

## *Ysgol Uwchradd Tywyn*



### ***Polisi Diogelu Oedolion i Ysgolion*** ***Adult Safeguarding Policy for Schools*** ***2024 - 2027***

*Ysgol Uwchradd Tywyn*

*Dyddiad Cymeradwyo:*

*Dyddiad Adolygu:*

Llofnodwyd ar ran Cadeirydd y Llywodraethwyr: \_\_\_\_\_

Dyddiad: \_\_\_\_\_

## 1. Datganiad Oedolyn sy'n Wynebu Risg:

Mae ein hysgol wedi ymrwymo i ddiogelu oedolion sy'n wynebu risg a hyrwyddo eu llesiant ac yn disgwyl i'r holl staff, llywodraethwyr, gwirfoddolwyr ac ymwelwyr rannu'r ymrwymiad hwn a chynnal amgylchedd gwyliadwrus a diogel. Mae gan bawb gyfrifoldeb i weithredu, heb oedi, i ddiogelu oedolion sy'n wynebu risg trwy adrodd ar unrhyw beth a allai awgrymu bod oedolyn sy'n wynebu risg yn cael ei gam-drin neu ei esgeuluso. Ein parodrwydd i weithio'n ddiogel a herio ymddygiadau anaddas sy'n sail i'r ymrwymiad hwn. Mae'r ysgol yn ymdrechu i weithio mewn partneriaeth gyda theuluoedd ac asiantaethau eraill i wella'r canlyniadau i oedolion sy'n wynebu risg sy'n fregus neu mewn angen.

Mae'r polisi hwn wedi ei ddiweddarau i gynnwys atgyfeiriadau i Channel i gydymffurfio â Dyletswydd Prevent.

Mae'r ysgol yn atgyfnerthu ymhellach ei dyletswydd gofal i'r holl fyfyrwyr, waeth beth fo eu hoedran neu eu bregusrwydd, o fewn pob hyfforddiant perthnasol, arweiniad, polisiâu a gweithdrefnau, yn deillio o:

- Ddyletswydd gofal cyfraith gyffredin/in loco parentis
- Dyletswydd gofal statudol ac arweiniad a deddfwriaeth sy'n benodol i'r sector
- Dyletswydd yn codi o'r cytundeb cyflogaeth.

## 2. Adrodd ar oedolyn yr amheuir ei fod yn wynebu risg

### 2.1 Diffiniad o oedolyn sy'n wynebu risg

Unigolyn sy'n 18 oed neu drosodd sy'n cyflawni'r holl feini prawf a ganlyn:

- Sy'n cael neu'n wynebu risg o gael ei gam-drin neu ei esgeuluso
- Sydd ag anghenion gofal a chefnogaeth (boed yr awdurdod lleol yn bodloni unrhyw un o'r anghenion hynny ai peidio)
- Sydd, o ganlyniad, yn methu ag amddiffyn ei hun rhag cael, neu'r risg o gael, ei gam-drin neu ei esgeuluso.

### 2.2 Achosion o fygythiad ar unwaith i ddiogelwch neu amheuaeth o drosedd

Rhoi gwybod am bryderon ynghylch perygl sydd ar fin digwydd neu amheuaeth y gallai trosedd fod wedi digwydd, ar unwaith ac yn uniongyrchol i'r Heddlu neu'r gwasanaeth ambiwlans os oes angen sylw meddygol brys ar yr unigolyn.

## 3. Gweithdrefnau Diogelu Cymru

Mae Gweithdrefnau Diogelu Cymru yn manylu ar swyddogaethau a chyfrifoldebau hanfodol ymarferwyr i sicrhau eu bod yn diogelu plant ac oedolion sy'n wynebu risg o gamdriniaeth ac esgeulustod. Mae'r Gweithdrefnau yn cynorthwyo ymarferwyr i gymhwyso'r ddeddfwriaeth [Deddf Gwasanaethau Cymdeithasol a Llesiant \(Cymru\) 2014](#) ac arweiniad diogelu statudol [Gweithio Gyda'n Gilydd i Ddiogelu Pobl](#).

Gellir dod o hyd i Weithdrefnau Diogelu Cymru yn eich storfa apiau neu yn [Gofal Cymdeithasol Cymru \(safeguarding.wales\)](#).

## 4. Cyfeirio oedolyn sy'n wynebu risg

Gwnewch atgyfeiriad diogelu i Adran Oedolion, Iechyd a Llesiant Cyngor Gwynedd pan fo achos rhesymol i amau bod yr unigolyn yn oedolyn sy'n wynebu risg ac yn ymddangos ei fod yn ardal Gwynedd.

Gall unrhyw un gyfeirio camdriniaeth neu esgeulustod yn uniongyrchol at y gwasanaethau cymdeithasol, ond mae gan asiantaethau a ddiffinnir fel partneriaid perthnasol gan Ddeddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014, ddyletswydd i gyfeirio camdriniaeth.

Rhannwch bryderon yn ymwneud ag ansawdd gofal a chymorth mewn lleoliad rheoledig gyda'r cyrff rheoleiddio perthnasol.

### 4.1 Sut i gyfeirio

Gall y cyhoedd wneud atgyfeiriadau fel a ganlyn.

**Rhif Ffôn - 01766 772577 (Adran Oedolion, Iechyd a Llesiant Cyngor Gwynedd)  
neu 01248 353551 (rhif y tu allan i oriau)**

**Os yw'r unigolyn mewn perygl uniongyrchol, yna galwch yr heddlu yn syth - 999.**

Rhaid i weithwyr proffesiynol a darparwyr gwasanaeth cofrestredig ddefnyddio'r *Ffurflen gyfeirio Oedolion sy'n Wynebu Risg Bwrdd Diogelu Gogledd Cymru* a'i chwblhau mor gyflawn â phosib.

Mae *Ffurflen gyfeirio Oedolion sy'n Wynebu Risg Gogledd Cymru* ar gael ar Bwrdd Diogelu Oedolion Gogledd Cymru:

[Ffurflen Adrodd ar Ddiogelu Oedolion Gogledd Cymru • Bwrdd Diogelu Gogledd Cymru](#)

Os nad yw'n bosib cwblhau'r *Ffurflen gyfeirio Oedolion sy'n Wynebu Risg* yn gyflawn mewn un diwrnod gwaith o adnabod y pryder, dylid cyflwyno'r atgyfeiriad, ond gofynnir i'r cyfeiriwr gwblhau'r ffurflen yn gyflawn fel rhan o'r ymchwiliad diogelu.

Rhaid i bartneriaid perthnasol rannu gwybodaeth fel rhan o weithredu eu dyletswydd ddiogelu oni bai y byddai gwneud hynny yn anghyfreithlon.

Cyfeiriwch droseddau a amheuir i Ofal Cymdeithasol Gwynedd cyn gynted â phosib ac o fewn un diwrnod gwaith o adnabod y pryder.

## 5. Barn yr unigolyn ynglŷn â'r adroddiad diogelu oedolyn

Peidiwch â rhagdybio bod unigolyn hen, bregus neu anabl yn oedolyn sy'n wynebu risg. Efallai y gall oedolion gydag anghenion gofal a chefnogaeth amddiffyn eu hunain rhag camdriniaeth neu esgeulustod. Nid yw oedolyn sy'n gallu amddiffyn ei hunan yn oedolyn sy'n wynebu risg.

Peidiwch â rhagdybio y dylid gwneud cyfeiriad i unigolyn heb ei ganiatâd. Lle bo hynny'n bosib, heb beryglu oedolyn sy'n wynebu risg, trafodwch cyfeiriad diogelu i Ofal Cymdeithasol Gwynedd gydag ef neu hi ymlaen llaw.

Dylai caniatâd yr oedolyn benderfynu pa gamau i'w dilyn mewn ymateb i bryder neu honiad o gam-drin. Dylai gweithwyr proffesiynol gofnodi a pharchu dymuniadau ac annibyniaeth yr unigolyn ond gallent ddiystyru diffyg cydsynio i gyfeirio, gan gynnwys yn yr enghreifftiau a ganlyn.

- Nid oes gan yr unigolyn y galluedd meddyliol i wneud penderfyniadau perthnasol.
- Mae risg sylweddol i iechyd a diogelwch yr unigolyn.
- Gall eraill fod yn wynebu risg.
- Amheuir trosedd neu gallai trosedd fod wedi cael ei chyflawni.
- Mae pryderon yn ymwneud â methiant mewn gofal, torri rheol neu gòd ymddygiad proffesiynol.
- Mae gwasanaethau cymdeithasol oedolion, byrddau iechyd lleol neu asiantaeth arall yn cefnogi neu'n gweithio gydag oedolyn sy'n cael ei effeithio'n uniongyrchol neu'n anuniongyrchol gan fater neu ddigwyddiad a achosodd niwed.
- Credir mai'r unigolyn yw achos y risg oherwydd rhywbeth a wnaeth neu na wnaeth.

## 6. Materion ansawdd gwasanaeth

Cyfeiriwch faterion yn ymwneud ag ansawdd gwasanaeth i'r awdurdodau rheoleiddio, awdurdodau contractio a rheolwyr y gwasanaethau hynny. Fodd bynnag, mewn rhai achosion mae'r pryderon dros ansawdd gwasanaeth yn golygu bod ymateb diogelu yn briodol.

Defnyddiwch y *Ddogfen Trothwy Bwrdd Diogelu Oedolion Gogledd Cymru* i benderfynu pan fo pryderon gwasanaeth yn mynd y tu hwnt i lefel arferol pryderon ansawdd gwasanaeth ac y dylid eu cyfeirio fel materion diogelu.

## 7. Hunan-esgeulustod

Defnyddiwch *Bolisi a Gweithdrefnau Bwrdd Diogelu Oedolion Gogledd Cymru i Gefnogi Pobl sy'n Hunan-esgeuluso* i ymateb i hunan-esgeulustod fel arfer.

Fodd bynnag, mewn rhai achosion, byddai'r hunan-esgeulustod ar lefel o ddifrifoldeb a chymhlethdod a fyddai'n golygu bod atgyfeiriad diogelu yn briodol. Defnyddiwch y *Ddogfen Trothwy Bwrdd Diogelu Oedolion Gogledd Cymru* i benderfynu pryd y dylai hunan-esgeulustod fod yn destun atgyfeiriad diogelu.

[Protocol Hunan-esgeulustod Gogledd Cymru • Bwrdd Diogelu Gogledd Cymru](#)

## 8. Prevent

Mae Deddf Gwrthderfysgaeth a Diogelwch 2015 yn gosod dyletswydd ar awdurdodau lleol a darparwyr addysgol i 'roi ystyriaeth ddyledus i'r angen i atal pobl rhag cael eu denu at derfysgaeth' (CTSA 2015). 'Nod sylfaenol Prevent, fel rhan o Strategaeth adolygedig Contest 2018 yw, "diogelu pobl fregus i'w rhwystro rhag dod yn derfysgwyr neu gefnogi terfysgaeth". (Work Based Learners and the Prevent Statutory Duty 2018.) Mae Llywodraeth Cymru wedi darparu canllaw statudol ar gyfer lleoliadau addysg a darparwyr gofal plant (Gwrthsafiad a Pharch 2016). Mae'r canllaw yn crynhoi gofynion lleoliadau addysg o ran pedair thema gyffredinol: asesiad risg, gweithio mewn partneriaeth, hyfforddiant staff a pholisïau TG. Bydd ein hysgol yn sicrhau bod y staff yn ymwybodol o ddangosyddion eithafiaeth a radicaleiddio ac yn gwybod sut i ymateb yn unol â chanllawiau lleol a chenedlaethol. Bydd staff yn defnyddio eu doethineb i adnabod oedolion a allai fod yn wynebu risg o gael eu radicaleiddio ac yn gweithredu'n gymesur, a allai gynnwys cyfeirio at Wasanaethau Cymdeithasol Oedolion. Yn yr un modd, bydd oedolion sy'n wynebu risg yn cael eu hysbysu o'r risgiau ac o'r gefnogaeth sydd ar gael iddynt. Byddwn yn sicrhau bod oedolion sy'n wynebu risg yn ddiogel rhag deunydd terfysgol ac eithafol wrth gael mynediad at y rhyngwyd yn yr ysgol.

## 9. Honiadau yn erbyn Unigolion mewn Safle o Ymddiriedaeth

Bydd yr ysgol yn dilyn Cylchlythyr Llywodraeth Cymru Rhif: 009/2014 Diogelu plant mewn addysg: ymdrin â honiadau o gam-drin yn erbyn athrawon a staff eraill.

Bydd y Pennaeth a'r Person Diogelu Dynodedig yn sicrhau eu bod yn gwbl ymwybodol o'r ddeddfwriaeth a'r canllaw perthnasol mewn perthynas â'r gweithdrefnau angenrheidiol pan wneir honiad yn erbyn gweithiwr proffesiynol ac yn enwedig:

- Canllawiau Llywodraeth Cymru Cylchlythyr Llywodraeth Cymru: 009/2014 - Diogelu plant mewn addysg: ymdrin â honiadau o gam-drin yn erbyn athrawon a staff eraill.
- Canllawiau Llywodraeth Cymru: Cylchlythyr Rhif: 002/3013 - Gweithdrefnau disgyblu a diswyddo staff ysgol
- TAFLEN FFEITHIAU AD - Rheoli Amddiffyn Plant a Materion AD Sensitif
- Cod Ymddygiad y Cyngor Gweithlu Addysg.
- Adran 5 Gweithdrefnau Diogelu Cymru

Gellir gweld y canllawiau uchod ar [www.cymru.gov.uk](http://www.cymru.gov.uk) Bydd gan y Pennaeth a'r Person Diogelu Dynodedig eu copïau eu hunain o Gylchlythyrau: 009/2014 a Chylchlythyr: 002/2013 a restrir uchod a byddant wedi darllen a deall y canllawiau yn llwyr. Mae cyngor ac arweiniad hefyd ar gael gan Swyddog Diogelu yr Awdurdod a SPOA.

**Rhaid i'r holl staff sicrhau bod unrhyw honiad yn erbyn oedolyn mewn safle o ymddiriedaeth yn cael ei adrodd ar unwaith i'r Pennaeth neu'r Person Diogelu Dynodedig.** Bydd hyn yn cynnwys holl staff yr ysgol, gwirfoddolwyr, llywodraethwyr, gweithwyr achlysurol neu gontractwyr a'r staff hynny nad ydynt ar safle'r ysgol ond sy'n dod i gysylltiad â'r plant, h.y. y rhai hynny sy'n cludo'r plant i/o'r ysgol, hebryngwyr croesfannau ysgol, ac ati.

Dylid dod â honiadau yn erbyn aelodau o staff i sylw'r Pennaeth yn syth (neu Gadeirydd y Llywodraethwyr a'r Pennaeth Addysg os yw'r honiad yn erbyn y Pennaeth). Er hwylustod cyfeirio yn y ddogfen hon, adnabyddir yr unigolyn hwn fel y 'Rheolwr Achos'.

Y Pennaeth (neu Gadeirydd y Llywodraethwyr yn achos Pennaeth) fel y Rheolwr Achos, sydd â chyfrifoldeb cyffredinol am unrhyw honiad diogelu.

Yn y lle cyntaf, dylai'r Rheolwr Achos drafod yr honiad yn syth gyda'r SPOA Oedolion a Swyddog Diogelu yr Awdurdod Lleol yn yr Adran Addysg (a fydd hefyd yn cefnogi'r ysgol ynghylch sut i gadw at ganllawiau Llywodraeth Cymru a restrir uchod). Dylid hysbysu Swyddog Diogelu Addysg yr Awdurdod Lleol o bob honiad sy'n dod i sylw'r ysgol ac sy'n ymddangos eu bod yn diwallu'r meini prawf a amlinellir uchod.

## 10. Hyfforddiant

Dylai'r Person Diogelu Dynodedig (ac unrhyw ddirprwyon) fynychu hyfforddiant i'w darparu gyda'r wybodaeth a'r sgiliau sy'n angenrheidiol i weithredu'r swyddogaeth. Dylid diweddarau'r hyfforddiant hwn o leiaf bob dwy flynedd.

Yn ychwanegol at yr hyfforddiant ffurfiol y soniwyd amdano uchod, dylid adnewyddu eu gwybodaeth a'u sgiliau (trwy e-fwletinau, cyfarfod â Phersonau Diogelu Dynodedig eraill, neu, yn syml, gymryd amser i ddarllen a threulio datblygiadau diogelu) yn rheolaidd, fel bo'r angen, ond o leiaf bob blwyddyn, i'w galluogi i ddeall a chael eu diweddarau ynglŷn ag unrhyw ddatblygiadau sy'n berthnasol i'w swyddogaeth fel eu bod yn:

- Deall y broses asesu i ddarparu cefnogaeth, yn cynnwys trefniadau cyfeirio y Gwasanaethau Oedolion.
- Sicrhau bod gan bob aelod o staff fynediad at, a'i fod yn deall polisi a gweithdrefnau Diogelu Oedolion yr ysgol, yn enwedig staff newydd a rhan amser.

- Ymwybodol o anghenion penodol oedolion sy'n wynebu risg yn gyffredinol a'r rhai hynny gydag anghenion addysgol arbennig a gofalwyr ifanc.
- Deall deddfwriaeth a rheoliadau diogelu data perthnasol, yn enwedig Deddf Diogelu Data 2018 a'r Rheoliad Diogelu Data Cyffredinol.
- Deall pwysigrwydd rhannu gwybodaeth, yn yr ysgol, a gyda'r tri phartner diogelu, asiantaethau, sefydliadau ac ymarferwyr eraill.
- Gallu cadw cofnodion ysgrifenedig manwl, cywir, diogel o bryderon ac atgyfeiriadau.
- Deall a chefnogi'r ysgol ynghylch gofynion y ddyletswydd Prevent a gallu darparu cyngor a chefnogaeth i staff ar ddiogelu oedolion sy'n wynebu risg rhag perygl radicaleiddiad.
- Gallu deall y risgiau unigryw a gysylltir gyda diogelwch ar-lein a bod yn hyderus bod ganddynt yr wybodaeth berthnasol a'r gallu cyfredol sy'n angenrheidiol i ddiogelu oedolion sy'n wynebu risg pan fyddant ar-lein yn yr ysgol.
- Gallu adnabod y risgiau ychwanegol y mae oedolion gydag ADY ac anableddau yn eu hwynebu ar-lein, er enghraifft gan fwlio, magu perthynas amhriodol a radicaleiddio ar-lein, a'u bod yn hyderus bod ganddynt y gallu i gefnogi oedolion ag ADY neu anableddau i gadw'n ddiogel ar-lein.
- Derbyn mynediad at adnoddau a mynychu unrhyw gyrsiau hyfforddiant perthnasol neu adnewyddu; ac
- Annog diwylliant o wrando ar oedolion sy'n wynebu risg ac o gymryd eu dymuniadau a'u teimladau i ystyriaeth, ymysg yr holl staff, ac unrhyw fesurau y gallai'r ysgol eu sefydlu.

## **11. Rolau a Chyfrifoldebau:**

**Y Pennaeth yw: Mr David Thorp**

**Cadeirydd y Llywodraethwyr yw: Mrs Helen Lewis**

**Y Person Diogelu Dynodedig yw: Mrs Marion Sterritt**

**Y Llywodraethwr Diogelu Enwebedig yw: Mrs Louise Hughes**

**Y Llywodraethwr Enwebedig i ddelio ag unrhyw honiadau yn erbyn y Pennaeth yw: Mrs Louise Hughes**

**Y rhai a hyfforddwyd i ddirprwyo ar gyfer swyddogaeth y Person Diogelu Dynodedig yw: Mr David Thorp, Mr Islwyn Phillips**

## Atodiad 1

### Deddfwriaeth a pholisi Llywodraeth Cymru

- [Deddf Gwasanaethau Cymdeithasol a Llesiant \(Cymru\) 2014](#)
- [Rheoliadau Gorchmynion Amddiffyn a Chynorthwyo Oedolion \(Swyddog Awdurdodedig\) \(Cymru\) 2015](#)
- [Gweithio Gyda'n Gilydd i Ddiogelu Pobl: Cyfrol 1 - Cyflwyniad a Throsolwg](#)
- [Gweithio Gyda'n Gilydd i Ddiogelu Pobl: Cyfrol 3 - Adolygiadau Ymarfer Oedolion](#)
- [Gweithio Gyda'n Gilydd i Ddiogelu Pobl: Cyfrol 4 - Gorchmynion Amddiffyn a Chynorthwyo Oedolion](#)
- [Gweithio Gyda'n Gilydd i Ddiogelu Pobl: Cyfrol 6 - Ymdrin ag Achosion Unigol i Amddiffyn Oedolion sy'n Wynebu Risg](#)
- [Gweithdrefnau Diogelu Cymru](#)
- [Deddf Galluedd Meddyliol 2005](#)

### Penderfyniadau wedi eu Cefnogi ac sy'n Seiliedig ar Wybodaeth

Dylai camau diogelu rymuso'r oedolyn cyn belled ag y bo hynny'n bosib i wneud dewisiadau ac i ddatblygu ei allu ei hunan i ymateb iddynt. Mae angen i'r hawl i ddiogelwch gael ei gydbwyso yn erbyn hawliau eraill, megis yr hawl i ryddid ac annibyniaeth, a'r hawl i fywyd teuluol. Efallai y bydd oedolion sy'n wynebu risg, p'un a oes ganddynt alluedd meddyliol ai peidio, eisiau cymorth hynod ymwthiol, megis gwahardd unigolyn rhag dod i'w cartref, neu ddwyn unigolyn gerbron llys. Efallai y byddant yn dymuno cael eu cynorthwyo mewn ffyrdd llai ymwthiol, megis trwy ddarparu cyngor ynglŷn â'r opsiynau amrywiol sydd ar gael iddynt a risg a manteision y gwahanol opsiynau hyn.

Mae angen i unrhyw ymyrraeth ynglŷn â theulu neu berthnasoedd personol gael ei hystyried yn ofalus. Rhaid i'r dull a ddefnyddir ystyried sut i gefnogi'r oedolyn i gael y cyfle i ddatblygu, neu gynnal, bywyd preifat sy'n cynnwys y bobl hynny y mae'r oedolyn sy'n wynebu risg yn dymuno sefydlu, datblygu, neu barhau perthynas gyda nhw. Er nad yw perthnasoedd camdriniol byth yn cyfrannu at lesiant oedolyn, mae'n bosib y byddai ymyriadau sy'n dileu pob cysylltiad ag aelodau'r teulu yn brofiad o ymyrraeth gamdriniol a bod perygl torri'r hawl i fywyd teuluol os nad oes cyfiawnhad iddynt neu os nad ydynt yn gymesur.

### Deddf Galluedd Meddyliol 2005 (MCA)

Dylai pob ystyriaeth a phenderfyniad diogelu ystyried gofynion y Ddeddf Galluedd Meddyliol a Chod Ymarfer y Ddeddf Galluedd Meddyliol.

Mae Pennod 14 yn nodi "Pa ddulliau sydd ar gael i amddiffyn pobl sydd heb allu i wneud penderfyniadau drostynt eu hun?".

Mae'r Cod Ymarfer (i Gymru, a ddiwygiwyd yn 2016) i Ddeddf Iechyd Meddwl 1983 yn nodi ym Mhennod 13: Y berthynas rhwng y Ddeddf Iechyd Meddwl, y Ddeddf Galluedd Meddyliol a'r Trefniadau Diogelu rhag Colli Rhyddid.



## 1. Adult at Risk Statement:

Our School is committed to safeguarding adults at risk and promoting their welfare and expects all staff, governors, volunteers, and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act, without delay, to protect adults at risk by reporting anything that might suggest an adult at risk is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviors that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for adults at risk who are vulnerable or in need.

This policy has been updated to include referrals to Channel in compliance with the Prevent Duty.

The school further reinforces their duty of care to all students, irrespective of age or vulnerability, within all relevant training, guidance, policies and procedures, deriving from:

- Common law duty of care/in loco parentis
- Statutory duty of care and sector specific guidance and legislation
- Duty arising from the contract of employment.

## 2. Reporting a suspected adult at risk

### 2.1 Definition of an adult at risk

A person aged 18 years or over who meets all the following criteria:

- Is experiencing or is at risk of abuse or neglect.
- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- As a result, is unable to protect himself or herself against the abuse or neglect or the risk of it.

### 2.2 Cases of immediate threat to safety or suspicion of an offence

Report concerns about imminent danger or a suspicion that an offence may have occurred immediately and directly to the Police or the ambulance service if the person needs urgent medical attention.

## 3. Wales Safeguarding Procedures

The Wales Safeguarding Procedures detail the essential roles and responsibilities for practitioners to ensure that they safeguard children and adults who are at risk of abuse and neglect. The Procedures helps practitioners apply the legislation [Social Services and Wellbeing \(Wales\) Act 2014](#) and statutory safeguarding guidance [Working Together to Safeguard People](#).

The Wales Safeguarding Procedures can be found on your app store or at [Social care Wales \(safeguarding.wales\)](#).

## 4. Referring an adult at risk

Make a safeguarding referral to Cyngor Gwynedd's Adults, Health and Well-being Department when there is reasonable cause to suspect that a person is an adult at risk and appears to be in Gwynedd area.

Anyone may refer abuse or neglect directly to social services, but agencies defined as relevant partners by the Social Services and Well-being (Wales) Act 2014, have a duty to refer abuse.



Share concerns relating to the quality of care and support in a regulated setting with the relevant regulatory bodies.

## 4.1 How to make a referral

The public can make referrals by the following.

**Telephone – 01766 772577** (Cyngor Gwynedd's Adults, Health and Well-being Department) or **01248 353551** (out of hours number)

**If the person is in immediate danger, call the police immediately – 999**

Professionals and registered service providers must use the *North Wales Safeguarding Board Adults at Risk Referral Form* and complete it as fully as possible.

The *North Wales Adults at Risk Referral Form* is available on the North Wales Safeguarding Adults Board:

[North Wales Adult Safeguarding Report Form • North Wales Safeguarding Board](#)

If it is not possible to complete the Adult at Risk Referral Form fully within one working day of the identification of the concern, the referral should be submitted, but the referrer will be asked to complete the form fully as part of the safeguarding enquiry.

Relevant partners must share information as part of exercising their safeguarding duty unless to do would be unlawful.

Refer suspected crimes to Gwynedd Social Care and the police as soon as possible and within one working day of a concern being identified.

## 5. Views of the person about an adult protection report

Do not presume that an elderly, frail or disabled person is an adult at risk. Adults with care and support needs may be able to protect themselves from abuse or neglect. An adult who is able to protect himself or herself is not an adult at risk.

Do not presume that a person should have a referral made without his or her consent. Where possible without risk to the adult at risk, discuss a safeguarding referral to Wrexham Social Care with him or her beforehand.

The consent of the adult should determine what action to take in response to a concern or allegation of abuse. Professionals should record and respect the person's wishes and autonomy, but may override lack of consent to referral, including the following examples.

- The adult lacks the mental capacity to make relevant decisions.
- There is high risk to the health or safety of the individual.
- Others may be at risk.
- A crime is suspected or may have been committed.
- Concerns relate to a failure in care, breach of regulation or professional code of conduct.
- Adult social services, local health boards or another agency is supporting or working with an adult who is directly or indirectly affected by an issue or incident that has caused harm.
- An individual is thought to be the cause of risk because of something they did or did not do.

## 6. Service quality issues

Refer issues related to service quality to the regulatory authorities, contracting authorities and managers of those services. However, in some cases the concerns over service quality make a safeguarding response appropriate.

Use the *North Wales Adults Safeguarding Board Threshold Document* to determine when service concerns exceed the normal level of service quality concerns and should be referred as safeguarding.

## 7. Self-Neglect

Use the *North Wales Safeguarding Adults Board Policy and Procedures to Support People who Self-Neglect* to normally respond to self-neglect.

However, in some cases, the self-neglect would be at a level of seriousness and complexity that a safeguarding referral would be appropriate. Use the *North Wales Adults Safeguarding Board Threshold Document* to determine when self-neglect should be the subject of a safeguarding referral.

[North Wales Self Neglect Protocol • North Wales Safeguarding Board](#)

## 8. Prevent

The Counter-Terrorism and Security Act 2015 places a duty upon local authorities and educational providers to 'have due regard to the need to prevent people from being drawn into terrorism' (CTSA 2015). 'The fundamental aims of Prevent, as part of the revised 2018 Contest Strategy are, "to safeguard vulnerable people to stop them becoming terrorists or supporting terrorism." (Work Based Learners and the Prevent Statutory Duty 2018). The Welsh Government has provided statutory guidance for education settings and childcare providers (Respect and Resilience 2016). The guidance summarises the requirements of education settings in terms of four general themes: risk assessment, working in partnership, staff training and IT policies. Our School will ensure that staff are aware of the indicators of extremism and radicalisation and know how to respond in keeping with local and national guidance. Staff will use their judgement in identifying adults who might be at risk of radicalisation and act proportionately which may include making a referral to Adult Social Services. Equally, adults at risk will be made aware of the risks and support available to them. We will ensure that adults at risk are safe from terrorist and extremist material when accessing the internet in School.

## 9. Allegations made against Persons in a Position of Trust

The school will follow the Welsh Government Circular No: 009/2014 Safeguarding Children in Education - Handling allegations of abuse against teachers and other staff.

The Head Teacher and Designated Safeguarding Person will ensure that they are fully aware of the relevant legislation and guidance in relation to procedures required when an allegation is made against a professional and in particular:

- Welsh Government Guidance: Circular No: 009/2014 - Safeguarding Children in Education - Handling allegations of abuse against teachers & other staff
- Welsh Government Guidance: Circular No: 002/2013 - Disciplinary and Dismissal Procedures for School Staff
- HR FACT SHEET - Managing Child Protection and Sensitive HR Issues

- Education Workforce Council (EWC) Code of Conduct.
- Section 5 of The Wales Safeguarding Procedures

The above guidance may be found on [www.wales.gov.uk](http://www.wales.gov.uk). The Head Teacher and Designated Safeguarding Person will have their own individual copies of Circulars: 009/2014 and Circular: 002/2013 listed above and will have fully read and understood the guidance. Advice and guidance is also available from the LADO and SPOA.

All staff must ensure that any allegation regarding an adult in a position of trust is reported immediately to the Head Teacher or the Designated Safeguarding Person. This will include all school staff, volunteers, governors, occasional workers or contractors and those staff who are not on the school site but come into contact with children i.e. those who transport children to/from school, school crossing patrols etc.

**Allegations against members of staff should be brought immediately to the attention of the Head Teacher** (or the Chair of Governors and the Head of Education if the allegation is against the Head Teacher). For ease of reference in this document this person will be known as the 'Case Manager'.

The Head Teacher (or Chair of Governors in the case of a Head Teacher) as the Case Manager, has overall responsibility for any safeguarding allegation.

In the first instance the Case Manager should immediately discuss the allegation with Adults SPOA and the Local Authority Safeguarding Officer (LADO) within Education (who will also support the school with how to adhere to the Welsh Government guidance listed above). The Local Authority Education Safeguarding Officer should be informed of all allegations that come to a school's attention and appear to meet the criteria set out above.

## 10. Training

The Designated Safeguarding Person (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other Designated Safeguarding Persons, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so that they:

- Understand the assessment process for providing support, including Adult Services' referral arrangements.
- Ensure each member of staff has access to and understands the School's Adult Safeguarding policy and procedures, especially new and part time staff.
- Are alert to the specific needs of adults at risk in general and those with special educational needs and young carers.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- Understand the importance of information sharing, both within the college, and with the three safeguarding partners, other agencies, organisations and practitioners.
- Are able to keep detailed, accurate, secure written records of concerns and referrals.

- Understand and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting adults at risk from the risk of radicalisation.
- Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up-to-date capability required to keep adults at risk safe whilst they are online at School.
- Can recognise the additional risks that adults with ALN and disabilities face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support ALN or disabled adults to stay safe online.
- Obtain access to resources and attend any relevant or refresher training courses; and
- Encourage a culture of listening to adults at risk and taking account of their wishes and feelings, among all staff, and any measures the school may put in place

## **11.Roles and Responsibilities:**

**The Head Teacher is:** Mr David Thorp

**The Chair of Governors is:** Mrs Helen Lewis

**The Designated Safeguarding Person is:** Mrs Marion Sterritt

**The nominated Safeguarding Governor is:** Mrs Louise Hughes

**The nominated governor for dealing with allegations against the Head Teacher is:** Mrs Louise Hughes

**Those trained to provide cover for the role of Designated Safeguarding Person are:** Mr David Thorp, Mr Islwyn Phillips

## Appendix 1

### Legislation and Welsh Government policy

- [Social Care and Well-being \(Wales\) Act 2014](#)
- [The Adult Protection and Support Orders \(Authorised Officer\) \(Wales\) Regulations 2015](#)
- [Working Together to Safeguard People: Volume 1 — Introduction and Overview](#)
- [Working Together to Safeguard People: Volume 2 — Adult Practice Reviews](#)
- [Working Together to Safeguard People: Volume 4 — Adult Protection and Support Orders](#)
- [Working Together to Safeguard People: Volume 6 – Handling Individual Cases to Protect Adults at Risk](#)
- [Wales Safeguarding Procedures](#)
- [Mental Capacity Act 2005](#)

### Supported and Informed Decisions

Safeguarding actions should empower the adult as far as possible to make choices and to develop their own capacity to respond to them. Rights to safety need to be balanced with other rights, such as rights to liberty and autonomy, and rights to family life. Adults at risk, regardless of whether they have mental capacity or not may want highly intrusive help, such as the barring of a person from their home, or a person to be brought to justice. They may wish to be helped in less intrusive ways, such as through the provision of advice as to the various options available to them and the risk and advantages of these various options.

Any intervention regarding family or personal relationships needs to be carefully considered. The approach taken must consider how to support the adult to have the opportunity to develop, or maintain, a private life which includes those people with whom the adult at risk wishes to establish, develop, or continue a relationship. While abusive relationships never contribute to the well-being of an adult, interventions which remove all contact with family members may be experienced as an abusive intervention and risk breaching the rights to family life if not justified or proportionate.

### Mental Capacity Act 2005 (MCA)

All safeguarding considerations and decisions should take into account the requirements of the MCA and MCA Code of Practice.

Chapter 14 sets out “What means of protection exist for people who lack capacity to make decision for themselves”.

The Code of Practice (for Wales, revised 2016) to the Mental Health Act 1983 sets out in Chapter 13: Relationship between the Mental Health Act, the Mental Capacity Act and the Deprivation of Liberty Safeguards.