

## 10 things to consider to ensure children are safeguarded

**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).**

Safeguarding should be at the heart of all services for children. We have developed a list of 10 things to consider to ensure that children are safeguarded in your care. **Please note that this is not an exhaustive list**, and that there are other elements to consider within relevant guidance and legislation, including the Wales Safeguarding Procedures and the National Minimum Standards for Regulated Childcare.

1. Have a comprehensive Safeguarding policy in place. This policy should be reviewed as a minimum once per year or as and when there are changes to legislation or good practice. Your policy should reference the Wales Safeguarding Procedures (2019), as well as including contact details for your Local Safeguarding Children Board. Your policy must also include the date that it was last reviewed. The policy must include information about making a referral, routes depending on whether there has been a disclosure about a child or a disclosure about professional abuse and clear information about record keeping. Ensuring all staff members and volunteers are familiar with and understand the policy and procedure must be a key part of their induction as well as revisiting this during team meetings and/or supervisions, and the policy must also be shared with parents/carers using the club.

2. Make sure **all** staff members and volunteers understand Safeguarding procedures and their responsibilities. Staff and volunteers must have a good understanding of what to do if a disclosure is made to them (and what not to do), who they should refer concerns to, and what to do if they continue to be concerned about the welfare of a child. All staff must undergo Safeguarding training which should be regularly reviewed, and staff should also be encouraged to undertake additional training/webinars to continue their professional development and support them to safeguard children and their rights. Care Inspectorate Wales (CIW) will want to satisfy themselves that all staff understand their responsibilities and role in protecting children in their care. There should be information (e.g. posters) within the club that is visible to staff, visitors and parents/carers in relation to who the Designated Child Protection Officer is within the club, and also information about how to contact the Local Safeguarding Children Board.

3. Keep robust records. When staff complete documents such as incident or accident forms, or records of causes of concern, these could be used for legal reasons and thus need to be completed in full, clearly, precisely, in ink/typed and in a timely and factual manner. Records should be jargon free and must not include any discrimination/stereotyping or assumptions. Records must include names, dates, times, places and exact details, with signatures of witnesses. Records should also include diagrams where relevant (e.g. a body diagram identifying where a child has been hurt, including left/right side for accident forms and where relevant safeguarding records). CIW must also be notified about accidents/incidents and safeguarding concerns.

In terms of safeguarding concerns, records should include any wording used by the child verbatim. The Cause of Concern form should also include a section for the Designated Safeguarding Lead to complete, including action/s taken, rationale, outcomes and feedback provided to the individual reporting the concern. A chronology should be developed to help to support any pattern, changes (or lack thereof) to be determined.

4. Include Prevent and Modern Slavery within your policies. Care Inspectorate Wales will wish to see these topics covered within your policies and that your staff understand their responsibilities

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and what to watch out for. You might have these elements within your Safeguarding Policy, or you may have separate policies. Templates are available in our Stepping Out resource within Step 10.

**5.** Have robust recruitment and induction procedures. You should have a robust Recruitment Policy in place (a template can be found in Stepping Out) and it is essential that prior to employment, you have the information required by the National Minimum Standards in relation to all of your staff members and volunteers. You must ensure that you satisfy yourself as an employer of the suitability of all staff/volunteers and that you have completed staff files in place. A full list of what should be included in staffing files is included within Step 11 of Stepping Out (e.g. 2 references, evidence of qualifications, employment history and reasons for any gaps in this). All staff must also receive induction training, including (but not limited to) health and safety policy, conducting risk assessments, missing child policy, emergency procedures, confidentiality policy, hygiene and healthcare and safeguarding policies/procedures during their first week of employment.

**6.** Ensure staff know the signs and embed a culture of safeguarding. Safeguarding should be part of everyday practice and it is essential that all staff remain alert to the signs. Safeguarding children is not just about having a policy, attending training and knowing the signs of abuse, it is also about sufficient risk assessments, policies in relation to missing children, robust practice for walking to/from schools and trip planning. Almost all policies and procedures you have as a setting are in place to safeguard the children in your care, as well as your staff.

**7.** Safeguarding is not a taboo subject – empower children to take an active role in their own safeguarding too. Encourage children to risk assess their own activities and actions (always remembering the importance of risk-benefit analysis to safeguard children whilst allowing for challenging play to support development). Have posters around the setting with messaging to enhance children's knowledge of safeguarding, their rights and the support available if they need to talk to someone about their safety and wellbeing. (<https://learning.nspcc.org.uk/research-resources/childline-posters-wallet-cards>)

**8.** Ensure confidentiality, whilst involving/notifying key partners. As a setting, you should have a Confidentiality Policy and Data Protection Policy in place. It is essential that all staff understand and adhere to these policies, particularly when it concerns sensitive information. However, the safety and welfare of the child remains paramount and it is thus also essential that key partners are notified and included in the safeguarding process. Following a concern, the member of staff must report the concern 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. The Wales Safeguarding Procedures outline when it is (and when it is not) appropriate to include parents/carers in discussions around safeguarding concerns (<https://www.safeguarding.wales/chi/c2/c2.p16.html>). 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 Local Safeguarding Children Board– without delay.

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.

**9.** Make sure you have sufficient staff trained in First Aid and a fully stocked first aid box on site that all staff know where to find. Use posters as a reminder of how to help a choking child. Choking is not just a risk in early years settings. Further guidance on choking can be found here: <https://www.capt.org.uk/news/stay-home-stay-safe-from-choking/>; and here: <https://www.sja.org.uk/get-advice/first-aid-advice/choking/child-choking/>

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**10.** Reflection is key. The incorporation of reflection into your setting is essential to support growth and learning of your staff team and service. If you have an incident relating to safeguarding or children's welfare, once the situation is resolved, reflect on how it was handled and whether there is anything that should be done differently in future to ensure children's rights are protected e.g. additional staff training, changes to process or Policy.

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**Mae gan blant yr hawl i gael eu diogelu rhag pob ffurf ar drais; rhaid eu cadw'n ddiogel rhag niwed. Rhaid iddynt dderbyn y gofal priodol gan y rhai sy'n gofalu drostynt. (Erthygl 19 – Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn).**

Dylai diogelu fod wrth galon pob gwasanaeth ar gyfer plant. Rydym wedi datblygu rhestr o 10 peth i'w hystyried er mwyn sicrhau diogelwch plant sydd yn eich gofal. **Nodwch nad rhestr gyflawn mo hon**, ac y dylid ystyried elfennau eraill, sydd i'w gweld yn yr arweiniad a'r ddeddfwriaeth berthnasol, yn cynnwys Gweithdrefnau Diogelu Cymru a'r Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant a Reoleiddir.

1. Byddwch â pholisi Diogelu cynhwysfawr yn ei le. Dyllid adolygu'r polisi hwn o leiaf unwaith y flwyddyn neu yn ôl newidiadau i ddeddfwriaeth neu arferion da. Dylai'ch polisi gyfeirio at Weithdrefnau Diogelu Cymru (2019) a chynnwys manylion cyswllt eich Bwrdd Diogelu-Plant Lleol. Rhaid i'ch polisi yn ogystal gynnwys y dyddiad y cafodd ei adolygu ddiwethaf. Rhaid i'r polisi gynnwys gwybodaeth ynghylch gwneud atgyfeiriad, y llwybrau yn ddiabyddol ar a fu datgeliad am blentyn neu ddatgeliad ynghylch camdriniaeth broffesiynol, ynghyd â gwybodaeth glir ynghylch cadw cofnodion. Rhaid i'r gwaith o sicrhau bod pob aelod o'r staff a phob gwirfoddolwr yn gyfarwydd â'r polisi ac yn ei ddeall fod yn rhan allweddol o'u sefydlu, a dylid hefyd ailgyfeirio at hyn yn ystod cyfarfodydd tîm a/neu oruchwylion, a rhannu'r polisi â'r rhieni/staff sy'n defnyddio'r clwb.

2. Gwnewch yn siŵr fod **pob** aelod o'r staff a phob gwirfoddolwr yn deall y gweithdrefnau Diogelu a'u cyfrifoldebau. Rhaid i staff a gwirfoddolwyr fod â dealltwriaeth dda o'r hyn y dylent ei wneud (a'r hyn na ddylent ei wneud) yn achos derbyn datgeliad, i bwy y dylent gyfeirio pryderon, a'r hyn y dylent ei wneud os ydynt yn parhau i fod â phryder ynghylch lles plentyn. Dylai pob aelod o'r staff gael eu hyfforddi mewn Diogelu, dylid adolygu'r hyfforddiant yn rheolaidd, a dyllid hefyd annog y staff i ymgymryd â hyfforddiant/gweminarau ychwanegol i barhau â'u datblygiad proffesiynol ac i'w cefnogi i ddiogelu plant a'u hawliau. Bydd Arolygiaeth Gofal Cymru (AGC) am fodloni eu hunain fod pob aelod o'r staff yn deall eu cyfrifoldebau a'u rôl yn niogelu'r plant yn eu gofal. Dyllid bod gwybodaeth (e.e. poster) yn y clwb sy'n weledol i'r staff, i ymwelwyr ac i rieni/gofalwyr mewn perthynas â phwy yw'r Swyddog Diogelu-Plant Dynodedig yn y clwb, a hefyd gwybodaeth ar sut i gysylltu â'r Bwrdd Diogelu-Plant Lleol.

3. Cadwch gofnodion cadarn. Pan fydd staff yn cwblhau dogfennau megis ffurflenni digwyddiad neu ddamwain, neu gofnodion o achosion pryder, mae angen gwneud hynny yn llawn, yn glir ac yn benodol, mewn inc/wedi eu teipio, ac yn amserol oherwydd y gellir eu defnyddio am resymau cyfreithiol. Dylai'r cofnodion fod yn rhydd o jargon, a heb unrhyw wahaniaethu/stereoteipio na rhagdybiaethau. Hefyd rhaid i gofnodion cynnwys enwau, dyddiadau, amseru, lleoedd ac union fanylion, ynghyd â llofnodion tystion. Dylai cofnodion gynnwys yn ogystal ddiagramau lle bo hynny'n berthnasol (e.e. diagram o' corff yn nodi lle cafodd blentyn ei frifo, a chyfeiriadau at ochr chwith/dde ar gyfer ffurflenni damwain, a lle bo'n berthnasol, cofnodion diogelu). Rhaid hefyd hysbysu AGC o ddamweiniâu/digwyddiadau a phryderon ynghylch diogelu.

Yn achos pryderon ynghylch diogelu, dylai'r cofnodion gynnwys yr union eiriad a ddefnyddiwyd gan y plentyn. Dylai'r ffurflen Achos Pryder hefyd gynnwys adran i'r Arweinydd Diogelu Dynodedig ei llenwi, gan gynnwys y cam/au a gymerwyd a'r rhesymau, y canlyniadau a'r adborth a roddwyd i'r unigolyn a wnaeth adrodd ar y pryder. Dyllid datblygu cronoleg yn gymorth i gefnogi unrhyw batrwm, a newidiadau (neu ddiffyg newidiadau) y penderfynir yn eu cylch.

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4. Cynhwyswch Prevent a Chaethwasiaeth Fodern yn eich polisïau. Bydd Arolygiaeth Gofal Cymru yn disgwyl gweld y pynciau hyn wedi'u cwmpasu yn eich polisïau, a bod eich staff yn deall eu cyfrifoldebau a'r pethau i wyllo amdanynt. Mae'n bosibl y byddwch â'r elfennau hyn wedi'u cynnwys yn eich Polisi Diogelu, neu efallai y bydd gennych bolisïau ar wahân. Mae templedi ar gael yng Ngham 10 ein hadnodd Camu Allan.
5. Byddwch â gweithdrefnau recriwtio a sefydlu cadarn. Dylech fod â Pholisi recriwtio cadarn yn ei lle (ceir hyd i dempled yn Camu allan) ac mae'n hanfodol eich bod gennych- cyn cyflogi - y wybodaeth sy'n ofynnol gan y Safonau Gofynnol Cenedlaethol yn achos pob aelod o'ch staff a phob gwirfoddolwr. Rhaid i chi sicrhau eich bod yn bodloni eich hun fel cyflogwr ynghylch addasrwydd yr holl staff/gwirfoddolwyr a bod gennych ffeiliau staff cyflawn yn eu lle. Mae rhestr gyflawn o'r hyn y dylid ei gynnwys mewn ffeiliau staff i'w gweld yng Ngham 11 Camu Allan (e.e. 2 eirida, prawf o gymwysterau, hanes cyflogaeth a'r rhesymau dros unrhyw fylchau parthed hyn). Hefyd rhaid i bob aelod o'r staff gael eu hyfforddi yn eu cyfnod sefydlu, yn cynnwys (ond nid yn unig parthed) y polisi iechyd a diogelwch, cynnal asesiadau risg, y polisi ar blentyn coll, gweithdrefnau brys, y polisi cyfrinachedd, a pholisïau a gweithdrefnau hylendid, gofal iechyd a diogelu yn ystod wythnos gyntaf eu cyflogaeth.
6. Gwnewch yn siŵr fod y staff yn adnabod yr arwyddion, a sefydlwch ddiwylliant diogelu. Dylai diogelu fod yn rhan o'r arferion dyddiol, ac mae'n hanfodol bod yr holl staff yn effro i arwyddion. Nid yw diogelu ddim ond ynghylch bod â pholisi, mynychu hyfforddiant a gwybod pa rai yw arwyddion cam-drin, y mae hefyd ynghylch asesiadau risg digonol, polisïau ar blant coll, arferion cadarn ynghylch cerdded i/o ysgolion a chynllunio tripiâu. Mae bron pob un o'r polisïau a'r gweithdrefnau sydd gennych yn eu lle yn rhai er mwyn diogelu'r staff yn eich gofal yn ogystal â'ch staff.
7. Nid yw Diogelu'n bwnc tabŵ - anogwch y plant yn ogystal i gymryd rôl weithio yn eu diogelu eu hunain. Anogwch y plant i wneud asesiad risg o'u gweithgareddau a'u camau eu hunain (gan gofio ar bob adeg pwysigrwydd diogelu plant tra caniateir chwarae heriol i gefnogi datblygiad). Byddwch â phosteri o gwmpas y lleoliad ac arnynt negeseuon sy'n ategu at wybodaeth y plant o ddiogelu, eu hawliau a'r gefnogaeth sydd ar gael os bydd arnynt angen siarad â rhywun am eu diogelwch a'u llesiant. (<https://learning.nspcc.org.uk/research-resources/childline-posters-wallet-cards>)
8. Cadwch gyfrinachedd er y bydd angen cynnwys/hysbysu partneriaid allweddol. Fel lleoliad dylech fod â Pholisi Cyfrinachedd a Pholisi Diogelu Data yn eu lle. Y mae'n hanfodol bod pob aelod o'r staff yn deall y polisïau hyn ac yn glynu atynt, yn enwedig pan ddaw hi'n fater o wybodaeth sensitif. Ond diogelwch a lles y plant sydd i gael y flaenoriaeth, ac felly y mae hefyd yn hanfodol bod partneriaid allweddol yn cael eu hysbysu a'u cynnwys yn y broses ddiogelu. Yn dilyn achos o bryder, rhaid i'r aelod o'r staff adrodd ar y pryder wrth y Person Cofrestredig/Unigolyn Cyfrifol a/neu'r Swyddog Diogelu dynodedig, neu, yn eu habsenoldeb, eu rheolwr llinell cyn gynted â phosibl ond heb oedi. Mae Gweithdrefnau Diogelu Cymru'n amlinellu'r adegau pan yw'n (a phan nad yw'n) briodol i gynnwys partneriaid/gofalwyr mewn trafodaethau ynghylch diogelu (<https://www.safeguarding.wales/chi/c2/c2.p16.html>). O dan Ddeddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 mae gan Berson cofrestredig/Unigolyn Cyfrifol y clwb ddyletswydd i adrodd ar bryderon yn syth i'r Bwrdd Diogelu-Plant Lleol - heb oedi. Os yw'r clwb wedi ei gofrestru gydag AGC a bod y digwyddiad yn cael ei ystyried yn un sy'n torri Rhan 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 hefyd adrodd arno i AGC.
9. Gwnewch yn siŵr fod gennych ddigon o staff wedi eu hyfforddi mewn Cymorth Cyntaf, a bocs yn cynnwys stoc ddigonol ar y safle, un y bydd pob aelod o'r staff yn gwybod ym mhle i ddod o hyd

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iddo. Defnyddiwch bosteri fel atgoffiad o sut i helpu plentyn sy'n tagu. Nid mewn lleoliadau blynyddoedd cynnar yn unig y mae tagu'n risg. Geir hyd i arweiniad pellach ar dagu yma:

<https://www.capt.org.uk/news/stay-home-stay-safe-from-choking/>; ac yma:  
<https://www.sja.org.uk/get-advice/first-aid-advice/choking/child-choking/>

**10.** Mae myfyrio'n bwysig. Mae ymgorffori myfyrdod yn eich lleoliad yn hanfodol i gefnogi tyfiant a dysg eich tîm o staff, a'ch gwasanaeth. Os profwch ddiwyddiad perthynol i ddiogelu neu les plentyn, unwaith y bydd y sefyllfa wedi ei datrys, myfyriwch ar sut yr ymdriniwyd â hi ac a oes unrhyw beth y gellir ei wneud yn wahanol yn y dyfodol i sicrhau bod hawliau'r plant yn cael eu hamddiffyn e.e. hyfforddiant ychwanegol i'r staff, newidiadau i broses neu Bolisi.

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