



POLISI ATAL BWLIO YSGOL EIFIONYDD

Bwriad Ysgol Eifionydd wrth lunio'r datganiad hwn yw:-

- Gostwng y nifer a gwneud i ffwrdd, lle mae hynny'n bosibl, ag achosion lle y caiff disgyblion a staff eu bwlio, waeth ym mha fodd.
- Sicrhau awyrgylch sy'n gofalu am ddisgyblion a staff a'u diogelu.
- Sefydlu trefn a fydd yn cael ei dderbyn gan holl staff a disgyblion yr ysgol.

Diffiniad

Gellir diffinio bwlio fel “ymddygiad gan un neu ragor o bobl sy'n cael effaith andwyol neu niweidiol ar unrhyw unigolyn, boed yn effaith gorfforol neu emosiynol”.

Gosod Safonau

Mae pob math o fwlio yn annerbyniol, waeth sut y caiff ei wneud neu ba esgusodion a roddir i'w gyfiawnhau.

- Mae'r ysgol yn cydnabod yr effaith andwyol ar ddisgyblion neu staff sy'n cael eu bwlio a bydd yn gweithredu i leihau'r peryglon.
- Rhoddir cefnogaeth i'r sawl sydd yn cael ei f/bwlio.
- Cydnabyddir yr effaith andwyol a gaiff bwlio ar berfformiad disgyblion neu aelodau o staff ac mae'r ysgol yn gwneud ymrwymiad i ddelio gyda phob math o fwlio.

Amcanion :

1. Gweithredu polisi a fyddai wedi ei dderbyn gan holl aelodau staff yr ysgol.
2. Sicrhau naws yn yr ysgol sy'n cyfleu bod yr ysgol yn gymdeithas sy'n gwerthfawrogi pob aelod o'r gymdeithas honno.
3. Annog rhyngweithrediad rhwng yr athro a'r plentyn. Mae'r argraff a wna'r athro ar y plentyn yn hynod bwysig mewn ysgolion - mae pawb yn dysgu anghenion neu ddulliau ymddygiad oddi wrth yr athrawon. Mae'r parch y mae athrawon yn ei ddangos at ddisgyblion yn annog plant i barchu'i gilydd.
4. Sicrhau fod y cwricwlwm yn berthnasol a'r un mor werthfawr i holl blant yr ysgol. Mae perygl i rai plant deimlo eu bod yn fethiant a cheisio bod yn llwyddiannus mewn agweddau eraill o fywyd e.e. bwlio neu gamymddwyn.
5. Ceisio annog polisi disgyblaeth deg a chyson. Mae ymrwymiad pob athro i'r polisi disgyblaeth yn bwysig. Trwy gadw at reolau byddai awyrgylch o ddiogelwch a sefydlogrwydd yn cael ei greu i bawb.

Mewn achosion o fwlio, fe ystyrir y priddoldeb cyfeirio o dan y drefn Amddiffyn Plant.

Gweithredu i Ddelio gyda Bwlio

Mewn ymdrech i ddelio gyda Bwlio, bydd yr ysgol yn sefydlu ac yn cynnal, ymysg eraill, y mesurau isod:

- Rhannu swyddogaethau a dyletswyddau penodol ar lefel staff fel y gellir canfod achosion, monitro ymddygiad a rhoi ôl ofal priodol.
- Cadw record fanwl o unrhyw achosion honedig o fwlio a'r camau a gymerwyd yn dilyn yr honiad. Cedwir y cofnodion yn bennaf gan y Pennaeth Blwyddyn/Pennaeth Cynorthwyol Bugeiliol.
- Edrych ar fesurau ataliol megis newid amgylchedd neu drefniadau os oes angen i leihau perygl achosion o fwlio.
- Sefydlu fforwm disgyblion fel y gellir trafod materion cyfredol sy'n ymwneud â bwlio ac i'r fforwm greu polisi bwlio i'w rannu gyda'r disgyblion.
- Ceisio sicrhau fod plant yn gweld athrawon yn rheolaidd yn ystod yr egwyl ac ati ac yn cael cyfle i siarad â'r athrawon yn ystod y cyfnodau hynny. Bydd hyn yn arwain at leihad yn yr achosion o fwlio ar dir yr ysgol. Mae'r Pennaeth Cynorthwyol Bugeiliol ar gael am 'drop in' pob diwnrod am 1 o'r gloch.
- Clustnodi 'Bydi' ar gyfer pob disgybl ym mlwyddyn 7.
- Sicrhau bod tîm o fentoriaid cymar ar ddyletswydd yn ystod amser egwyl / cinio yn y Porth.
- Sefydlu cwrs anwytho ar gyfer y disgyblion newydd i'w helpu i setlo yn yr ysgol ac i ddatblygu hyder yn eu hamgylchedd newydd.
- Gofalu fod modiwl yn cyfeirio at 'fwlio' yn rhaglen Addysg Bersonol a Chymdeithasol y ddwy flynedd gyntaf yn yr ysgol.
- Gofalu fod gweithgareddau addas yn cael eu trefu yn ystod yr wythnos gwrthfwlio.
- Sefydlu trefn o adnabod achosion o fwlio.
- Hyfforddi staff ar sut i weithredu'r polisi yn effeithiol.
- Sicrhau cysondeb yn ymateb athrawon i fwlio.
- Gweithredu i gymodi rhwng disgyblion ble mae gwrthdaro wedi digwydd.
- Ble mae'n briodol, cosbi'r sawl sy'n gyfrifol am fwlio.

Gweithredu

Mae'r fforwm bwlio / Cyngor Ysgol wedi creu Polisi Bwlio ar y cyd gyda'r Pennaeth Cynorthwyol Bugeiliol.

Polisi Wrth Fwlio

Beth ydi Bwlio?

Y bwriad gan unigolyn i frifo, bygwth neu ddychryn rhywun ar fwy nag un achlysur.

Beth i'w wneud os ydych yn cael eich bwlio.

1. Anwybyddwch. Peidiwch dangos bod hi/ef/nhw yn cael effaith arnoch.
2. Dywedwch wrth eich tiwtor, Pennaeth Blwyddyn neu aelod o staff yr ydych yn teimlo'n gyffyrddus yn siarad gyda neu ysgrifennwch nodyn gyda'r wybodaeth berthnasol a'i roi yn y Blwch Bwlio sydd wedi ei leoli y tu allan i'r Porth.
3. Dywedwch wrth eich bydi neu ddisgybl arall i adrodd yr hanes yn ôl i'r Pennaeth Blwyddyn.
4. Dywedwch wrth eich rhiant / gwarcheidwad. Mae croeso iddynt gysylltu â'r ysgol i drafod.

Beth i'w wneud os ydych yn nabod neu weld rhywun sy'n cael ei fwlio?

1. Byddwch yn ffrind i'r dioddefwr bwlio.
2. Dywedwch wrth aelod o staff. Peidiwch ag annog bwlio. Os ydych yno a ddim yn gwneud dim byd rydych yn rhan o'r bwlio.

Polisi Wrth Fwlio

Beth sy'n digwydd nesaf?

1. Gwnaiff aelod o staff (fel arfer y Pennaeth Blwyddyn) siarad gyda chi am y sefyllfa. Mi fydd y dystiolaeth yn cael ei ysgrifennu.
2. Gwnaiff aelod o staff (fel arfer y Pennaeth Blwyddyn) gydag eich caniatâd siarad gyda'r bwli honedig.
3. Byddwn yn cynllunio strategaethau gwella i'r dioddefwr, e.e.. gwneud staff yn ymwybodol o'r sefyllfa, symud dosbarthiadau, cwmsela, defnydd o lyfr log i gofnodi tystiolaeth.
4. Caniatáu 'r dioddefwr a'r bwli i gwrdd â thrafod y matersy'n arwain at ddatrys y broblem. Mi fydd systemau monitor yn cael ei roi yn ei lle.
5. Os mae'r bwlio yn parhau bydd rhieni/gwarcheidwad yn cael ei galw mewn a fydd y bwli yn cael ei gosbi.

Rôl Rhieni / Gwarcheidwaid:

Gall rhieni/gwarcheidwaid hefyd chwarae rhan hanfodol bwysig drwy:

- sôn wrth eu plant am bwysigrwydd ymddwyn yn gymdeithasol briodol.

- roddi gwybod ar unwaith am unrhyw amheuon sydd ganddynt naill ai ynghylch y sawl sy'n dioddef effeithiau bwlio neu'r sawl sy'n gyfrifol am fwlio disgyblion eraill.
- gefnogi'r ysgol yn eu hymdrech i atal bwlio.

Trefniadau Asesu

Er mwyn asesu effeithiolrwydd y polisi hwn, defnyddir y safonau canlynol at ddiben mesur perfformiad.

- Amrywiadau yn nifer yr achosion y ceir gwybod amdanynt dros gyfnod o amser sydd yn cael ei nod ii sylw'r Swyddfa Addysg.
- Canlyniadau blynyddol Holiaduron Lles y disgyblion.

Yr amcan yn y pen draw ydy darparu amgylchedd lle nad oes ynddo fygythiad nac ofn, sef amgylchedd ddiogel.

CANLLAWIAU I ATHRAWON WRTH YMDRIN AG ACHOSION HONEDIG O FWLIO

- Ceisiwch ddeall pa mor ddrwg y gall bwlio effeithio ar rai plant.
- Ceisiwch adnabod pwy sy'n bwlio, ymhle mae'r bwlio yn digwydd a phryd
- Ceisiwch adnabod pwy sy'n dueddol o gael eu bwlio.
- Byddwch yn weithredol yn y broses o wared bwlio o'r ysgol.
- Sicrhewch fod yr iard a'r coridorau yn fannau hapus a diogel i ddisgyblion.
- Gwrandewch ar y gwyn. Byddwch yn gefnogol.
- Credwch stori'r plentyn a pherchwch ei farn a'i sicrhau ei fod wedi gwneud yn iawn wrth ddod atoch.
- Gofynnwch gwestiynau 'niwtral pen agored' agored:
 - Beth ddigwyddodd?
 - Pwy sy'n gyfrifol?
 - Ble a phryd ddigwyddodd hyn?
 - Beth wnest ti ddweud a'i wneud ar y pryd?
 - Pa mor aml mae hyn yn digwydd?
 - Ai dyma'r tro cyntaf?
 - Wnaeth rhywun arall weld neu glywed hyn?
 - Wyt ti wedi siarad â rhywun arall am hyn?
 - Sut wyt ti'n teimlo?
- Peidiwch â gwneud i'r plentyn deimlo ei fod yn gyfrifol am y sefyllfa neu fod y broblem yn un ddibwys. Ni ddylai'r plentyn deimlo'n euog am greu'r sefyllfa.
- Cedwch gofnod manwl o'r hyn y mae'r disgybl yn ei honni. Cofiwch nodi'r dyddiad a'r amser y gwnaethpwyd yr honiadau. Cyfeiriwch y mater yn syth i sylw'r Pennaeth Blwyddyn neu aelod o'r Uwch Dîm Rheoli.
- Pennaeth Blwyddyn i ddilyn y camau priodol gwelir ar y daflen pwrpasol. Atodiad A

CANLLAWIAU I STAFF ATODOL - YMATEB I ACHOSION O FWLIO

- Ceisiwch ddeall pa mor ddrwg y gall bwlio effeithio ar rai plant.
- Ceisiwch adnabod pwy sy'n bwlio, ymhle mae'r bwlio yn digwydd a phryd
- Ceisiwch adnabod pwy sy'n dueddol o gael eu bwlio.
- Byddwch yn weithredol yn y broses o wared bwlio o'r ysgol.
- Sicrhewch fod yr iard a'r coridorau yn fannau hapus a diogel i ddisgyblion.
- Os honna disgybl ei fod yn cael ei fwlio, gwrandewch ar y gwyn a byddwch yn gefnogol.
- Gofynnwch gwestiynau pen agored i'r plentyn e.e.:
 - Beth ddigwyddodd?
 - Pwy sy'n gyfrifol?
 - Ble a phryd ddigwyddodd hyn?
 - Beth wnest ti ddweud a'i wneud ar y pryd?
 - Pa mor aml mae hyn yn digwydd?
 - Ai dyma'r tro cyntaf i hyn ddigwydd?
 - Wnaeth rhywun arall weld neu glywed hyn?
 - Wyt ti wedi siarad â rhywun arall am hyn?
 - Sut wyt ti'n teimlo?
- Peidiwch â gwneud i'r plentyn deimlo ei fod yn gyfrifol am y sefyllfa neu fod y broblem yn un ddibwys. Ni ddylai'r plentyn deimlo'n euog am greu'r sefyllfa.
- Peidiwch ag addo cyfrinachedd i'r disgybl, eglurwch fod gennych ddyletswydd i drosglwyddo'r wybodaeth i sylw'r Dirprwy neu'r Pennaeth Blwyddyn perthnasol.
- Adroddwch ar lafar i'r Dirprwy Bennaeth neu'r Pennaeth Blwyddyn perthnasol am unrhyw honiadau a wnaed gan ddisgyblion. Bydd y Dirprwy neu'r Pennaeth Blwyddyn yn cadw cofnod o'r ffaith eich bod wedi trosglwyddo'r wybodaeth.



PREVENTION OF BULLYING POLICY

YSGOL EIFIONYDD

The aim of Ysgol Eifionydd in drawing up this statement is to:

- Reduce the number and, wherever possible, eliminate cases where pupils or staff are bullied, whatever the nature of the bullying
- Ensure that there is a caring and safeguarding atmosphere at the school.
- Establish a procedure that will be acceptable to the school's members of staff and pupils.

Definition

Bullying can be identified as “behaviour by one or more people that has a deleterious or harmful effect on an individual, whether it is a physical or an emotional effect.”

Setting standards

Any kind of bullying is unacceptable, whatever way it is conducted and whatever reason is given to justify it.

- The school recognises the deleterious effect bullying has on pupils or staff and will act to diminish the dangers.
- Support will be given to those being bullied.
- The school recognises the deleterious effect that bullying has on pupils or members of staff' performance and makes a commitment to deal with all kinds of bullying.

Objectives

1. Implement a policy that will have been accepted by all members of staff and pupils.
2. Ensure that the atmosphere at the school reflects a community where all members are appreciated.
3. Encourage co-operation between teachers and pupils. The impression the teacher makes on a pupil is extremely important in schools - it is the teacher who sets a standard and a mode of behaviour. The respect the teachers show towards pupils encourages pupils to respect each other.
4. Ensure that the curriculum is relevant and of value to all pupils at the school. There is a danger that certain pupils will feel that they are a failure and try to be successful in other aspects of life e.g. bullying or misbehaviour.
5. Endeavour to encourage fair and consistent discipline. It is important that all members of staff are committed to the discipline policy. By adhering to the rules it is possible to create a safe and secure atmosphere for everyone.

In cases of bullying, consideration will be given regarding the appropriateness of referring under Child Protection guidelines.

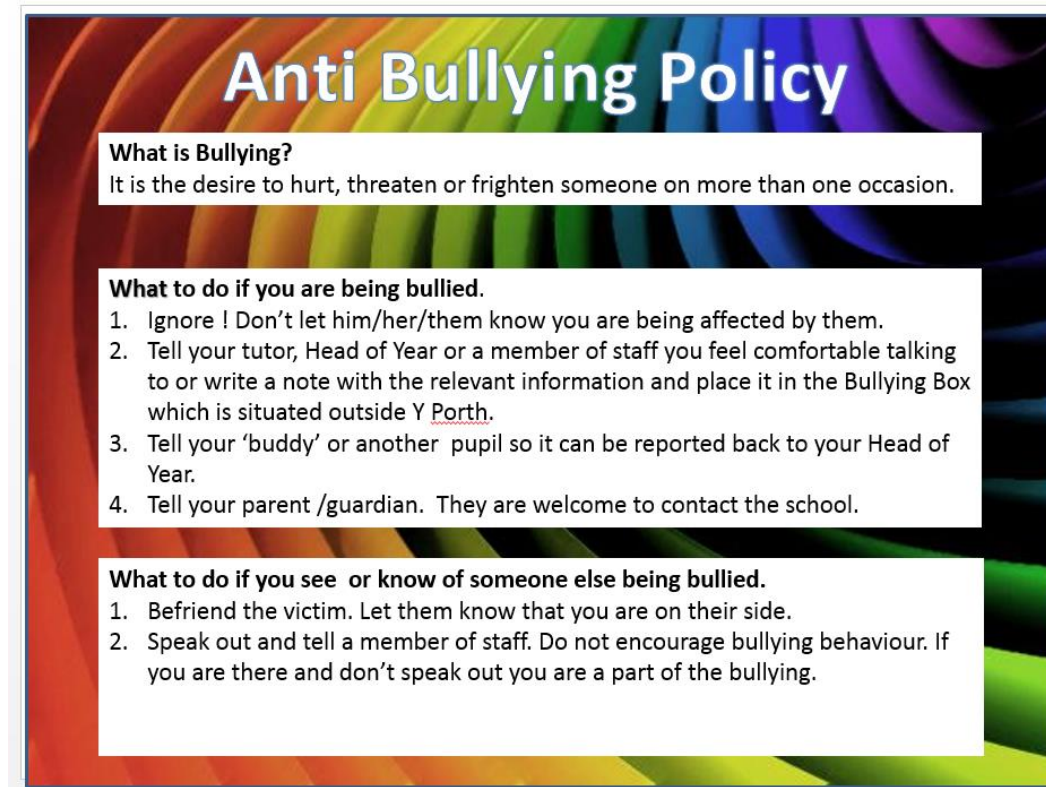
Action to Deal with Bullying

In an attempt to deal with bullying, the school will set up and maintain, amongst others, the following measures:

- Share specific roles and duties on staff level so that cases can be identified, behaviour monitored and appropriate after care provided.
- Keep a detailed record of any alleged cases of bullying and the steps taken following the allegation. Records will be mainly kept by the Head of Year and the Assistant Head (Pastoral).
- Consider taking preventive measures, if necessary, such as adapting the environment or arrangements to diminish the danger of encountering cases of bullying.
- Set up a pupil forum to discuss current issues relating to bullying and to produce a bullying policy to be shared to the pupils
- Try to ensure that pupils see members of staff regularly during interval etc. and have an opportunity to talk to them. As a result there will be less cases of bullying on school grounds. The Assistant Head (Pastoral) is available for 'drop-ins' for pupils at 1 o'clock every day.
- Ensure that all year 7 pupils have a 'Buddy' assigned to them.
- Ensure that a team of mentors are on duty during lunch time at the 'Porth'.
- Set up an induction course for new pupils to help them settle at school and gain confidence in their new environment.
- Ensure that a module on "bullying" is included in the Personal and Social Education Programme prepared for Year 7 and Year 8 pupils. Ensure that activities are organised for the anti bullying week.
- Set up a procedure to identify cases of bullying.
- Train all members of staff to ensure that they carry out the policy effectively.
- Ensure that all members of staff respond in a consistent manner to cases of bullying.
- When there has been discord between pupils, take steps to encourage reconciliation.
- Where appropriate, punish the pupil responsible for bullying.

Action

The Bullying forum / School Council have produced a bullying policy in consultation with the Assistant Headteacher Pastoral.

A slide titled "Anti Bullying Policy" with a background of colorful, overlapping circles. The text is presented in white boxes on a dark background.

Anti Bullying Policy

What is Bullying?
It is the desire to hurt, threaten or frighten someone on more than one occasion.

What to do if you are being bullied.

1. Ignore ! Don't let him/her/them know you are being affected by them.
2. Tell your tutor, Head of Year or a member of staff you feel comfortable talking to or write a note with the relevant information and place it in the Bullying Box which is situated outside Y Porth.
3. Tell your 'buddy' or another pupil so it can be reported back to your Head of Year.
4. Tell your parent /guardian. They are welcome to contact the school.

What to do if you see or know of someone else being bullied.

1. Befriend the victim. Let them know that you are on their side.
2. Speak out and tell a member of staff. Do not encourage bullying behaviour. If you are there and don't speak out you are a part of the bullying.

A slide titled "Anti Bullying Policy" with a background of colorful, overlapping circles. The text is presented in white boxes on a dark background.

Anti Bullying Policy

What Happens Next?

1. A member of staff (usually the head of Year) will talk to you about the situation. All the evidence will be recorded.
2. A member of staff (usually the head of Year) with your permission will speak to the suspected bully.
3. Coping strategies will be used to help resolve and monitor the situation, e.g. staff will be made aware of the situation, the pupils can move class, counselling can be put in place, the use of a log book to record evidence.
4. Both the suspected bully and the victim can meet up with the member of staff to resolve the issues. Monitoring strategies will be put into place.
5. If the bullying continues parents/guardians will be informed and the bully will be punished.

Role of Parents / Guardians:

Parents/guardians can also play a vitally important part by:

- Talking to their children about the importance of suitable social behaviour.
- Informing the school immediately if they have any suspicions regarding either the person being bullied or the person responsible for bullying other pupils.
- Supporting the school in its efforts to prevent bullying.

Assessment Procedures

In order to assess the effectiveness of this policy, the following standards are used to measure performance.

- Variations in the number of cases reported over a period of time and reported to the Education Authority.
- Results of the Welfare questionnaire conducted every year.

The ultimate aim is to provide a learning environment where there is no threat or fear, and that it is a safe environment.

GUIDELINES FOR TEACHERS WHEN DEALING WITH ALLEGED CASES OF BULLYING

- Try to understand how badly bullying can effect some children.
- Try to identify who is bullying, where the bullying takes place and when.
- Try to identify who tends to be bullied.
- Be active in the process of eliminating bullies from the school.
- Ensure that the playground and corridors are safe and happy places for pupils.
- Listen to the complaint. Be supportive.
- Believe the pupil's story and respect his/her opinion and ensure him/her that he/she has acted appropriately in coming to you.
- Ask "neutral," open-ended questions:
 - What happened?
 - Who is responsible?
 - Where and when did this happen?
 - What did you say and do at the time?
 - How often does this happen?
 - Is this the first time?
 - Did anyone else see or hear this?
 - Have you spoken to anyone else about this?
 - How do you feel?
- Do not make the child feel that he/she is responsible for the situation or that the problem is a trivial one. The child should not feel guilty for creating the situation.
- Keep a detailed record of what the pupil alleges happened. Remember to note the date and time the allegations were made. Refer the matter immediately to the attention of the Head of Year or to a member of the Senior Management Team
- The Head of Year to follow the steps listed on the specific form. Appendix A

GUIDELINES TO MEMBERS OF STAFF - RESPONDING TO CASES OF BULLYING

- Try to understand how badly bullying can effect some children.
- Try to identify who is bullying, where the bullying takes place and when.
- Try to identify who tends to be bullied.
- Be active in the process of eliminating bullies from the school.
- Ensure that the playground and corridors are safe and happy places for pupils.
- If a pupil alleges that he is being bullied, listen to the complaint and be supportive.
- Ask open-ended questions to the pupil:
 - What happened?
 - Who is responsible?
 - Where and when did this happen?
 - What did you do and say at the time?
 - How often does this happen?
 - Is this the first time that this has happened?
 - Did anyone else see or hear this?
 - Have you spoken to anyone else about this?
 - How do you feel?
- Do not make the child feel that he/she is responsible for the situation or that the problem is a trivial one. The child should not feel guilty for creating the situation.
- Do not promise the pupil that you will keep the matter confidential, explain that you have a responsibility to transfer the information to the attention of the Deputy Head or to the appropriate Head of Year.
- Present an aural report to the Deputy Head or to the relevant Head of Year about any allegations made by pupils. The Deputy Head or the Head of Year will keep a record of the fact that you have communicated the information.