PARCHU EIN GILYDD
POLISI GWRTH-FWLIO

RESPECTING EACH OTHER
ANTI-BULLYING POLICY

YSGOL BRO GWYDIR

Polisi Gwrth Fwlio a gytunwyd gan y llywodraethwyr:

….Delyth Davies……(Llofnodwyd gan y Cadeirydd) ***……Tachwedd 2018……..Dyddiad***

……Meinir Jones……(Llofnodwyd gan y Pennaeth) ***……Tachwedd 2018……Dyddiad***

I'w adolygu: ……***Dyddiad***

1. Rhesymeg

Mae gan bawb yn Ysgol Bro Gwydir yr hawl i deimlo'n gartrefol, yn ddiogel a hapus. A dyma'r unig ffordd i holl aelodau'r ysgol allu cyrraedd eu llawn botensial. Mae unrhyw fath o fwlio yn rhwystro gweithredu cyfleoedd cyfartal. Mae gan bawb gyfrifoldeb i atal bwlio, ac yn y polisi hwn mae canllawiau i gynorthwyo'r ethos hon.

Os digwydd bwlio rhaid i ddisgyblion a dargedir fod yn ffyddiog y gall yr ysgol ddelio â'r broblem mewn modd effeithiol. Ein nod ni yw herio unrhyw fath o fwlio, cynyddu'r cydymdeimlad ag unrhyw ddisgybl/unigolyn a gaiff ei fwlio a helpu i ddatblygu ethos gwrth-fwlio o fewn yr ysgol.

Mae'r ddogfen yn amlinellu ein dull ni o weithredu yn Ysgol Bro Gwydir.

2. Nod ac amcanion y polisi

Nod – beth ydym yn gobeithio ei gyflawni

- Cyflawni cyfrifoldeb statudol yr ysgol i barchu hawliau ein disgyblion, eu diogelu a hyrwyddo eu lles
- Hyrwyddo dealltwriaeth gyffredin o beth yw bwlio
- Egluro ein dull o ymateb i adroddiadau o fwlio gan ystyried ein hoblygiadau cyfreithiol, a dangos ein hymrwymiad i sicrhau fod pob digwyddiad yn cael ei ymchwilio a'i drin gyda chysondeb
- Amlinellu'r strategaethau fyddwn yn eu defnyddio i hyrwyddo ethos gwrth-fwlio a pharchu amrywiaeth
- Amddiffyn lles yr holl ysgol a rhoi'r neges briodol i staff, disgyblion a rhieni/gofalwyr.

Amcanion – sut ydym yn bwriadu cyflawni ein nod

- Byddwn yn sicrhau bod rhieni, staff a disgyblion yn gwybod am ein polisi ac yn deall natur bwlio a'i effaith ar unigolion a chymdeithas
- Byddwn yn hyrwyddo diwylliant o barchu ein hunain ac eraill trwy raglen ysgol gyfan fel PATHs, SENSE, Amser Cylch, Rheolau Aur ac Amser Aur a thrwy raglenni cwricwlar y Cyfnod Sylfaen a Chyfnod Allweddol 2
- Byddwn yn parhau i ganolbwyntio ar barchu ein hunain ac eraill trwy: wasanaethau, Criw Clên, annog y cyngor ysgol i fod yn rhagweithiol ac ymgyrchoedd gwrth-fwlio
- Byddwn yn dangos nad yw bwlio'n dderbyniol trwy osod sancsiynau a byddwn yn cymryd camau i ddiogelu unigolion a grwpiau a dargedwyd
- Byddwn yn cofnodi pob achos o fwlio a chadw golwg ar themâu sy'n ail adrodd ac effeithioldeb y strategau i atal bwlio
- Byddwn yn herio plant sy'n bwlio mewn modd cadarn ac anfygythiol a'u darparu â chefnogaeth i herio eu hymddygiad problematig.

3. Cysylltiadau â Chanllawiau Cenedlaethol a Pholisïau Eraill yr Ysgol

Lluniwyd y polisi hwn i gydymffurfio â Deddf Hawliau Dynol 1998, Deddf Cydberthynas Hiliol 2000, Deddf Gwahaniaethau ar sail Anabled, Deddf Anghenion Addysgol Arbennig ac Anabledd 2001, Deddf yr Iaith Gymraeg 1993 a Deddf Cydraddoldeb 2010.

Datblygwyd y polisi hwn trwy gyfeirio at y dogfennau canlynol gan Lywodraeth Cymru:

- Parchu Eraill: Canllawiau Gwrth-Fwlio 2003

- Parchu Eraill: Cyfres Canllawiau Gwrth-Fwlio 2011
  - Bwlio ar sail hil, crefydd a diwylliant
  - Bwlio sy'n ymwneud ag anghenion addysgol arbennig ac anableddau
  - Seibrfwlio
  - Bwlio homoffobig
  - Bwlio rhywiaethol, rhywiol a thrawsffobig
  - Seibrfwlio
- Fframwaith Addysg Bersonol a Chymdeithasol (2008)
- Fframwaith dysgu Plant 3 i 7 oed yng Nghymru (2008)
- Trechu Troseddu Mewn Ysgolion - Protocol i'r Heddlu'n Cefnogi Ysgolion gyda Digwyddiadau o Droseddu ac Anhrefn. Dogfen Gyfeirio ar Gyfer Athrawon (2012)
- Canllawiau Amddiffyn Plant**.** Cymru Gyfan 2008

Ni ddylid edrych ar y polisi hwn ar ben ei hun gan fod ganddo gysylltiadau clir â'r polisïau ysgol canlynol:

- Ymddygiad Ysgol
- Diogelu plant
- Addysg Bersonol a Chymdeithasol (ABCh)
- Cydraddoldebau
- Disgyblu Staff
- Diogelwch ar y rhyngrwyd

4. Diffiniadau a therminoleg

Defnyddir sawl diffiniad o fwlio, ond rydym yn ei ystyried yn weithred sy'n fwriadol niweidiol sy'n targedu unigolyn neu grŵp, ei fod yn cael ei ail adrodd dros gyfnod o amser, (gan gydnabod y gall un digwyddiad yn unig achosi trawma i'r disgybl a gall gael ei gategoreiddio fel bwlio). Mae sawl gwahanol fath o fwlio, ond rydym yn cydnabod pedwar prif fath o fwlio sef:

- corfforol – sy'n cynnwys: taro, cicio, cymryd neu ddifrodi eiddo, aflonyddu rhywiol neu ymosod
- llafar – sy'n cynnwys: galw enwau, sarhau, gwneud sylwadau tramgwyddus a bygwth
- anuniongyrchol – sy'n cynnwys: lledu storïau cas neu storiâu am rywun, eithrio o grwpiau cymdeithasol,
- seibrfwlio – sy'n cynnwys: defnyddio ffôn symudol a'r rhyngrwyd (gan gynnwys safleoedd rhwydweithio cymdeithasol, e-bost, fideo a gwib negeseua), i achosi gofid i rywun arall.

5. Bwlio a Chydraddoldeb

Mae Ysgol Bro Gwydir yn cymryd agwedd ddifrifol iawn tuag at bob math o fwlio ac yn ystyried bwlio corfforol, llafar, anuniongyrchol a seibr yr un mor ddifrifol. Rydym yn cydnabod bod rhai grwpiau o ddisgyblion mewn perygl uwch o gael eu bwlio gan gynnwys:

- disgyblion gydag anghenion arbennig neu anabledd
- disgyblion lesbiad, hoyw, deuryw a thrawsrywiol, a
- disgyblion o gefndir ethnig lleiafrifol neu grefyddol

Mae Deddf Cydraddoldeb 2010 yn nodi naw nodwedd a amddiffynwyd (oed, newid rhyw, priodas a phartneriaeth sifil, beichiogrwydd a mamolaeth, hil, crefydd neu gredo, rhyw, a thueddiadau rhywiol).

O dan y ddeddf hon mae dyletswydd arnom i:

- gael gwared â gwahaniaethu anghyfreithlon, aflonyddu ac erlid ac ymddygiad arall a waherddir gan y Ddeddf;
- ymestyn cyfle cyfartal rhwng pobl gyda'r un nodwedd a amddiffynnwyd a rhai nad oes ganddynt rai; a
- meithrin perthynas dda rhwng pobl gyda nodwedd a amddiffynnwyd rhai nad oes ganddynt rai.

Rydym yn arbennig awyddus i fonitro achosion sy'n ymwneud ag unrhyw un o'r nodweddion a amddiffynnwyd. Bydd achosion o'r fath yn cael eu trin yn benodol gyda'r bwli (a'r rhieni / gofalwyr ble bo'n briodol) wrth reoli ar ôl y digwyddiad. Byddwn yn mabwysiadu ffordd fwy rhagweithiol o hyrwyddo parch tuag at amrywiaeth ac yn atal a lleihau effaith rhagfarn a gwahaniaethu os canfyddir tueddiadau sy'n awgrymu bod rhywbeth i bryderu amdano.

Gofelir, pan fo hynny'n angenrheidiol, i gofnodi unrhyw ddigwyddiadau o natur erlid rhywiol a gormesol yn unol â'r drefn a geir yn y Protocol Amddiffyn Plant.
Cofnodir achosion o fwlio gydag elfen neu anogaeth hiliol yn unol â disgwyliadau *"Canllawiau a Gweithdrefnau i Ddelio Gyda Digwyddiadau Hiliol".*

6. Datblygiad y polisi

Mae'r polisi hwn wedi'i addasu o fodel a ddatblygwyd gan yr awdurdod addysg lleol sydd wedi ymgynghori gyda'r canlynol:

- Swyddog Cyswllt yr Heddlu
- Cydlynydd Ysgolion Iach
- Gwaith Cymdeithasol Addysg
- Y Gwasanaeth Cefnogi Ymddygiad
- Ysgolion
- Iechyd Cyhoeddus Cymru
- Adnoddau Dynol.

Mae'r ysgol wedi ymgynghori gyda'r canlynol:

- Staff – gofynnwyd am adborth gan staff mewn cyfarfodydd
- Rhieni/gofalwyr – gofynnwyd am adborth gan rieni trwy wefan yr ysgol a holiaduron.
- Disgyblion – gofynnwyd am farn disgyblion trwy'r cyngor ysgol, holiadur ysgol, asesiadau ar gyfer dysgu a gwerthusiadau disgyblion o raglenni gwrthfwlio
- Llywodraethwyr – cafwyd adborth a chymeradwyaeth mewn cyfarfod.

7. Cyfrifoldebau allweddol

Gweithredu'r polisi a rheoli achosion neu drefniadau disgyblaethol	Pennaeth (llywodraethwyr os oes angen)

Ail unigolyn enwedig yn absenoldeb y pennaeth	Dirprwy Bennaeth
Addysg gwrth-fwlio	Cydlynydd ABCh
Diogelu Plant	Pennaeth/Dirprwy Bennaeth

Er mwyn cydymffurfio â'r gofynion hyn, bydd y pennaeth yn:
- Cadw trosolwg o lunio ac adolygu'r polisi hwn a sicrhau fod y staff, llywodraethwyr, rhieni/gofalwyr a disgyblion yn ei ddeall
- Goruchwylio a chydlynu dweud am ddigwyddiadau
- Cadw golwg ar fwlio i weld a oes angen gweithredu pellach
- Gweithio gyda phartneriaid allweddol i sicrhau ein bod yn hyrwyddo ethos gwrthfwlio ac yn ymateb yn briodol i dueddiadau sy'n ymddangos.

Bydd y cydlynydd ABCh yn gyfrifol am:
- Ffurfio rhaglenni astudiaeth ac ymgynghori gyda chydweithwyr i sicrhau darpariaeth trwy'r ysgol
- Cydlynu ymgyrchoedd gwrthfwlio achlysurol
- Trin anghenion datblygiad proffesiynol y staff sy'n cyflwyno'r rhaglen
- Ymgynghori gydag asiantaethau allanol a chydlynu eu hymwneud mewn mentrau gwrthfwlio
- Cadw golwg ar a gwerthuso'r rhaglen astudio a'r adnoddau a ddefnyddiwyd
- Ymgynghori â disgyblion ynghylch beth maent yn ei deimlo sydd ei angen i gadw pawb yn ddiogel a hapus.

8. Sgôp y Polisi

Mae'r polisi yn berthnasol yn bennaf i safle'r ysgol gan nad oes gan yr ysgol gyfrifoldeb uniongyrchol am fwlio sy'n digwydd mewn mannau eraill. Fodd bynnag, mae gennym fel ysgol ddiddordeb parhaus yn lles ac ymddygiad ein disgyblion, ac os byddwn yn clywed am fwlio y tu allan i dir yr ysgol sy'n effeithio ar ein disgyblion byddwn yn cymryd y camau priodol i ofalu amser am les ein disgyblion. Gall hyn gynnwys:
- Siarad â swyddog cyswllt yr heddlu i benderfynu ar y ffordd orau i ymateb i sefyllfa
- Dweud wrth gwmnïau bysys am unrhyw achosion ar gludiant yr ysgol
- Cefnogi plant a'u rhieni i gyfyngu'r niwed achosir gan seibr-fwlio, e.e. dileu unrhyw ddelweddau/negeseuon annifyr o'r we
- Siarad â disgyblion am sut i osgoi a delio ag achosion sy'n digwydd y tu allan i'r ysgol a beth allant ei wneud os gwelant rywun yn bwlio
- Cynnwys rhieni, aelodau'r gymuned leol a/neu asiantau allanol perthnasol
- Trafod gyda phennaeth yr ysgol arall pan fo disgyblion o'r ysgol arall yn gysylltiedig â bwlio
- Annog y plant i beidio â dioddef yn dawel.

9. I bwy mae'r polisi'n berthnasol?

Mae'r polisi'n berthnasol i bawb ar dir yr ysgol gan gynnwys yr holl staff, rhieni/gofalwyr, disgyblion a gwirfoddolwyr. Rydym yn cydnabod y bydd y rhan fwyaf o achosion o fwlio yn cynnwys plant yn bwlio disgyblion eraill, ond byddwn yn defnyddio egwyddorion y polisi

hwn i ymchwilio a thrin achosion sy'n cynnwys grwpiau ar dir yr ysgol. Mae canllaw ym mholisi disgyblu'r staff a bydd y camau a amlinellwyd yn ein polisi 'Diogelu Plant' yn cael ei weithredu os bydd plant yn dweud am achosion difrifol o fwlio y tu allan i'r ysgol.

10. Hybu'r polisi

- Bydd agweddau o'r polisi hwn yn cael eu cynnwys ym mhrosbectws yr ysgol, gwefan yr ysgol, llawlyfr staff a llawlyfr llywodraethwyr
- Mae fersiwn disgyblion wedi cael ei gymeradwyo gan ein cyngor ysgol
- Gofynnir i asiantau allanol sy'n cefnogi cynlluniau gwrth-fwlio weithio yn ôl y polisi hwn
- Bydd copïau llawn o'r polisi ar gael trwy ofyn amdano.

11. Cyflwyno addysg gwrthfwlio

Nod ein haddysg gwrth-fwlio yw hyrwyddo ethos o barch drosom ein hunain ac eraill. Rydym yn cydnabod ein bod yn byw mewn cymdeithas amrywiol a byddwn yn hyrwyddo dealltwriaeth a pharch dros bawb gan gynnwys: pobl o wahanol gefndiroedd hil, diwylliannol, crefyddol ac ieithyddol, pobl gydag anabledd corfforol a dysgu. Ni fydd ein rhaglen yn barnu, heb stereoteip na stigmateiddio. Ni ddylai credoau personol ac agwedd staff neu asiantau allanol ddylanwadu ar ein rhaglenni addysg. Mae cynlluniau mwy manwl ar gael yn y cynlluniau cwricwlwm Cyfnod Sylfaen ac ABCh.

11.1 Y Cyfnod Sylfaen

Bydd addysg gwrthfwlio yn y Cyfnod Sylfaen yn canolbwyntio ar ddatblygu'r sgiliau sydd eu hangen i adeiladu perthynas gadarnhaol o barch a chadw ein hunain yn ddiogel. Bydd yn cael ei addysgu o fewn cyd-destun datblygiad personol a chymdeithasol, lles ac amrywiaeth diwylliannol. Fel ym mhob agwedd o ddysgu yn y Cyfnod Sylfaen, mae addysg gwrth-fwlio'n cael ei gyflwyno trwy gydbwysedd o ddysgu trwy brofiad strwythuredig, gweithgareddau a gychwynnwyd gan y disgybl a rhai a gyfarwyddwyd gan ymarferwyr. Addysgir agweddau gwrthfwlio trwy themau trawsgwricwlaidd a rhaglenni i ddatblygu sgiliau cymdeithasol megis CAMAU ac Amser Cylch.

11.2 Cyfnod Allweddol 2 (CA2)

Y prif ganolbwynt fydd dwyn sylw at fwlio ac effaith cynnal diogelwch personol a pharhau i ddatblygu'r sgiliau personol a chymdeithasol sydd eu hangen i ddatblygu perthynas gadarnhaol. Bydd y cydlynydd ABCh yn gyfrifol am gydlynu cyflwyno addysg gwrth-fwlio a darparu cefnogaeth i athrawon dosbarth. Bydd gwersi TGCh yn gwneud cyfraniad gwerthfawr i atal seibr fwlio trwy hyrwyddo dealltwriaeth o ddiogelwch-e. Bydd athrawon dosbarth fel arfer yn gyfrifol am ddarparu'r rhaglen ynghyd â chyfraniad sylweddol gan swyddog cyswllt yr heddlu. Addysgir agweddau gwrthfwlio trwy themâu trawsgwricwlaidd a rhaglenni i ddatblygu sgiliau cymdeithasol megis CAMAU, SENSE, Amser Cylch a gwasanaethau parchu eraill a gwrthfwlio.

11.3 Adnoddau ac ymwneud asiantau/mentrau allanol

Yn achlysurol byddwn yn gweithio gyda mentrau priodol i gyfrannu i agweddau arbennig o'r rhaglen. Gofynnir iddynt weithio o fewn terfynau'r polisi hwn.

Y Cyfnod Sylfaen

- Swyddog cyswllt yr heddlu
- Cwmnïau theatr mewn addysg
- CAMAU
- Amser Cylch

Cyfnod Allweddol 2

- Swyddog cyswllt yr heddlu
- Cwmnïau theatr mewn addysg
- CAMAU
- SENSE

11.4 Datblygiad proffesiynol parhaus

- Bydd staff yn cael cyfle i fynychu cyrsiau priodol
- Bydd staff yn cael mynychu sesiynau a gyflwynwyd gan asiantau allanol
- Bydd ymarfer da yn cael ei ledaenu trwy arsylwi dosbarth, cymunedau dysgu proffesiynol a thrafodaeth mewn cyfarfodydd staff.

11.5 Addysg rhieni

- Byddwn yn hysbysu rhieni / gofalwyr pan fo asiantau allanol yn cyflwyno sesiynau
- Byddwn yn rhoi gwybodaeth i a chynnal digwyddiadau addysgol i rieni/ gofalwyr fel bo'r angen (e.e. oherwydd digwyddiad neu i adolygu polisi).

12.0 Rheoli digwyddiadau a gysylltwyd â bwlio

12.1 Mathau o ddigwyddiadau

Gall digwyddiad fod yn annisgwyl, felly mae gennym ganllawiau manwl yn eu lle i gefnogi staff wrth gymryd camau priodol. Fel arfer bydd bwlio yn golygu disgyblion yn bwlio disgyblion eraill ond rydym yn cydnabod y gall fod yna achosion o aelodau o staff yn cael eu bwlio gan ddisgyblion neu'r gwrthwyneb. Os bydd disgybl yn dweud ei fod yn cael ei fwlio gan rieni/gofalwyr neu oedolion eraill bydd yn cael ei drin fel mater amddiffyn plant. Gall y math o ddigwyddiad gynnwys: galw enwau, ymosod corfforol, bygwth, dylanwadu ar, lledaenu gwybodaeth bersonol am rywun a gwahardd. Bydd pob achos yn cael ei drin o ddifrif a bydd y pennaeth yn cael ei hysbysu. Pan fo angen penderfynu ynghylch y gweithredu mwyaf priodol, bydd lles a diogelwch disgyblion a'r holl ysgol yn flaenoriaeth. Bydd achosion yn cael eu hymchwilio er mwyn cael y darlun cyfan (weithiau bydd gan blant sy'n bwlio gefndir o gamdriniaeth/bwlio gan eraill) Byddwn yn hysbysu heddwas cyswllt yr ysgol pan ddatgelir neu amheuir gweithgaredd troseddol.

12.2 Ymateb i achosion

Gweithredir fel a ganlyn:

- Siarad gyda'r unigolion sy'n gysylltiedig ag unrhyw ddigwyddiad o fwlio a gofnodwyd
- Siarad gyda rhieni/gofalwyr y dioddefwyr a'r gormeswyr honedig
- Cyfeirio digwyddiadau difrifol at sylw'r cydlynydd gwrth-fwlio
- Gwahodd rhieni/gofalwyr y disgyblion dan sylw i ddod i'r ysgol i drafod y digwyddiad
- Hysbysu'r pennaeth ar unwaith
- Gweithredu'n gyflym ac yn briodol.

12.3 Cefnogaeth i'r Unigolyn a Dargedwyd

Bydd yr ysgol yn cynnig cymorth rhagweithiol, llawn cydymdeimlad a chefnogaeth i blant a dargedwyd gan fwli. Penderfynir natur yr ymateb gan anghenion arbennig yr unigolyn, a gall gynnwys:

- ymateb ar unwaith i rwystro'r digwyddiad, a diogelu'r unigolyn
- cadarnhad positif mai dweud am y digwyddiad oedd y peth cywir i'w wneud
- rhoi sicrwydd nad yr unigolyn a dargedwyd oedd yn gyfrifol am ymddygiad y bwli
- strategaethau i atal digwyddiadau pellach
- mynegi cydymdeimlad ac empathi
- cynghori
- cysuro cyfeillgar
- hyfforddiant pendantrwydd/datblygu hunan barch

- goruchwyliaeth/monitro ychwanegol
- creu grŵp cefnogi
- cymodi/mentora cyfoedion
- hysbysu/cynnwys rhieni/gofalwyr
- oedolyn yn cymodi rhwng gormeswr a dioddefydd (gan ofalu nad yw'r perygl yn cynyddu i'r un a dargedwyd)
- trefnu i adolygu cynnydd.

12.4 Cefnogaeth i'r bwli
Mae Ysgol Bro Gwydir yn cymryd agwedd ddifrifol iawn tuag at fwlio, ac yn mabwysiadu dulliau cefnogol, pragmataidd, a cheisio datrys problemau mewn modd fydd yn galluogi gormeswyr i addasu eu hymddygiad. Credwn fod defnyddio sancsiynau yn yr ysgol yn ddefnyddiol i hyrwyddo newid ac i ddangos i rai sy'n bwlio nad yw eu hymddygiad yn dderbyniol. Bydd yr ymateb yn cael ei benderfynu gan anghenion unigol y plentyn a difrifoldeb y digwyddiad a gall gynnwys:

- gwobrau/atgyfnerthu cadarnhaol i blant er mewn hyrwyddo newid a rheoli ymddygiad annerbyniol
- gweithredu ar unwaith i rwystro bwlio sy'n digwydd
- gofalu fod bwlis yn sylweddoli nad yw eu hymddygiad yn dderbyniol
- colli manteision awr ginio/amser chwarae
- anfon plant i 'gyfnod cosb'
- eu tynnu allan o ddosbarth/grŵp
- hysbysu rhieni/gofalwyr
- cynghori/cyfarwyddiadau ar ffyrdd gwahanol o ymddwyn
- cyfeirio at sylw'r gwasanaeth cynhwysiad cymdeithasol
- bod yn gyfryngwr rhwng y bwli a'r un a dargedwyd (os yn dderbyniol)
- cyfnod pendant o waharddiad
- gwaharddiad parhaol (mewn achosion difrifol a allai gynnwys trais).

13. Cofnodi achosion

Cedwir cofnod o BOB achos o fwlio ar ffurflen Bwlio Conwy.

Enwebwyd y Pennaeth i fod yn gydlynydd Gwrth-fwlio ac i fod yn gyfrifol am fonitro, adolygu, gwerthuso a chyflawni dyletswyddau prosesau cofnodi digwyddiadau perthnasol i'r polisi hwn.

Ar ôl ymgynghori gyda disgyblion, rheini/gofalwyr a staff llunnir adroddiad blynyddol i'r corff llywodraethol fydd yn nodi nifer y digwyddiadau, a thynnu sylw at unrhyw dueddiad sydd wedi ymddangos. Gall rhieni/gofalwyr ofyn am gael gweld yr wybodaeth hon.

14. Cyfrinachedd a diogelu plant

Efallai y bydd angen cychwyn y Drefn Amddiffyn Plant lleol os yw diogelwch neu les disgybl (neu ddisgybl arall) dan fygythiad. **Mae dyletswydd ar y bobl broffesiynol sy'n ymwneud i gyfnewid gwybodaeth er mwyn diogelu "plentyn" gan gadw at Weithdrefnau Amddiffyn Plant Cymru Gyfan 2008.** Ni all athrawon na phobl broffesiynol addo cyfrinachedd diamod i ddisgyblion mewn achosion o fwlio a dylid gwneud hyn yn glir o'r cychwyn.

Os bydd disgybl yn datgelu gwybodaeth sy'n sensitif, nad yw'n gyffredinol hysbys ac mae'r disgybl yn gofyn iddo beidio cael ei ddatgelu, bydd yn cael ei drafod gyda'r pennaeth/cydlynydd diogelu. Bydd y cais yn cael ei anrhydeddu, fodd bynnag bydd cyfrinachedd yn cael ei dorri yn groes i ewyllys y disgybl pan:

- fo problem diogelu
- mae bywyd unigolyn mewn perygl o niwed difrifol i eraill
- *trosedd yn cael ei datgelu.*

Fodd bynnag, byddwn yn gwneud pob ymdrech i hysbysu'r disgybl yn gyntaf, esbonio pam fod angen i hyn ddigwydd a chael caniatâd y disgybl ynghylch y modd mae'r ysgol yn bwriadu defnyddio unrhyw wybodaeth sensitif.

15. Monitro ac arfarnu

- Bydd y polisi hwn yn cael ei adolygu bob 3 blynedd neu'n amlach os yw'n briodol. Mae hyn yn unol â'n cynllun gwella ysgol.
- Bydd y cydlynydd ABCh a'r cydlynydd cyfnod sylfaen yn gyfrifol am adolygu addysg gwrthfwlio'n rheolaidd i sicrhau fod rhaglenni yn ymateb i anghenion disgyblion a bod amgylchedd dysgu cefnogol yn cael ei gynnal ar gyfer pawb.
- Mae'r pennaeth a'r corff llywodraethol yn gyfrifol am fonitro digwyddiadau (e.e. nifer, natur, canlyniadau digwyddiadau a sawl cyfeiriad a wnaed at asiantau allanol) ac adolygu trefniadau rheoli digwyddiadau.
- Bydd y pennaeth yn sicrhau fod y canfyddiadau o arfarniadau staff, rhieni a disgyblion yn cyfrannu at broses hunan arfarnu ein hysgol ac at y broses adolygu polisiau.

ANTI-BULLYING POLICY

1. Anti-bullying policy

Everyone at Ysgol Bro Gwydir has the right to feel welcome, secure and happy. Only if this is the case will all members of the school community be able to achieve their maximum potential. Bullying of any sort can prevent this and limits equality of opportunity. It is everyone's responsibility to promote antibullying and this policy contains guidelines to support this ethos.

Where bullying exists the children must feel confident that the school will deal with it effectively. It is our aim to challenge attitudes about bullying behaviour, increase understanding for bullied pupils and help build an anti-bullying ethos in the school.

This document outlines how we make this possible at Ysgol Bro Gwydir

2. Aims and objectives of the policy

Aims – what we hope to achieve

- To fulfil the school's statutory responsibility to respect the rights of our pupils, to safeguard them and promote their welfare
- To promote a common understanding of what bullying is
- To clarify our approach regarding responding to reports of bullying incidents with due regard for our legal obligations, and to demonstrate our commitment to ensuring that every reported incident is investigated and dealt with consistently
- To outline the strategies we will use to promote an anti bullying ethos and a respect for diversity
- To protect the well being of the whole school community and give appropriate messages to staff, pupils and parents/carers

Objectives – how we plan to achieve our aims

- We will ensure that parents, staff and pupils know about our policy and understand the nature of bullying and its effects on individuals and communities
- We will promote a culture of respecting ourselves others through whole school programmes such as PATHs, Circle Time, Golden Rules and Golden Time and through curricular programmes in the Foundation Phase and Key Stage 2
- We will maintain the focus on respecting ourselves and others through: assemblies, Playground Pals, encouraging the school council to be proactive and anti bullying campaigns
- We will demonstrate that bullying behaviour is unacceptable through imposing sanctions and we will take action to safeguard targeted individuals and groups
- We will record all incidents of bullying and monitor for re-occurring themes and the effectiveness of strategies for preventing bullying
- We will challenge children who exhibit bullying behaviour in a firm and non aggressive way and provide them with support to change their problematic behaviour

3. Links to national guidance and other school policies

This policy has been written to comply with the Human Rights Act 1998, The Race

Relations Act 2000, The Disability Discrimination Act, The Special Educational Needs and Disability Act 2001, The Welsh Language Act 1993 and the Equalities Act 2010.

This policy has been developed with reference to the following Welsh Government documents:

- Respecting Others: Anti Bullying Guidance (2003)
- Respecting Others: Anti Bullying Guidance Series (2011)
    - Bullying around race, religion and culture
    - Bullying around special educational needs and disabilities
    - Homophobic bullying
    - Sexist, sexual and transphobic bullying
    - Cyber bullying
- Personal and Social Education Framework (2008)
- The Framework for Children's Learning for 3 to 7 Year Olds in Wales (2008)
- School Crime Beat Policy – A Protocol for Police Supporting Schools with Incidents for Crime and Disorder. A Reference Document for School Staff (2012)
- All Wales Child Protection Procedures (2008)

This policy should not be seen in isolation as it has clear links with the following other school policies:

- School Behaviour
- Safeguarding Children
- Personal and Social Education (PSE)
- Equalities
- Staff Disciplinary
- Internet safety

4. Definitions and terminology

There are many definitions of bullying but we consider it to be deliberately hurtful behaviour, targeting an individual or group that is often repeated over a period of time (although we recognise that a one off incident which leaves a victim traumatised could be categorised as bullying) Bullying can take many forms but we recognise 4 main types:

1. Physical – including: physical assault, taking or damaging belongings, sexual harassment and aggression
2. Verbal – including: name calling, insulting, making offensive remarks and threatening
3. Indirect – including: spreading nasty rumours or stories about someone and exclusion from social groups
4. Cyber bullying – including: using mobile phones and the internet (including social networking sites, e mail, video and instant messaging) to deliberately upset or threaten someone

5. Bullying and Equalities

Ysgol Bro Gwydir takes all forms of bullying seriously and regards physical, verbal, indirect and cyber bullying equally seriously. We acknowledge that certain groups of pupils are at a higher-than-average risk of being bullied, including:

- pupils with special needs or a disability;
- lesbian, gay, bisexual and transgender pupils; and
- pupils from a minority ethnic or religious background.

The Equalities Act 2010 identified 9 protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).

Under this Act we have a duty to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act;
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not; and
- foster good relations between people who share a protected characteristic and those who do not.

We are particularly concerned to monitor incidents which relate to any of the protected characteristics. This could include pupils being targeted because someone in their family has a protected characteristic. In such cases these issues will be specifically addressed with the bully (and parents/carers where appropriate) in the course of post incident management. If trends are identified which suggest causes for concern, we will take a more proactive approach to promoting respect for diversity and preventing and mitigating the effects of prejudice and discrimination.

Incidents of bullying which amount to sexual harassment and aggression will where necessary be recorded in line with and invoke the Child Protection Protocol and Procedures.
Incidents of bullying with racist content or motivation will be recorded in line with the "Guidelines and Procedures for Dealing with Racist Incidents".

6. Development of the policy

This policy has been adapted from a template developed by the local education authority who consulted with:

- School Community Police Officers (SCPO)
- Healthy Schools Coordinators
- Education Social Work
- Behaviour Support Service
- Schools
- Public Health Wales
- Human Resources

As a school we consulted with:

- Staff – feedback from staff was sought through meetings
- Parents/carers – feedback from parents/carers was sought through the school website and letters.
- Pupils – pupil's opinions were sought through the school council, school questionnaires, assessment for learning and pupil evaluations of anti bullying programmes
- Governors – feedback and approval was obtained at a meeting

7. Key responsibilities

Implementation of policy and management of reported incidents or disciplinary procedures	Head teacher (Governors if required)
Second named person in absence of the head teacher	Deputy Head teacher
Anti Bullying education	PSE Coordinator
Safeguarding Children	Head teacher/Deputy Head

To comply with this policy, the Head teacher will:

- Oversee formulation and review of the policy and ensure that it is understood by the governors, staff, parents/carers and pupils
- Oversee and co-ordinate reporting incidents
- Monitor bullying incidents to identify whether further action is necessary
- Work with key partners to ensure that we promote an anti bullying ethos and respond appropriately to any emerging trends

The PSE coordinator will be responsible for

- Formulating programmes of study and liaising with colleagues to ensure provision across the school
- Coordinating periodic anti bullying campaigns
- Addressing the professional development needs of staff delivering the programme
- Liaising with outside agencies and coordinating their involvement with anti bullying initiatives
- Monitoring and evaluating the programme of study and the resources used
- Consulting with pupils about what they feel is needed to keep everyone safe and happy

8. Scope of the policy

This policy applies primarily to our school premises as the school does not have direct responsibility for incidents which take place outside school premises. However we have an enduring interest in the welfare and conduct of all our pupils and if we hear about bullying outside school which impacts on our pupils we will take appropriate steps to fulfil our duty of care. These could include:

- Talking to our School Police Liaison officer to identify an appropriate course of action
- Inform transport company of incidents on school buses
- Supporting children and their parents to contain the damage caused by cyber-bullying, e.g. by getting offensive messages and images removed from the web
- Talking to pupils about how to avoid and handle incidents which take place outside school and what they can do if they witness bullying
- Involving parents, members of the local community and/or appropriate outside agencies
- Talking to the head of another school where their pupils are involved in incidents
- Encouraging children not to suffer in silence

9. Who does the policy apply to?

The policy applies to everyone on school premises including all staff, parents/carers, pupils and volunteers. We recognise that most bullying incidents will involve children bullying other pupils but we will use the principles of this policy to investigate and deal with incidents involving other groups on school premises. There is guidance in the staff disciplinary policy to cover incidents involving staff and the strategies outlined in our 'Safeguarding Children' policy will be implemented if children report serious incidents of bullying outside school

10. Promotion of the policy

- Aspects of this policy will be included in our school prospectus, the school website, the staff handbook and governor handbook
- A pupil friendly version has been approved by our school council
- Outside agencies supporting anti bullying initiatives will be asked to work to this policy
- Full copies of the policy will be made available on request

11. Delivery of anti bullying education

The aim of our anti bullying education is to promote an ethos of respect for ourselves and others. We recognise that we live in a diverse society and will promote understanding and respect for everyone including: people from different racial, cultural, religious and linguistic backgrounds, people with physical and learning disabilities. Our programme will be non-judgemental without stereotyping and stigmatising. The personal beliefs and attitudes of staff or external agencies should not influence our education programmes. More detailed plans are available in the Foundation Phase, and PSE curriculum plans.

11.1 Foundation Phase

Anti bullying education in the Foundation phase will focus on developing the skills needed to build positive respectful relationships and keep ourselves safe. It will be taught within the context of Personal and Social Development, Well being and Cultural Diversity. As in all aspects of learning in the Foundation phase anti bullying education is delivered through a balance between structured experiential learning, pupil initiated activities and those directed by practitioners. Anti-bullying aspects are taught through the medium of cross curricular themes am programmes such as PATHS to develop social skills.

11.2 Key Stage 2 (KS2)

The main focus will be on raising awareness of bullying and the effects maintaining personal safety and continuing to develop the personal and social skills necessary to build positive relationships. The PSE coordinators will be responsible for coordinating the delivery of anti bullying education and providing support to class teachers. ICT lessons will also make a valuable contribution to preventing cyber bullying through promoting understanding about E-safety. Class teachers will usually be responsible for providing the programme, together with a substantial contribution from the School Community Police Officer. Anti-bullying aspects are taught through the medium of cross curricular themes and programmes such as PATHS, SENSE, Circle Time and respecting others and anti-bullying assemblies.

11.3 Resources and the involvement of external agencies/initiatives

Occasionally we will work with appropriate initiatives to contribute to particular aspects of the programme. They will be asked to work within the parameters of this policy.

Foundation Phase

- School Community Police Officer
- Theatre in Education Companies
- PATHS
- Circle Time

Key Stage 2

- School Community Police Officer
- Theatre in Education Companies
- PATHS
- SENSE

11.4 Continuing professional development

- Staff will be given the opportunity to attend appropriate courses
- Staff will sit in on sessions delivered by external agencies
- Good practice will be shared through classroom observations, Professional Learning Communities and discussions in staff meetings

11.5 Parental education

- We will inform parents/carers when outside agencies are involved in delivering sessions
- We will give information to and host education events for parents/carers as and when required (for example due to occurrence of incidents or review of policy)

12. Management of bullying related incidents

12.1 Types of incidents

Incidents can happen unexpectedly so we have detailed guidance in place to support staff to take appropriate action. Bullying incidents will usually involve pupils bullying other pupils but we recognise that there may be incidents of staff members being bullied by pupils or vice versa. If pupils report being bullied by parents/carers or other adults this will be treated as a child protection issue. The type of incidents could include: name calling, physical assault, threatening behaviour, manipulation, sharing personal information about someone and exclusion. All cases will be treated seriously and reported to the head teacher. In decisions about the appropriate course of action to take, the wellbeing and safety of pupils and the whole school community will be the immediate priority. Cases will be investigated to get the whole picture (sometimes children who exhibit bullying behaviour have a history of being victims of bullying/abuse) Where criminal activity is disclosed or suspected we will report the matter to the School Community Police Officer.

12.2 Responding to incidents

Actions taken will include:

- Speaking to the individual pupils involved in any reported incident of bullying
- Speaking to the parents/carers of both the alleged bully/bullies and targeted individual(s)
- Referring serious incidents to the anti bullying co-ordinator
- Inviting the parents/carers of the pupils involved into school to discuss the incident
- Notifying the Head promptly
- Implementing appropriate action swiftly

12.3 Support for the targeted individual

The school will offer a proactive, sympathetic and supportive response to children who are the targeted individuals of bullying. The exact nature of the response will be determined by the particular child's individual needs and may include:

- immediate action to stop the incident and secure the child's safety
- positive reinforcement that reporting the incident was the correct thing to do
- reassurance that the targeted individual is not responsible for the behaviour of the bully
- strategies to prevent further incidents
- sympathy and empathy
- counselling
- befriending
- assertiveness training/raising self esteem
- extra supervision/monitoring
- creation of a support group
- peer mediation/peer mentoring
- informing/involving parents/carers
- adult mediation between the perpetrator and the targeted individual (provided this does not increase the targeted individual's vulnerability)
- arrangements to review progress

12.4 Support for the bully

Ysgol Bro Gwydir takes bullying behaviour very seriously and will adopt a supportive, pragmatic, problem-solving approach to enable bullies to modify their behaviour. As a School we believe the positive use of sanctions can be useful in demonstrating to bullies that their behaviour is unacceptable and in promoting change. The exact nature of the response will be determined by the particular child's individual needs and the seriousness of the incident and may include:

- rewards/positive reinforcement for children in order to promote change and bring unacceptable behaviour under control
- immediate action to stop an incident of bullying in progress
- engagement with the bully to reinforce the message that their behaviour is unacceptable
- loss of lunch/break time privileges
- detention
- removal from class/group
- parents/carers informed
- counselling/instruction in alternative ways of behaving
- referral to social inclusion service
- mediation between the perpetrator and the targeted individual (if agreeable)
- fixed periods of exclusion
- permanent exclusion (in extreme cases which may involve violence)

13. Recording of incidents

Records will be maintained for ALL bullying related incidents on the Conwy ‘Bullying Incident’ form.

The Head teacher has been assigned the specific role as the Anti-Bullying co-ordinator and will be responsible for the monitoring, review, evaluation and reporting processes inherent within this policy.
Following the consultation with pupils, parents/carers and staff an annual report will be made to the Governing Body which will highlight the extent of the incidents occurring and detail any trends which may have emerged. This information will be available to parents/carers on request.

14. Confidentiality and safeguarding

It may be necessary to invoke local Child Protection Procedures if a pupil's safety or welfare (or that of another pupil) is under threat. **A duty is placed upon those professionals involved to exchange information in order to safeguard a "child" adhering to the All Wales Child Protection Procedures 2008.** Teachers and professionals cannot offer unconditional confidentiality to pupils in bullying incidents and this should always be made clear at the outset.

If a pupil discloses information which is sensitive, not generally known and which the pupil asks not to be passed on, it will be discussed with the head teacher/safeguarding coordinator. The request will be honoured, however confidentiality will be broken against the wishes of a pupil when:

- There is a safeguarding issue
- The life of a person is at risk of serious harm to others
- *Criminal offences are disclosed*

However, we will make every effort to inform the pupil first, explain why this needs to happen and secure the pupils agreement to the way in which the school intends to use any sensitive information.

15. Monitoring and evaluation

- This policy will be reviewed every 3 years or more often if appropriate. This is in line with our school improvement plan.
- The PSE coordinator and Foundation Phase coordinator are responsible for reviewing anti-bullying education regularly to ensure that programmes are responsive to the needs of pupils and that a supportive learning environment is maintained for all.
- The head teacher and governing body are responsible for monitoring incidents (e.g. the number, nature, outcomes of incidents and how many referrals were made to outside agencies) and reviewing incident management procedures.
- The head teacher will ensure that the findings from staff, parent/carer and pupil evaluations contribute to our school's self-evaluation process and to the policy review process.