

Safeguarding Policy

Children have the right to be protected from all forms of violence; they must be kept safe from harm. They must be given proper care from those looking after them. (Article 19 - UN Convention on the Rights of the Child).

In Wales this is further underpinned by the Rights of Children and Young Persons (Wales) Measure 2011.

As an organisation working with children, the Club has a responsibility to safeguard and promote children's welfare and protect them from harm. The child's welfare is always the paramount consideration and the protection of the child is the Club and the Registered Person's/Responsible Individual's first priority.

This policy has been developed in line with the

- Wales Safeguarding Procedures 2019 (http://www.myguideapps.com/projects/wales_safeguarding_procedures/default/)
- Safeguarding Children: Working Together under the Children Act 2004 (<http://wales.gov.uk/topics/childrenyoungpeople/publications/safeguardingunder2004act/?lang=en>)
- Social Services and Wellbeing (Wales) Act 2014
- Counter Terrorism and Security Act 2015 – section 26

The Local Authority is the prime authority for dealing with safeguarding investigations, although concerns may be reported to a police officer or an officer of the National Society for the Prevention of Cruelty to Children (NSPCC).

Abuse can take many forms including:

- neglect
- physical, sexual and emotional abuse
- bullying (including online and prejudice based bullying)
- racist, disability, homophobic and transphobic abuse
- gender based abuse and violence against women and girls
- radicalisation and extremist behaviour
- Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)
- Impact of new technologies – sexting and accessing pornography
- Teenage relationship abuse

The Club takes steps to protect children by:

- Maintaining a child-centred ethos in the Club.
- Having a robust staff and volunteer recruitment procedure (this includes maintaining current enhanced DBS disclosures, and where relevant, Independent Safeguarding Authority (ISA) checks, referring to <http://www.isa.homeoffice.gov.uk/> for up to date information and requirements) and checks on fitness references and qualifications in line with relevant day-care regulations.
- Having an awareness of [The Protection of Children Act 1999: A practical guide to the Act for all organisations working with children](#) which relates to the Government's aim of establishing a framework of a coherent cross-sector scheme for identifying those people considered to be unsuitable to work with children.
- Having robust procedures for staff, students, visitors and volunteers; including induction and supervision
- Ensuring no student, volunteer, visitor is left unsupervised at any time, and that a record of their attendance – including dates and times – is kept.
- Ensuring Staff and Volunteers are aware of their responsibilities for safeguarding making clear that they would also be held accountable. They should have a good understanding of who they should refer to and what to do if they continue to be concerned.
- Ensuring all staff attend safeguarding training and they review and update this training every 3 years
- Ensuring all staff are made aware of the Prevent Duty, including how to identify factors that can make people vulnerable to radicalization within 3 months of commencing employment. (see Prevent Policy).

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- Maintaining appropriate staff:children ratios for the supervision of children (in line with, or exceeding, regulatory requirements).
- Implementing and maintaining a current risk assessment of all activity in the Club and ensuring adequate insurance cover is provided.
- Designating a suitable Safeguarding Officer *[name]* who acts on behalf of the Club in any child protection matters. Providing a name of a deputy who will cover when they are unreachable due to sickness or annual leave
- Informing all parents/carers of the safeguarding policy and procedures (including relevant contact numbers) as each family starts to use the Club.

The procedure

There are two routes:

Route 1: A disclosure about a child

Route 2: A disclosure about professional abuse

Route 1: In the event of a member of staff having a concern/suspicion that a child has suffered abuse/neglect or if someone tells a member of staff that they or another child or young person is being abused/suffering neglect or is at risk of being engaged in extremism.

The member of staff acts without delay (and as is appropriate to the age/stage of the individual child):

- Shows that they have heard what they are being told and that they take the allegations seriously.
- Encourages the child to talk but does not prompt or ask leading questions.
- Avoids making the child tell their story several times to different people.
- Explains what actions they must take (using agreed procedures).
- Does not promise to keep what they have been told a secret or confidential, but explains that they will share information only on a 'need to know' basis.

The member of staff:

Writes down, using the exact words, what they have been told and/or seen - this is done without delay and within 24 hours

Makes a note of the date, time, place and people present in the discussion

The written record is passed to the designated Safeguarding Officer and kept safely and confidentially.

Reports the concerns to the Registered Person/Responsible Individual and/or designated Safeguarding Officer or in their absence their line manager as soon as possible but without delay. They may wish to discuss your written record with the member of staff.

Practitioners should seek to obtain consent from parents to speak to the child or to undertake an assessment where possible. Where a decision not to seek parental consent is made the reasons must be recorded and may 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;
- if the parent is identified as the alleged abuser; or
- that the child in question did not wish the parent to be involved at that stage, and is competent to take that decision.

Any decision to speak to a child without the knowledge of the parent or carer must be recorded. The parent or carer must be informed as soon as practicable and consistent with the best interests of the child. (more information is available in the Wales Safeguarding Procedures, ['Seeking Consent to a Report'](#))

The written record must be updated and kept as part of the chronology for the child.

Follow the Local Safeguarding Boards reporting procedures. Add to the chronology (ongoing record) with any updates as they occur. Under the Social Services and Wellbeing (Wales) Act 2014 the Club's Registered Person/Responsible Individual/designated Safeguarding Officer has a duty to report the concerns immediately to the Duty Social Worker at the local office. – without delay. Social Services must be informed at the point of report whether parent/carers and/or child consent has been given or withheld along with their wishes and desired outcomes, or why there have been no attempts made to seek consent.

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If the Club is registered with CIW and the incident is considered to breach Part 2 (child minding and day care for children) of the Children and families (Wales) Measure 2010, as amended by the Child Minding and Day Care (Wales) Order 2016, it should also be reported to CIW. CIW office for North Wales
Sarn Mynach

Llandudno Junction

LL31 9RZ

Telephone: 0300 7900 126 (CIW national telephone number)

Fax: 0872 437 7302

Email: CIW@gov.wales

The need to seek advice should never delay any emergency action needed to protect a child. Recording and reporting Safeguarding concerns is everyone's responsibility.

Route 2: If the behaviour of a colleague, adult (including members of the public) towards children or young people causes concern:

In such circumstances, it is critical that suspicions/allegations of child abuse and/or neglect are investigated in strict confidence thus enabling information to be given freely and fully, to reduce any fears of victimisation and protect the rights of the suspected person. Follow the guidance from Police/Social Services regarding informing parents/carers of the child/ren who have been affected.

It will also be necessary to consider what action should be taken with regard to other children whom the suspected person has ongoing or unsupervised contact. This must include:

- **The person's own children and family**
- **Any community activities undertaken by that person in light of the suspicion/allegation of child abuse/neglect.**

It is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to safeguarding concerns (including cases involving abuse of trust). Whilst the former may be handled through disciplinary procedures or other avenues, safeguarding concerns should always be dealt with through local safeguarding procedures in line with this guidance and, in particular, the guidance contained in Chapter 8 (*Dealing with Individual Cases*). (*Safeguarding Children: Working Together to Safeguard Children under the Children Act 2004. 12.3*)

- The procedure as above (Route 1) is implemented and adapted as appropriate to the person who is making the disclosure.
- The member of staff is informed and written records of discussions and decisions are made in line with the Staff Disciplinary Policy and Procedure
- The Club's Responsible Individual/management temporarily suspends without prejudice from duty the member of staff pending decisions made at the Strategy Discussion (which is arranged by Social Services).
- The Responsible Individual informs CIW of any allegations of serious harm to a child committed by any person looking after children in the Club, or by any person living, working, or employed on the premises, or any abuse alleged to have taken place on the premises.

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Making the Referral (following Route 1 or Route 2)

- A referral to Social Services is made as soon as a problem, suspicion or concern about a child becomes apparent and at least **within 24 hours**.
- Outside office hours, referrals are made to the Social Services Emergency Duty Team or the Police: The Wales Safeguarding Procedure states that Police should be contacted if a child or unborn child is in immediate risk
- The Duty Social Worker taking the referral is given as much of the following information as possible by the Club's referrer:
 - The nature of the concerns.
 - How and why those concerns have arisen.
 - The full name, address and date of birth (or age) of the child.
 - The names, addresses and dates of birth/ages of family members, along with any other names which they use or are known by.
 - The names and relationship of all those with parental responsibility, where known.
 - Information on any other adults living in the household.
 - Information relating to other professionals involved with the family, including the name of the child's school and GP.
 - Any information held on the child's developmental needs and his/her parents'/caregivers' ability to respond to these needs within the context of the wider family environment.
 - Any information affecting the safety of staff.

The Clubs Responsible Individual/designated Safeguarding Officer holds responsibility to ensure that safeguarding concerns are taken seriously and followed through, remaining accountable for their role in the safeguarding process. The member of staff who raises concerns about the child is also responsible for ensuring that the concern is taken seriously and should be made aware of what action to take if they feel the designated Safeguarding Officer or deputy is not taking appropriate action

If they remain concerned about a child they will re-refer the child and/or bring this to the immediate discussion of the Social Services senior manager with responsibility for child protection for the area.

Record Keeping

- The Club keeps accurate, concise and clear record keeping in straightforward language to underpin good child protection practice
- The Club's arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations (including Data Protection Act 1998, day-care regulations) and Social Services requirements where necessary.
- Records should ::
 - Use clear, straightforward language;
 - Be signed, dated and timed;
 - Be concise, legible and comply with professional standards and requirements;
 - Be accurate in fact and distinguish between fact, opinion, judgement and hypothesis;
 - Be organised and include detailed recording and chronologies and summaries including all contacts;
 - Be comprehensive;
 - Clearly record judgements made and actions and decisions taken;
 - Clarify where decisions have been taken jointly across agencies, or endorsed by a manager;
 - Record both formal and informal supervision discussions;
 - Record directions given and agreements or disagreements made in consultation with managers.
- The Club's representative (Safeguarding Officer) attends any multi-agency meeting held (e.g. Strategy Discussion) and provides reports as necessary and appropriate.
- The Strategy Discussion considers risk associated with any allegation and should determine whether or not a member of staff will be suspended from duty without prejudice.
- Decisions are recorded in writing.

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Further information

Each local authority in Wales has a Local Safeguarding Children Board, which coordinates what is done by its members to safeguard and promote the welfare of children in the area of the authority. Each Local Safeguarding Children Board (LSCB) has a co-ordinator.

**Any person with concerns or suspicions about a child in Flintshire being harmed should contact:
The Duty Social Worker, Duty and Assessment Team, Social Services for Children, County Offices,
Chapel Street, Flint CH6 5BD**

Telephone 01352 701000

Outside of Office hours 0345 053 3116

National Police Prevent Helpline 0800 011 3764

Police - In an emergency dial 999

Police non – emergency 101

Polisi Diogelu

Mae gan blant yr hawl i gael eu hamddiffyn rhag pob math o drais, rhaid eu cadw'n ddiogel rhag niwed. Rhaid iddynt dderbyn y gofal priodol gan y rhai sy'n gofalu amdanynt. (Erthygl 19 - Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn).

Yng Nghymru tanategir hyn ymhellach gan Fesur Hawliau Plant a Phobl Ifanc (Cymru) 2011.

Fel cyfundrefn sy'n gweithio gyda phlant, mae gan y Clwb gyfrifoldeb i ddiogelu a hyrwyddo lles y plant a'u hamddiffyn rhag niwed. Lles y plentyn yw'r ystyriaeth bennaf bob tro, ac amddiffyn y plentyn fydd blaenoriaeth bennaf y Clwb a'r Person Cofrestredig/Unigolyn Cyfrifol.

Mae'r polisi hwn wedi ei ddatblygu yn unol â

- Gweithdrefnau Cymru Gyfan ar Amddiffyn Plant 2008 (www.awcpp.org.uk)
- Diogelu Plant: Cydweithio o dan Ddeddf Plant 2004 (<http://wales.gov.uk/topics/childrenyoungpeople/publications/safeguardingunder2004act/?lang=en>)
- Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014
- Deddf Gwrth-derfysgaeth a Diogeled 2015 - adran 26

Yr Awdurdod Lleol yw'r prif awdurdod sy'n ymdrin ag ymchwiliadau i archwiliadau parthed diogelu, er y gellir adrodd ar bryderon i swyddog o'r heddlu neu swyddog o'r Gymdeithas Genedlaethol er Atal Creulondeb i Blant (yr NSPCC).

Mae'r Clwb yn cymryd camau i ddiogelu plant drwy:

- Gadw ethos plentyn-ganolog yn y Clwb.
- Bod â gweithdrefn gadarn wrth recriwtio staff a gwirfoddolwyr (sy'n cynnwys cynnal datgeliadau manylach cyfredol y GDG (a lle bo'n berthnasol, gwiriadau'r Awdurdod Diogelu Annibynnol [ISA], sy'n cyfeirio at <http://www.isa.homeoffice.gov.uk/> lle ceir gwybodaeth a gofynion cyfredol) a gwiriadau ar eirdaon ar addaswydd a chymwysterau yn unol â'r rheoliadau perthnasol i ofal dydd
- Bod yn ymwybodol o [Ddeddf Amddiffyn Plant 1999: Arweiniad ymarferol ar y Ddeddf i bob cyfundrefn sy'n gweithio gyda phlant](#) sy'n berthynol i nod y Llywodraeth o sefydlu fframwaith o gynllun cydlynol, traws-sector er mwyn adnabod y bobl hynny y'u hystyrir yn anaddas i weithio gyda phlant.
- Bod â gweithdrefnau cadarn yn eu lle ar gyfer staff, myfyrwyr, ymwelwyr a gwirfoddolwyr.
- Sicrhau nad adewir yr un myfyriwr, gwirfoddolwr nac ymwelydd heb oruchwyliaeth ar unrhyw adeg, ac y cedwir cofnod o'u presenoldeb – gan gynnwys y dyddiadau a'r amserau.
- Sicrhau bod Staff a Gwirfoddolwyr yn ymwybodol o'u cyfrifoldebau dros ddiogelu, gan wneud yn glir y byddant hwy hefyd yn cael eu cyfrif yn atebol. Dylent fod a dealltwriaeth dda o bwy y dylent adrodd iddynt a'r hyn y dylent ei wneud os ydynt yn parhau'n bryderus. Sicrhau bod pob aelod o'r staff yn mynychu hyfforddiant ar ddiogelu a'u bod yn adolygu ac yn diweddarau'r hyfforddiant hwn yn rheolaidd.
- Sicrhau bod pob aelod o'r staff yn ymwybodol o'r Ddyletswydd i Atal, yn cynnwys sut i adnabod ffactorau a all gwneud pobl yn agored i'w radicaleiddio, hyn o fewn 3 mis i ddechrau eu cyflogaeth (gweler Polisi Atal)
- Cadw cymarebau priodol o staff:plant i bwrpas goruchwyliaeth (yn unol â'r gofynion rheoleiddiol, neu du hwnt iddynt)
- Rhoi ar waith, a chynnal, asesiad risg cyfredol o bob gweithgaredd o eiddo'r Clwb, a darparu cyfar yswiriant digonol.
- Dynodi Swyddog Diogelu priodol [enw] sy'n gweithredu ar ran y Clwb mewn unrhyw fater yn ymwneud â diogelu plant. Rhoi enw dirprwy a fydd yn llenwi'r rôl pan na ellir eu cyrraedd o ganlyniad i salwch neu wyliau blynyddol.
- Hysbysu pob rhiant/Gofalwr o'r polisi a gweithdrefnau diogelu (gan gynnwys rhifau cyswllt perthnasol) fel y bydd pob teulu'n dechrau defnyddio'r Clwb.

Y Weithdrefn

Y mae dau lwybr:

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Llwybr 1: Datgeliad am blentyn

Llwybr 2: Datgeliad am gamdriniaeth broffesiynol

Llwybr 1: Mewn achosion lle mae aelod o'r staff yn bryderus/yn amau bod plentyn wedi cael ei gam-drin /esgeuluso neu os yw rhywun yn dweud wrth aelod o'r staff eu bod nhw, neu blentyn neu berson ifanc arall, yn cael eu cam-drin/eu hesgeuluso, neu eu bod mewn risg o fod ynglyn ag eithafiaeth:

Mae'r aelod o'r staff yn gweithredu'n ddi-oed (ac fel y bo'n briodol i oed/cam datblygiad y plentyn unigol):

- Mae'n dangos ei fod wedi clywed yr hyn sy'n cael ei ddweud wrtho, a'i fod yn cymryd yr honiadau o ddifrif.
- Y mae'n annog y plentyn i siarad, ond nid yw'n ysgogi nac yn gofyn cwestiynau arweiniol.
- Mae'n arbed i'r plentyn ddweud ei stori sawl gwaith i wahanol bobl.
- Mae'n egluro sut y dylent weithredu (gan ddefnyddio gweithdrefnau y cytunwyd arnynt).
- Nid yw'n addo cadw'r hyn a ddywedwyd wrthynt yn gyfrinachol, ond mae'n esbonio mai ar sail 'angen gwybod' yn unig y bydd yn rhannu'r wybodaeth.

Bydd yr aelod o'r staff yn:

Ysgrifennu'r hyn a ddywedwyd wrthynt a/neu'r hyn a welsant, gan ddefnyddio'r union eiriau. Gwneir hyn yn ddi-oed, o fewn i 24ain awr.

Nodi dyddiad, amser, y lle a'r bobl fu ynglyn â'r drafodaeth.

Caiff y cofnod ysgrifenedig ei basio i'r Swyddog Diogelu dynodedig a'i gadw'n ddiogel ac yn gyfrinachol.

Y mae'n adrodd ar bryderon i'r Person Cofrestredig/Unigolyn Cyfrifol a/neu'r Swyddog Diogelu dynodedig Neu, yn eu habsenoldeb, adroddir i'w rheolwr llinell cyn gynted â phosibl, heb oedi.

Mae'n bosibl y byddent am drafod eich cofnod ysgrifenedig gyda'r aelod o'r staff.

Dylai ymarferwyr geisio cael caniatâd rhieni i siarad â'r plentyn neu i ymgymryd ag asesiad lle bo hynny'n bosibl. Lle doir i benderfyniad i beidio â cheisio caniatâd y rhieni rhaid cofnodi'r rhesymau, a gallant gynnwys:

- y posibilrwydd y byddai'r plentyn yn cael ei roi mewn risg pellach;
- y posibilrwydd y byddai plentyn yn cael ei fygwthneu fel arall ei orfodi i gadw'n dawl;
- tebygolrwydd cryf y bydd tystiolaeth bwysig yn cael ei dinistrio/ei cholli;
- os nodir mae'r rhiant yw'r camdriniwr honedig; neu
- os nad oedd y plentyn perthnasol yn dymuno i'r rhiant fod yn rhan o'r cam hwnnw, a'i fod yn abl i ddod i'r penderfyniad hwnnw.

Rhaid cofnodi unrhyw benderfyniad i siarad â phlentyn yn ddarwybod i'r rhiant. Rhaid hysbysu'r rhiant neu'r gofalwr cyn gynted ag sy'n ymarferol ac yn gyson â budd gorau'r plentyn. (Ceir mwy o wybodaeth yng Ngweithdrefnau Diogelu Cymru 'Ceisio Caniatad parthed Adroddiad')

Rhaid diweddarw'r cofnod ysgrifenedig a'i gadw'n rhan o'r gronoleg i'r plentyn.

Dilynwch weithdrefnau adrodd y Byrddau Diogelu. Ychwanegwch at y gronoleg (y cofnod parhaus) drwy ychwanegu unrhyw ddiweddariadau fel y digwyddant. Yn ôl Deddf Gwasanaethau Cymdeithasol a Llesiant 2014 mae gan Berson Cofrestredig/Unigolyn Cyfrifol/Swyddog Diogelu dynodedig gyfrifoldeb i adrodd ar bryderon yn syth i'r Gweithiwr Cymdeithasol sydd ar ddyletswydd yn y swyddfa leol, yn ddi-oed. Rhaid hysbysu'r Gwasanaethau Cymdeithasol wrth adrodd a yw caniatâd y rhiant/gofalwr a/neu y plentyn wedi ei roi neu ei atal yn unol a'u dymuniadau a'r canlyniadau o'u dewis, neu pam na wnaed ceisiadau i geisio eu caniatâd.

Os yw'r Clwb wedi ei gofrestru gydag AGC, ac os ystyrir bod y digwyddiad yn groes i Ran 2 (gwarchod plant a Gofal dydd i blant) mesur Plant a Theuluoedd (Cymru) 2010, fel y'i diwygiwyd gan Orchymyn Gwarchod Plant a Gofal Dydd (Cymru) 2016, dylid adrodd yn ogystal i AGC.

Ni ddylai'r angen i ofyn cyngor achosi oedi mewn unrhyw weithredu brys sy'n angenrheidiol i amddiffyn plentyn. Mae cofnodi ac adrodd ar bryderon parthed Diogelu yn gyfrifoldeb ar bawb.

Llwybr 2: Os yw ymddygiad cydweithiwr, neu oedolyn arall (gan gynnwys aelodau o'r cyhoedd) tuag at blant neu bobl ifanc yn achos pryder:

Mewn amgylchiadau o'r fath, mae'n hanfodol bod drwgdybiaethau / honiadau o gam-drin a/neu esgeuluso plentyn yn cael eu harchwilio yn gwbl gyfrinachol, er mwyn rhoi cyfle i roi gwybodaeth yn rhydd ac yn llawn, lleihau pryderon am erledigaeth, a diogelu hawliau'r person a ddrwgdybir. Dilynwch arweiniad yr Heddlu/Gwasanaethau Cymdeithasol ar hysbysu rhieni/gofalwyr y plentyn/plant yr effeithiwyd arnynt.

Bydd yn rhaid hefyd ystyried pa gamau y dylid eu cymryd parthed plant eraill y mae gan y person a ddrwgdybir gyswllt parhaus neu di-oruchwyliaeth â nhw. Rhaid i hyn hefyd gynnwys plant a theulu'r person ei hun.

Unrhyw weithgareddau cymunedol a ymgwymerir gan y person hwnnw yng ngoleuni'r ddrwgdybiaeth / honiad o gam-drin/esgeuluso plentyn.

Mae'n bwysig gwahaniaethu rhwng achosion sy'n ymwneud â materion megis arferion proffesiynol gwael, ac achosion sy'n arwain at bryderon ynghylch diogelu (gan gynnwys achosion o gamddefnydd o ymddiriedaeth). Tra gellir ymdrin â'r cyntaf drwy gyfrwng gweithdrefnau disgyblu, neu lwybrau eraill, dylid ymdrin â phryderon ynghylch diogelu bob tro drwy'r gweithdrefnau lleol er diogelu yn unol â'r arweiniad hwn ac, yn arbennig, yr arweiniad a geir ym Mhennod 8 (*Ymdrin ag Achosion Unigol*). (*Amddiffyn Plant :Cydweithio i Amddiffyn Plant dan Ddeddf Plant 2004. 12.3*)

- Rhoddir y weithdrefn uchod (Llwybr 1) ar waith, ac fe'i haddasir fel y bo'n briodol i'r person sy'n datgelu
- Hysbysir yr aelod o'r staff, a chofnodir yn ysgrifenedig drafodaethau a phenderfyniadau yn unol â Pholisi a Gweithdrefn Disgyblu Staff.
- Bydd y Person Cofrestredig/Unigolyn Cyfrifol y Clwb yn gwahardd dros dro, heb ragfarn, yr aelod o'r staff o'i ddyletswyddau, tra disgwylir y penderfyniadau y doir iddynt yn y Drafodaeth ar Strategaeth (a drefnir gan y Gwasanaethau Cymdeithasol).
- Mae'r Person Cofrestredig / Unigolyn Cyfrifol yn hysbysu AGC o unrhyw honiadau o niwed difrifol a wneir gan unrhyw berson sy'n gwarchod plant yn y Clwb, neu gan unrhyw berson sy'n byw, yn gweithio, neu sy'n gyflogedig ar y safle, o neu unrhyw gamdriniaeth yr honnir iddi ddigwydd ar y safle

Gwneud Atgyfeiriad (gan ddilyn Llwybr 1 neu Llwybr 2)

- Gwneir atgyfeiriad i'r Gwasanaethau Cymdeithasol cyn gynted ag y daw problem, drwgdybiaeth neu bryder am blentyn i'r amlwg, ac o fewn **24** awr fan bellaf.
- Y tu allan i oriau swyddfa, cyfeirir at Dîm Dyletswydd Brys y Gwasanaethau Cymdeithasol, neu'r Heddlu.
- Rhoddir i'r Gweithiwr Cymdeithasol ar Ddyletswydd, sy'n cymryd y cyfeiriad, gymaint o wybodaeth â phosibl gan atgyfeirydd y Clwb.
 - Natur y pryderon;
 - Sut a pham y cododd y pryderon hynny;
 - Enw llawn, cyfeiriad a dyddiad geni (neu oed) y plentyn;
 - Enwau, cyfeiriadau a dyddiadau geni/oedrannau aelodau'r teulu, ynghyd ag unrhyw enwau eraill y maent yn eu defnyddio, neu y cânt eu hadnabod wrthynt.
 - Enwau a pherthynas pawb sydd â chyfrifoldeb riant, lle mae hynny'n wybyddus.
 - Gwybodaeth ar unrhyw oedolion eraill aelod o'r tyaid.
 - Gwybodaeth berthnasol i bobl broffesiynol eraill, gan gynnwys enw ysgol y plentyn a'r Meddyg Teulu;
 - Unrhyw wybodaeth a gedwir ar anghenion datblygiadol y plentyn a gallu ei rieni/ofalwr i ymateb i'r anghenion hynny yng nghyswllt yr amgylchedd teuluol ehangach.
 - Unrhyw wybodaeth sy'n effeithio ar ddiogelwch staff.

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Bydd Person Cofrestredig y Clwb/Unigolyn Cyfrifol/Swyddog Diogelu dynodedig) yn gyfrifol am sicrhau y cymerir pryderon am ddiogelu o ddifrif, a'u bod yn cael eu dilyn drwy'r broses, tra parhau'n atebol am eu rôl yn y broses ddiogelu.

Os ydynt yn parhau'n bryderus am blentyn byddwn yn ail-gyfeirio'r plentyn ac/neu yn dod â hyn i'w drafod yn ddi-oed gyda'r uwch-reolwr o'r Gwasanaethau Cymdeithasol, sydd â chyfrifoldeb dros ddiogelu plant yn yr ardal.

The Fun Club at Ysgol Maes y Felin

Charity Nummber 1201378

Cadw Cofnodion

- Mae'r Clwb yn cadw cofnodion cywir, cryno a chllir, mewn iaith blaen, i danategu arferion da ym maes diogelu plant.
- Mae trefniadau'r Clwb parthed cadw, storio a distrywio cofnodion electronig a phapur o faterion diogelu plant yn ateb y rheoliadau perthnasol (gan gynnwys Deddf Diogelu Data 1998, y rheoliadau ar ofal dydd) a gofynion Gwasanaethau Cymdeithasol lle bo'r angen.
- Dylai'r cofnodion:
 - Ddefnyddio iaith glir, syml;
 - Fod wedi eu llofnodi, eu dyddio a'u hamseru;
 - Fod yn gryno, yn ddarllenadwy, ac yn cydymffurfio â safonau a gofynion proffesiynol;
 - Fod yn ffeithiol gywir ac yn gwahaniaethu rhwng ffeithiau, barn, dyfarniad a damcaniaeth; Fod yn drefnus, ac yn cynnwys cofnodi manwl, cronoleg a chrynodebau, gan gynnwys pob enw cyswllt;
 - Fod yn gynhwysfawr;
 - Gofnodi'n glir y dyfarniadau a wnaed a'r sut y gweithredwyd ac y penderfynwyd;
 - Egluro lle y penderfynwyd ar y cyd yn draws-asiantaethol, neu lle cafwyd ardystiad rheolwr;
 - Gofnodi trafodaethau goruchwyliaeth ffurfiol ac anffurfiol;
 - Gofnodi'r cyfarwyddiadau a roddir a'r cytundebau a'r anghytundebau a gafwyd, mewn ymgynghoriad â'r rheolwyr.
- Mae cynrychiolydd y Clwb (Swyddog Diogelu) yn bresennol mewn unrhyw gyfarfod aml-asiantaethol a gynhelir (e.e. trafodaeth ar strategaeth), ac yn adrodd fel y bo'n angenrheidiol ac yn briodol.
- Mae'r Drafodaeth ar Strategaeth yn ystyried y risg sy'n gysylltiedig ag unrhyw honiad, a dylai benderfynu a fydd aelod o'r staff yn cael ei wahardd dros dro o'i ddyletswyddau heb ragfarn.
- Cofnodir penderfyniadau yn ysgrifenedig.

Gwybodaeth Bellach

Mae gan bob awdurdod lleol yng Nghymru Fwrdd Diogelu-Plant Lleol, sy'n cydlynu'r hyn sy'n cael ei wneud gan ei aelodau i ddiogelu a hyrwyddo lles plant yn ardal yr awdurdod. Mae gan bob Bwrdd Diogelu-Plant Lleol gydlynnydd.