plant.

### **Gwybodaeth trydydd parti**

Mae gan y Feithrinfa ddyletswydd i roi gwybod am bryderon a godir gan aelodau'r cyhoedd, ac ni fydd yn disgwyl i'r aelod o'r cyhoedd gysylltu â'r Gwasanaethau Cymdeithasol eu hunain. Ni all y Feithrinfa warantu dymuniad y trydydd parti i aros yn ddiennw, gan na fydd hyn yn bosibl os bydd trosedd wedi digwydd; dylid annog yr aelod o'r cyhoedd i ddarparu manylion cyswllt. Dylai'r ymarferydd gadw cofnod o'r hyn y mae'r aelod o'r cyhoedd wedi'i ddweud gan gynnwys sail eu pryder am ddiogelwch y plentyn, a rhoi'r wybodaeth hon wrth wneud adroddiad.

### **Honiad yn erbyn ymarferydd (staff / gwirfoddolwr)**

Os nodir honiad neu bryder am ymarferydd yn y feithrinfa, dylid rhoi gwybod am y mater i'r Arweinydd Diogelu Dynodedig.

Os yw'r ymarferydd wedi:

- ymddwyn mewn ffordd sydd wedi niweidio plentyn neu a allai fod wedi achosi niwed i blentyn.
- cyflawni trosedd yn erbyn plentyn neu wedi cynnwys plentyn.
- ymddwyn tuag at blentyn neu blant mewn ffordd sy'n awgrymu y gallai niwed yn y dyfodol gael ei achosi os yw'r person yn parhau i gael mynediad at blant.

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Rhaid i'r Feithrinfa hysbysu'r Swyddog Dynodedig Awdurdod Lleol (LADO) yn Nhîm Diogelu Plant y Gwasanaethau Cymdeithasol a'r AGC heb oedi.

### **Honiad yn erbyn Rheolwr y Feithrinfa / Arweinydd Diogelu Dynodedig**

Os nodir honiad neu bryder am Reolwr y Feithrinfa / Arweinydd Diogelu Dynodedig, dylid adrodd y mater i'r Unigolyn Cyfrifol.

Os yw Rheolwr y Feithrinfa / Arweinydd Diogelu Dynodedig wedi:

- ymddwyn mewn ffordd sydd wedi niweidio plentyn neu a allai fod wedi achosi niwed i blentyn
- cyflawni trosedd yn erbyn plentyn neu wedi cynnwys plentyn
- ymddwyn tuag at blentyn neu blant mewn ffordd sy'n awgrymu y gallai niwed yn y dyfodol gael ei achosi os yw'r person yn parhau i gael mynediad at blant

Rhaid i'r Feithrinfa hysbysu'r LADO yn Nhîm Diogelu Plant y Gwasanaethau Cymdeithasol a'r AGC heb oedi.

### **Honiad yn erbyn yr Unigolyn Cyfrifol**

Os nodir honiad neu bryder am yr Unigolyn Cyfrifol, dylid adrodd y mater ym mhob achos i'r Swyddog Dynodedig Lleol yn Nhîm Diogelu Plant y Gwasanaethau Cymdeithasol a'r AGC heb oedi gan yr Arweinydd Diogelu (neu gan y Dirprwy Arweinydd Diogelu os mai'r Arweinydd Diogelu hefyd yw'r Unigolyn Cyfrifol dan sylw).

Ym mhob achos rhaid i'r feithrinfa:

- hysbysu'r Swyddog Dynodedig Lleol yn Nhîm Diogelu Plant y Gwasanaethau Cymdeithasol a'r AGC heb oedi
- atal yr ymarferydd o'i waith / dyletswyddau tra bod ymchwiliad llawn yn cael ei gynnal gan yr adran Gwasanaethau Cymdeithasol leol mewn cydweithrediad â'r feithrinfa (a'r heddlu os yw trosedd wedi'i gyflawni)
- sicrhau bod rhaid cofnodi, dyddio a llofnodi pob honiad a phryder.
- ceisio cyngor gan y Swyddog Dynodedig Lleol yn Nhîm Diogelu Plant y Gwasanaethau Cymdeithasol neu'r Heddlu a fydd yn rhoi canllawiau ar sut i fwrw ymlaen.

Rhaid cymryd pob honiad o ddifrif a'i drin yn unol â hynny. Mae pob ymarferydd yn cael gwybod ac yn deall y gallant gysylltu â Thîm Diogelu Plant y Gwasanaethau Cymdeithasol neu'r heddlu, yn annibynnol, i drafod unrhyw bryderon sydd ganddynt ynghylch cam-drin, esgeulustod neu niwed os ydynt yn credu na fydd y feithrinfa yn mynd i'r afael â'u pryderon yn ddigonol.

Gall Meithrinfa Wibli Wobli bob amser ofyn am gyngor gan y LADO a/neu'r heddlu ynghylch y camau priodol i'w cymryd i ymateb i honiad am ymarferydd.

### **Preyderon lefel isel**

Mae'r feithrinfa'n hyrwyddo diwylliant o agoredrwydd a gwyliadwriaeth lle mae pob pryder am ymddygiad oedolion yn cael ei gymryd o ddifrif, waeth pa mor fach y gallant ymddangos.



Pryder lefel isel yw unrhyw bryder, ni waeth pa mor fach, y gallai oedolyn sy'n gweithio gyda phlant fod wedi ymddwyn mewn ffordd sydd:

- Ddim yn gyson â Chod Ymddygiad, gwerthoedd y feithrinfa neu
- Wedi achosi teimlad o anesmwythyd ynghylch addasrwydd yr oedolyn i weithio gyda phlant, gan gynnwys ymddygiad y tu allan i'r gwaith.

Nid yw pryderon lefel isel yn bodloni'r trothwy ar gyfer honiad ond efallai y bydd angen eu monitro a'u cofnodi o hyd i sicrhau bod plant yn parhau i fod yn ddiogel.

### **Adrodd am Bryderon**

Mae gan bob aelod o staff gyfrifoldeb proffesiynol i adrodd am bryderon am ymddygiad oedolion sy'n gweithio gyda phlant.

Gellir adrodd am bryderon i:

- Yr Arweinydd Diogelu Dynodedig
- Y Dirprwy Arweinydd Diogelu Dynodedig

Nid oes gofyn i staff benderfynu a yw pryder yn bryder lefel isel neu'n honiad. Dylai staff adrodd am unrhyw bryder a chaniatáu i'r Arweinydd Diogelu Dynodedig neu uwch reolwyr asesu'r sefyllfa.

### **Hunan-Adrodd**

Anogir staff i hunan-adrodd lle maent yn credu y gallai eu gweithredoedd fod wedi:

- Cael eu camddehongli
- Eu rhoi mewn sefyllfa a allai fod yn beryglus
- Syrthio islaw'r safonau proffesiynol disgwylidig

Mae hunan-adrodd yn cefnogi diwylliant diogelu tryloyw ac yn helpu i amddiffyn plant a staff.

### **Cofnodi Pryderon**

Bydd pob pryder lefel isel yn cael ei gofnodi yn ysgrifenedig a'i drin yn unol â gweithdrefnau diogelu a diogelu data'r feithrinfa.

Dylai cofnodion gynnwys:

- Manylion y pryder
- Y cyd-destun y cododd y pryder ynddo
- Enwau'r unigolion dan sylw lle bo'n berthnasol
- Enw'r person sy'n adrodd

Bydd cofnodion yn cael eu storio'n ddiogel ac yn gyfrinachol a'u trin yn unol â deddfwriaeth diogelu data. Lle bo'n briodol, gellir cadw cofnodion ar ffeil personél aelod o staff.

### **Adolygu a Monitro**



Bydd cofnodion pryderon lefel isel yn cael eu hadolygu'n rheolaidd gan arweinydd diogelu'r feithrinfa neu'r uwch dîm arweinyddiaeth i:

- Nodi patrymau o ymddygiad pryderus neu amhriodol
- Llywio penderfyniadau ynghylch camau rheoli priodol
- Darparu tystiolaeth os yw pryderon yn cynyddu ac yn cyrraedd y trothwy ar gyfer atgyfeirio at y Swyddog Dynodedig Awdurdod Lleol (LADO)
- Nodi unrhyw faterion sefydliadol neu ddiwylliannol ehangach y gallai fod angen mynd i'r afael â nhw

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
1/4/2026	<i>N. Baker</i>	<i>Ebrill 2027</i>



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