

**Adroddiad Blynyddol i’r Corff Llywodraethu Llawn ar Ddiogelu Plant**

**Mae’r ddogfen hon yn gwasanaethu dau bwrpas:**

1. **Darparu adroddiad i’r Corff Llywodraethu ar ymarfer Diogelu sy’n galluogi i’r Corff Llywodraethu fonitro cydymffurfio â gofynion Diogelu Plant ac adnabod lleoedd ar gyfer gwella.** *(Arweiniad i’r Gyfraith ar gyfer Llywodraethwyr, Rhag 2009 Pennod 16) Mae Cyrff Llywodraethu … yn atebol ar gyfer sicrhau bod gan eu sefydliad bolisïau a gweithdrefnau amddiffyn plant effeithiol yn eu lle sy’n unol ag arweiniad a gyhoeddwyd gan yr Ysgrifennydd Gwladol, unrhyw arweiniad ALL, a gweithdrefnau rhyngasiantaethol a gytunwyd yn lleol ).* **Dylai copi o’r ddogfen a gwblhawyd gael ei hatodi at gofnodion cyfarfod llawn y Corff Llywodraethu lle rhoddir yr Adroddiad Diogelu.**

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

**Wedi ei chwblhau mae’n rhaid felly anfon y ddogfen hon at: Jane Marr, Swyddog Ysgolion Uwchradd, Adran Addysg a Hamdden, Ffordd Glanhwfa, Llangefni, Ynys Môn, LL77 7EY**



**Adroddiad Blynyddol i’r Corff Llywodraethu ar Ddiogelu Plant**

**Enw’r Ysgol: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cyfeiriad yr Ysgol:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Mae’r adroddiad hwn am y cyfnod \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hyd \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dyddiad y casglwyd yr adroddiad \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Awdur \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Enw’r Unigolyn Amddiffyn Plant Dynodedig (rhaid bod yn aelod o’r uwch -dîm arweinyddiaeth) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dirprwy Unigolyn Amddiffyn Plant Dynodedig \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LlywodraethwrEnwebedig \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DS Mae manylion yr wybodaeth hon yn gyfrinachol – ni ellir trafod enwau ac amgylchiadau penodol.**

**Crynodeb o Hyfforddiant Diogelu**

● Mae’n rhaid i Staff Addysgu a phob staff eraill (yn cynnwys Unigolion Dynodedig Amddiffyn Plant) gael diweddaru hyfforddiant diogelu cyffredinol bob 3 blynedd. Mae angen cadw rhestrau presenoldeb mewn digwyddiadau hyfforddi fel y gellir cynnal monitro gofynion hyfforddi.

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| **Staff** | **Anwythiad ysgol i Weithdrefnau Diogelu (dyddiad)** | **Darparwr** | **Nifer y staff a fynychodd** | **Dyddiad mae hyfforddiant adnewyddu’n ofynnol** |
| Swyddog(ion)  Dynodedig |  |  |  |  |
| Pennaeth |  |  |  |  |
| Llywodraethwr enwebedig |  |  |  |  |
| Corff Llywodraethu |  |  |  |  |
| Staff addysgu |  |  |  |  |
| Cymorthyddion addysgu |  |  |  |  |
| Goruchwylwyr canol dydd |  |  |  |  |
| Staff gweinyddol |  |  |  |  |
| Gofalu a glanhau |  |  |  |  |
| Technegwyr |  |  |  |  |
| Gwirfoddolwyr |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* Mae’n rhaid i’r unigolyn uwch Dynodedig ymgymryd â hyfforddiant sy’n gyson â Bwrdd Diogelu Plant Lleol Gwynedd a Môn. Mae’n rhaid i hyfforddiant gael ei ddiweddaru bob 2 flynedd.

**Hyfforddiant yr ymgymerwyd ag ef gan Uwch-Unigolyn Dynodedig (ee cyrsiau hyfforddi Diogelu a dargedwyd. Mae hyn yn cynnwys yr hyfforddiant ALl efo Des a Rhys ac hefyd yr hyfforddiant Rhan 4 efo Sue Maskell)**

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| --- | --- | --- | --- |
|  | **Dyddiad** | **Manylion o’r cwrs hyfforddi** | **Cwrs Adnewyddu diogelu a dargedwyd yn ofynnol erbyn:** |
| **Uwch-Unigolyn Dynodedig** |  |  |  |
| **Dirprwy Unigolyn Dynodedig** |  |  |  |
| **Llywodraethwr Dynodedig Amddiffyn Plant** |  |  |  |
|  |  |  |  |

**Polisïau a dogfennau eraill perthynol i ddiogelu (Cyfeiriwch at y wefan Addysg Môn** [**www.addysgmon.org**](http://www.addysgmon.org) **i gweld esiampl a awgrym am cyfnod adolygu)**

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| --- | --- | --- | --- |
| **Polisïau a/neu (g)weithdrefnau ar gyfer Diogelu** | **Dyddiad yn eu lle** | **Dyddiad adolygu** | **Dyddiad yr adolygu nesaf** |
| **Diogelu Plant** |  |  |  |
| **Datganiad diogelu ym mhrosbectws yr ysgol** |  |  |  |
| **Rheoli cyhuddiadau yn erbyn staff** |  |  |  |
| **Cyhuddo** |  |  |  |
| **Polisi CRB** |  |  |  |
| **Recriwtio a Dethol** |  |  |  |
| **Llawlyfr Staff – arweiniad ar ymddygiad** |  |  |  |
| **Polisi Ymweliadau Ysgol (uwchlwythwyd i Evolve)** |  |  |  |
| **Polisi Ymyrryd Corfforol Cyfyngol** |  |  |  |
| **Gwrth-fwlio** |  |  |  |
| **Rheoli ymddygiad** |  |  |  |
| **Presenoldeb** |  |  |  |
| **Camddefnyddio Cyffuriau a Sylweddau** |  |  |  |
| **Cyfle Cyfartal** |  |  |  |
| **Cynlluniau Cydraddoldeb Strategol** |  |  |  |
| **Cynllun Mynediad Ysgol** |  |  |  |
| **Ysgol estynedig / cyn ac ar ôl gweithgareddau ysgol (trefniadau diogelu a materion addasu)** |  |  |  |
| **Cymorth Cyntaf *(yn cynnwys rheoli cyflyrau meddygol, gofal agos )*** |  |  |  |
| **Iechyd a Diogelwch *(yn cynnwys diogelwch ysgol)*** |  |  |  |
| **Defnyddio ffotograffau / fideo** |  |  |  |
| **E ddiogelwch ar gyfer disgyblion a staff** |  |  |  |
| **Personol, Cymdeithasol ac Emosiynol (ABaCH)** |  |  |  |
| **Addysg Rhyw a Pherthnasoedd** |  |  |  |
| **Profiad gwaith** |  |  |  |

**Mae’n rhaid cadw rhestr gyfredol o wiriadau CRB a niferoedd gan y Corff Llywodraethu. Cyfrifoldeb y cyrff Llywodraethu yw sicrhau nad yw’r un aelod o staff wedi dechrau gweithio nes y bydd y CRB wedi ei dderbyn.**

**Atodwch rhest or staff efo manylion CRB a geirda (fel yn rhan 3 or Ffeil Diogelu Plant)**

**Nifer y cyfeiriadau a wnaed i’r Tîm Dyletswydd** *(os gellir adnabod plentyn neu blant, peidiwch â gwahanu’n ddosbarthiadau o gamdriniaeth ond rhowch nifer cyffredinol):*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dosbarthiadau:** | **Corfforol** | **Rhywiol** | **Emosiynol** | **Esgeulustra** |
| **Nifer** |  |  |  |  |

**Cyfarfodydd a fynychwyd:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Nifer a wahoddwyd i** | **Nifer a fynychodd** | **Nifer yr adroddiadau a gyflwynwyd yn lle presenoldeb** | **Nifer o weithiau yr anfonwyd y Swyddog Lles Addysg i gynrychioli’r ysgol.** |
| **Cynhadledd gychwynnol Amddiffyn Plant** |  |  |  |  |
| **Cyfarfod strategaeth proffesiynolwyr** |  |  |  |  |
| **Cynhadledd arolwg Amddiffyn Plant** |  |  |  |  |
| **Cyfarfod Grŵp Craidd** |  |  |  |  |
| **Cyfarfodydd Tîm o amgylch y Teulu** |  |  |  |  |

**Nifer y disgyblion sy’n destun Cynllun Amddiffyn Plant : \_\_\_\_\_\_\_\_\_\_\_**

**Nifer y Plant mewn Gofal: \_\_\_\_\_\_\_\_\_\_\_**

**Nifer yr honiadau a wnaed yn erbyn staff : \_\_\_\_\_\_\_\_\_\_\_**

**Monitro digwyddiadau o fwlio (ysgolion uwchradd I atodi copi o’r adroddiad o SIMS)**

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| --- | --- | --- | --- |
| **Mathau o Fwlio** | **Nifer y digwyddiadau** | | |
| **Tymor yr Haf** | **Tymor yr Hydref** | **Tymor y Gwanwyn** |
| **Seibrfwlio** |  |  |  |
| **Hil, crefydd a diwylliant** |  |  |  |
| **Homoffobia** |  |  |  |
| **Rhywiaethol, rhywiol a thrawsffobig** |  |  |  |
| **O amgylch anghenion addysgol arbennig ac anableddau** |  |  |  |
| **Arall** |  |  |  |

**Sylwadau eraill ar faterion neu bryderon diogelu**

| **1. RECRIWTIO A GORUCHWYLIO DIOGEL**  **SAIT V6 SAFON 10** - Mae’r BLlDP wedi datblygu systemau i sicrhau bod yr holl asiantaethau sy’n aelodau yn dilyn arfer o recriwtio diogel.  **SAIT V6 Safon 19** – Mae’r Bwrdd yn gwybod am ansawdd yr ymarfer ac yn gweithio’n weithredol i wella hyn | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **cyf** | **Cwestiwn** | **√** | **X** | **Sefyllfa Bresennol** | **Tystiolaeth** | **Camau Gweithredu** | **Arwain** | **Amserlen** |
| 1.1 | A oes gan eich asiantaeth/gwasanaeth Weithdrefn Recriwtio ac Archwilio Cefndir ddiogel, ac a ydych yn ei dilyn? |  |  |  |  |  |  |  |
| 1.2 | Ydy gwiriadau a chyfeiriadau’n cael eu cynnal bob amser? |  |  |  |  |  |  |  |
| 1.3 | A oes hyfforddiant yn ei le ar gyfer y rhai hynny sy’n allweddol i’r prosesau recriwtio a phenodi? |  |  |  |  |  |  |  |
| 1.4 | Ydy gwiriadau CRB/ISA yn cael eu cwblhau (gyda chanlyniad) bob amser ar gyfer swyddi gorfodol cyn i ddeilydd y swydd gychwyn yn ei rôl newydd? |  |  |  |  |  |  |  |
| 1.5 | A fydd yr holl staff/gwirfoddolwyr sy’n gweithio yn eich asiantaeth/gwasanaeth wedi cael gwiriad CRB yn y tair blynedd diwethaf? |  |  |  |  |  |  |  |
| 1.6 | A yw eich asiantaeth/gwasanaeth yn diwallu ei safonau ei hun ar gyfer gwiriadau CRB/ISA? (nodwch y safonau hyn yn y golofn dystiolaeth, os gwelwch yn dda) |  |  |  |  |  |  |  |
| 1.7 | Ydy eich asiantaeth/gwasanaeth yn sicrhau bod gwiriadau CRB/ISA yn cael eu cwblhau ar bob aelod perthnasol o staff/gwirfoddolwyr/staff wedi’u comisiynu? |  |  |  |  |  |  |  |
| 1.8 | Ydy polisïau recriwtio’n cael eu monitro am gydymffurfiad? |  |  |  |  |  |  |  |
| 1.9 | A oes polisïau a gweithdrefnau yn eu lle i sicrhau bod gweithdrefnau disgyblu’n cael eu defnyddio wrth ymateb i bryderon diogelu am ymddygiad staff? |  |  |  |  |  |  |  |
| 1.10 | Ydy cydymffurfiad â gweithdrefnau disgyblu’n cael ei fonitro? |  |  |  |  |  |  |  |
| 1.13 | A ydych yn darparu cefnogaeth reoli, gan gynnwys trefniadau goruchwylio cyson a rheolaidd i staff sy’n gweithio gyda phlant a phobl ifanc? |  |  |  |  |  |  |  |
| 1.14 | A ydych yn ystyried bod yr oruchwyliaeth a’r canllawiau a ddarperir i weithwyr/gwirfoddolwyr yn eich asiantaeth/gwasanaeth yn briodol? |  |  |  |  |  |  |  |

| **3. GWEITHDREFNAU DIOGELU**  **SAIT V6 Safon 9** – Mae’r BLlDP wedi datblygu systemau ar gyfer sicrhau bod ymarfer amlddisgyblaethol yn cael ei lywodraethu.  (Mae’r safon hwn yn gofyn i’r Bwrdd ystyried p’un a oes ganddo ddealltwriaeth a gaiff ei rhannu o sut beth yw ymarfer amlddisgyblaethol).  **SAIT V6 Safon 19** – Mae'r Bwrdd yn gwybod am ansawdd yr ymarfer ac yn gweithio i wella hyn. | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **cyf** | **Cwestiwn** | **√** | **X** | **Sefyllfa Bresennol** | **Tystiolaeth** | **Camau Gweithredu** | **Arwain** | **Amserlen** |
| 3.2 | A oes gan eich asiantaeth/gwasanaeth gopi o Ganllawiau Amddiffyn Plant Cymru Gyfan 2008 sydd ar gael yn rhwydd ac sydd o fewn cyrraedd eich gweithwyr a’ch gwirfoddolwyr yn eich asiantaeth/gwasanaeth? |  |  |  |  |  |  |  |
| 3.3 | Ydy pob gweithdrefn, canllaw a phrotocol a gadarnhawyd gan y BLlDP wedi cael eu dosbarthu a’u gweithredu’n briodol yn eich asiantaeth/gwasanaeth? |  |  |  |  |  |  |  |
| 3.8 | A ydych yn sicrhau bod eich system ar gyfer cofnodi pryderon amddiffyn plant yn un gadarn? |  |  |  |  |  |  |  |
| 3.10 | A ydych yn cofnodi pob cam gweithredu pan gyfyd pryderon amddiffyn plant? |  |  |  |  |  |  |  |
| 3.11 | A gedwir pob cofnod o bryderon amddiffyn plant yn ddiogel? |  |  |  |  |  |  |  |
| 3.12 | Ydy eich asiantaeth/gwasanaeth yn defnyddio gwybodaeth am bryderon amddiffyn plant i adnabod patrymau a thueddiadau? |  |  |  |  |  |  |  |
| 3.14 | A oes gennych systemau yn eu lle i wneud yn siŵr bod eich asiantaeth/gwasanaeth yn ymwneud â datblygu cynlluniau a chamau gweithredu ar gyfer plant, a gaiff eu llunio gan wasanaethau cymdeithasol (grwpiau craidd, adolygiadau, cyfarfodydd strategol, cynadleddau AP)? |  |  |  |  |  |  |  |
| 3.16 | A oes gan eich asiantaeth/gwasanaeth system gwynion effeithiol i blant, staff ac aelodau o’r cyhoedd allai fod yn bryderus nad yw camau gweithredu i ddiogelu wedi eu cymryd? |  |  |  |  |  |  |  |
| 3.17 | Ydy eich gweithdrefn gwynion yn dylanwadu ar ymarfer? |  |  |  |  |  |  |  |
| 3.18 | Ydy eich asiantaeth/gwasanaeth yn cynnwys eiriolwyr i blant a’u teuluoedd? |  |  |  |  |  |  |  |
| 3.19 | Ydy eich asiantaeth/gwasanaeth yn sicrhau bod dymuniadau a theimladau’r plentyn yn cael eu hystyried? |  |  |  |  |  |  |  |
| 3.20 | Ydy pamffledi a chyhoeddusrwydd eich asiantaeth/gwasanaeth yn cynnwys gwybodaeth am ddiogelu a hyrwyddo lles plant? |  |  |  |  |  |  |  |
| 3.21 | Ydy arweinydd yr asiantaeth/ gwasanaeth ar ddiogelu yn hawdd i’w adnabod gan bob aelod o staff/gwirfoddolwyr? |  |  |  |  |  |  |  |
| 3.22 | Ydy staff/gwirfoddolwyr yn gallu cael mynediad at eich arweinydd diogelu i drafod pryderon? |  |  |  |  |  |  |  |
| 3.23 | Ydy manylion cyswllt adrannau amddiffyn plant gwasanaethau cymdeithasol lleol (gan gynnwys rhifau’r Tîm Dyletswydd Brys a’r Tîm Tu Allan i Oriau) ar gael yn hawdd i’ch staff/gwirfoddolwyr (pe baent angen cyngor/gwasanaeth neu’n dymuno gwneud cyfeiriad amddiffyn plant)? |  |  |  |  |  |  |  |
| 3.27 | A gysylltir â phlant neu bobl ifanc drwy neges destun o gwbl? |  |  |  |  |  |  |  |
| 3.28 | Os cysylltir â phlant neu bobl ifanc drwy neges destun, a oes polisïau a gweithdrefnau yn eu lle i sicrhau diogelwch y plentyn/person ifanc a’r staff? |  |  |  |  |  |  |  |
| 3.29 | A oes unrhyw weithgareddau a chyfathrebiadau ar y we yn cael eu monitro gan eich asiantaeth/gwasanaeth i sicrhau diogelwch plant a phobl ifanc? |  |  |  |  |  |  |  |
| 3.30 | A oes gan eich asiantaeth/gwasanaeth brosesau asesiadau risg yn eu lle pan fydd plant a phobl ifanc ar eu pennau eu hunain gyda gweithwyr/gwirfoddolwyr? |  |  |  |  |  |  |  |
| 3.32 | A fydd angen i’ch asiantaeth/gwasanaeth dynnu ffotograffau o blant o gwbl? |  |  |  |  |  |  |  |
| 3.33 | A oes gennych weithdrefnau a phrotocolau yn eu lle a ddefnyddir i sicrhau diogelwch plant a phobl ifanc a gweithwyr/gwirfoddolwyr petai angen tynnu ffotograffau o blant? |  |  |  |  |  |  |  |
| 3.34 | A oes gan eich asiantaeth/gwasanaeth bolisi caniatâd yn ei le ar gyfer plant a phobl ifanc yn cymryd rhan mewn gweithgareddau? |  |  |  |  |  |  |  |
| 3.35 | A oes gan eich asiantaeth/gwasanaeth ffurflen ganiatâd benodol i’w defnyddio? |  |  |  |  |  |  |  |
| 3.36 | A oes manylion cyswllt gwasanaethau argyfwng a gwybodaeth i blant (e.e. *Childline*, *NSPCC*) ar gael os oes angen ac yn ôl y gofyn? |  |  |  |  |  |  |  |



**Annual Report to Full Governing Body on Safeguarding Children**

**This document serves two purposes:**

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

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

**When completed this document must therefore be sent to: Jane Marr, Secondary Schools Officer, Education and Leisure Department, Glanhwfa Road, Llangefni, Ynys Môn, LL77 7EY**



**Annual Report to Governing Body on Safeguarding Children**

**Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**This report is for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date report compiled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Designated Child Protection Person (must be a member of the senior leadership team) \_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deputy Designated Child Protection Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nominated Governor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NB Details of this information are confidential - names and specific circumstances cannot be discussed.**

**Summary of Safeguarding Training**

● Teaching and all other staff (including Designated Persons for Child Protection) must have universal safeguarding training updated every 3 years. Attendance lists at training events need to be kept so that monitoring of training requirements can be maintained.

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| --- | --- | --- | --- | --- |
| **Staff** | **Date of School induction into Safeguarding Procedures** | **Provider (company name or name of staff)** | **Number of staff attended** | **Date refresher training due** |
| Designated officer(s) |  |  |  |  |
| Headteacher |  |  |  |  |
| Nominated governor |  |  |  |  |
| Governing body |  |  |  |  |
| Teaching staff |  |  |  |  |
| Teaching assistants |  |  |  |  |
| Mid day supervisors |  |  |  |  |
| Administrative staff |  |  |  |  |
| Care taking and cleaning |  |  |  |  |
| Technicians |  |  |  |  |
| Volunteers |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* The Designated senior person must undertake training consistent with Gwynedd and Anglesey Local Safeguarding Children Board. Training must be updated every 2 years.

**Training undertaken by Designated Senior Person (eg Targeted Safeguarding training courses, this includes the LA training by Des and Rhys and also the part 4 training by Sue Maskell)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date** | **Details of training course** | **Targeted safeguarding Refresher due by:** |
| **Designated Senior Person** |  |  |  |
| **Deputy Designated Person** |  |  |  |
| **Designated Child Protection Governor** |  |  |  |
|  |  |  |  |

**Policies and other documents relating to safeguarding (please refer to Addysg Môn website** [**www.addysgmon.org**](http://www.addysgmon.org) **for proposed timescales for renewals and examples of policies)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Policies and / or procedures for Safeguarding** | **Date in place** | **Date reviewed** | **Date of next review** |
| **Safeguarding Children** |  |  |  |
| **Safeguarding statement in school prospectus** |  |  |  |
| **Management of allegations against staff** |  |  |  |
| **Whistle blowing** |  |  |  |
| **CRB Policy** |  |  |  |
| **Recruitment and Selection** |  |  |  |
| **Staff Handbook - guidance on conduct** |  |  |  |
| **School Visits Policy (uploaded to Evolve)** |  |  |  |
| **Restrictive Physical Intervention Policy** |  |  |  |
| **Anti-bullying** |  |  |  |
| **Behaviour management** |  |  |  |
| **Attendance** |  |  |  |
| **Drugs and Substance Misuse** |  |  |  |
| **Equal Opportunities** |  |  |  |
| **Strategic Equality Plans** |  |  |  |
| **School Access Plan** |  |  |  |
| **Extended school / before and after school activities (safeguarding arrangements and suitability issues)** |  |  |  |
| **First Aid *(including management of medical conditions, intimate care)*** |  |  |  |
| **Health and Safety *(including school security)*** |  |  |  |
| **Use of photographs / video** |  |  |  |
| **E safety for pupils and staff** |  |  |  |
| **Personal, Social and Emotional (PSE)** |  |  |  |
| **Sex and Relationships Education** |  |  |  |
| **Work Experience** |  |  |  |

**An up to date list of CRB checks and numbers must be kept by the Governing Body. It is the Governing bodies responsibility to ensure that no member of staff has commenced work until after the CRB has been received.**

**Please attach a list of all staff with CRB and reference details (as per part 3 of Child Safeguarding file)**

**Number of referrals made to Duty Team** *(if it may identify child or children, please do not separate into categories of abuse but give overall number):*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Categories:** | **Physical** | **Sexual** | **Emotional** | **Neglect** |
| **Number** |  |  |  |  |

**Meetings Attended:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Number invited to** | **Number attended** | **Number of reports submitted in lieu of attendance** | **Number of times EWO sent to represent the school** |
| **Initial Child Protection Conference** |  |  |  |  |
| **Child Protection Review Conference** |  |  |  |  |
| **Core Group Meeting** |  |  |  |  |
| **Team around the Family meetings** |  |  |  |  |
| **Professionals**  **Strategy meeting** |  |  |  |  |

**Number of pupils subject to a Child Protection Plan : \_\_\_\_\_\_\_\_\_\_\_**

**Number of Looked After Children: \_\_\_\_\_\_\_\_\_\_\_**

**Number of allegations made against staff : \_\_\_\_\_\_\_\_\_\_\_**

**Monitoring incidents of bullying (secondary schools to include report from SIMS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Types of Bullying** | **Number of incidents** | | |
| **Summer Term** | **Autumn Term** | **Spring Term** |
| **Cyberbullying** |  |  |  |
| **Race, religion and culture** |  |  |  |
| **Homophobic** |  |  |  |
| **Sexist, sexual and transphobic** |  |  |  |
| **Around special educational needs and disabilities** |  |  |  |
| **Other** |  |  |  |

**Other comments on safeguarding issues or concerns:**

| **1. SAFE RECRUITMENT AND SUPERVISION**  **SAIT V6 Standard 10** – The LSCB has developed systems to ensure safe recruitment in all member agencies  **SAIT V6 Standard 19** –The Board knows about the quality of practice and actively works to improve this | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ref** | **Question** | **YES** | **NO** | **Current Situation** | **Evidence** | **Action** | **Lead** | **Time Scale** |
| 1.1 | Does your agency/service have and follow a safe Vetting and Recruitment Procedure? |  |  |  |  |  |  |  |
| 1.2 | Are checks and references always taken up? |  |  |  |  |  |  |  |
| 1.3 | Is training in place for those who are key to recruitment and appointment processes? |  |  |  |  |  |  |  |
| 1.4 | Are required CRB/ISA checks always completed (with outcome) for mandatory posts prior to the post-holder taking up the position? |  |  |  |  |  |  |  |
| 1.5 | Will all staff/volunteers working within your agency/service have had a valid CRB check within the last 3 years? |  |  |  |  |  |  |  |
| 1.6 | Does your agency/service meet its own standards for CRB/ISA checks? (please identify these standards in the evidence column) |  |  |  |  |  |  |  |
| 1.7 | Does your agency/service ensure CRB/ISA checks are undertaken on all relevant staff/volunteers/  commissioned staff? |  |  |  |  |  |  |  |
| 1.8 | Are recruitment policies monitored for compliance? |  |  |  |  |  |  |  |
| 1.9 | Are policies and procedures in place to ensure disciplinary procedures are invoked in response to safeguarding concerns about staff conduct? |  |  |  |  |  |  |  |
| 1.10 | Is compliance with disciplinary procedures monitored? |  |  |  |  |  |  |  |
| 1.13 | Do you provide management support including consistent and regular supervision arrangements for staff working with children and young people? |  |  |  |  |  |  |  |
| 1.14 | Do you consider the supervision and guidance provided to employees/volunteers in your agency/service to be appropriate? |  |  |  |  |  |  |  |

| **3. SAFEGUARDING PROCEDURES**  **SAIT V6 Standard 9 -** The LSCB has developed systems for ensuring governance of multi-disciplinary practice  (This standard requires the Board to consider whether it has a shared understanding of what good multi- disciplinary practice looks like).  **SAIT V6 Standard 19 -** The Board knows about the quality of practice and actively works to improve this | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ref** | **Question** | **YES** | **NO** | **Current Situation** | **Evidence** | **Action** | **Lead** | **Time Scale** |
| 3.2 | Does your agency/service have a copy of the All Wales Child Protection Procedures 2008 which are freely available and accessible to employees and volunteers within your agency/service? |  |  |  |  |  |  |  |
| 3.3 | Have all procedures, guidance and protocols ratified by the LSCB been disseminated and implemented appropriately within your agency/service? |  |  |  |  |  |  |  |
| 3.8 | Do you ensure your system for recording child protection concerns is robust? |  |  |  |  |  |  |  |
| 3.10 | Do you record all actions taken when there are child protection concerns? |  |  |  |  |  |  |  |
| 3.11 | Are all records of child protection concerns stored safely? |  |  |  |  |  |  |  |
| 3.12 | Does your agency/service use information on child protection concerns to identify patterns and trends? |  |  |  |  |  |  |  |
| 3.14 | Do you have systems in place to ensure your agency/service involvement in the development of plans and actions for children, which are drawn up by social services (core groups, reviews, strategy meetings, CP conference)? |  |  |  |  |  |  |  |
| 3.16 | Does your agency/service have an effective complaints system for children, for staff and for members of the public who might be concerned that safeguarding action has not been taken? |  |  |  |  |  |  |  |
| 3.17 | Does your complaints procedure influence practice? |  |  |  |  |  |  |  |
| 3.18 | Does your agency/service involve advocates for children and their families? |  |  |  |  |  |  |  |
| 3.19 | Does your agency/service ensure that the child’s wishes and feeling are taken into consideration? |  |  |  |  |  |  |  |
| 3.20 | Do your agency’s/service’s leaflets and publicity include information about safeguarding and promoting the welfare of children? |  |  |  |  |  |  |  |
| 3.21 | Are agency/service leads for safeguarding easily identifiable to all staff/volunteers? |  |  |  |  |  |  |  |
| 3.22 | Are staff/volunteers able to access your safeguarding lead to discuss concerns? |  |  |  |  |  |  |  |
| 3.23 | Are the contact details of local social service child protection departments (including the Emergency Duty Team and Out of Hours Number) made readily available to your staff/volunteers/public (should they require advice/service or wish to make a child protection referral)? |  |  |  |  |  |  |  |
| 3.27 | Are children or young people ever contacted by text message? |  |  |  |  |  |  |  |
| 3.28 | If children or young people are contacted by text message, are there policies and procedures in place to ensure the safety of the child/young person and staff? |  |  |  |  |  |  |  |
| 3.29 | Are any web-based activities and communication monitored by your agency/service to ensure the safety of children and young people? |  |  |  |  |  |  |  |
| 3.30 | Does your agency/service have risk assessment processes in place where children and young people will be alone with employees/volunteers? |  |  |  |  |  |  |  |
| 3.32 | Will it ever be required for your agency/service/service to photograph children? |  |  |  |  |  |  |  |
| 3.33 | Do you have procedures and protocols in place which will be used to ensure the safety of children and young people and employees/ volunteers if children need to be photographed? |  |  |  |  |  |  |  |
| 3.34 | Does your agency/service have a consent policy in place for children and young people taking part in activities? |  |  |  |  |  |  |  |
| 3.35 | Does your agency/service have a specific consent form to use? |  |  |  |  |  |  |  |
| 3.36 | Are contact details for crisis and information services for children/parents/carers e.g. Childline, NSPCC made available if needed and requested? | √ |  |  |  |  |  |  |