Polisi Gwrth-fwlio (2018)

Anti-Bullying Policy (2018)

Cafodd y polisi hwn ei gymeradwyo gan Gorff Llywodraethu Ysgol Morgan Llwyd.

This policy was approved by the Governing Body of Ysgol Morgan Llwyd.

Llofnodwyd ar ran
y Corff Llywodraethu

Signed on behalf of
the Governing Body

___________________________ _______________

Aled Roberts

Dyddiad / *Date*

Cadeirydd Bwrdd Llywodraethu
Ysgol Morgan Llwyd

Chair of the Board of Governors
Ysgol Morgan Llwyd

Adolygiadau

Caiff y polisi hwn ei adolygu pob tair blynedd.

Reviews

This policy will be reviewed every three years.

Dyddiad Adolygiad *Revision Date*	**Cadeirydd** *Chair*	**Llofnod** *Signature*	**Dyddiad** *Date*

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Datganiad o Fwriad

Rydym wedi ymrwymo i ddarparu amgylchedd cyfeillgar a diogel i bob disgybl er mwyn iddynt ddysgu mewn awyrgylch ymlaciol a diogel. **Nid yw unrhyw fath o fwlio yn dderbyniol yn ein hysgol ni**. Os yw bwlio'n digwydd, dylai bob un disgybl allu dweud gan wybod y bydd pob digwyddiad yn cael ymateb cyflym ac effeithiol. Rydym yn ysgol sy'n **DWEUD -** mae hyn yn golygu bod unrhyw un sydd yn gwybod bod bwlio yn digwydd yn dweud wrth staff yr ysgol.

Nodau'r Polisi Hwn

- Dylai pob llywodraethwr, athro/awes, staff ategol, disgyblion a rhieni ddeall beth yw bwlio.
- Dylai pob llywodraethwr, athro/awes, staff ategol, wybod beth yw polisi'r ysgol ar fwlio a'i ddilyn pan mae bwlio'n digwydd.
- Fel ysgol, rydym yn cymryd bwlio yn ddifrifol. Dylem sicrhau bod disgyblion a rhieni yn cael y neges yn glir y byddant yn cael cefnogaeth yr ysgol.
- Ni fydd bwlio yn cael ei dderbyn.

Beth yw Bwlio?

"Mae bwlio yn difetha cydbwysedd pŵer ac yn achosi niwed emosiynol neu gorfforol ar fwriad i berson arall neu grŵp o bobl dro ar ôl tro. Ni ystyrir achosion ar ei ben ei hun o ymddygiad niweidiol, pryfoclyd neu ddadleuon rhwng unigolion yn bwlio."(diffiniad Torfaen, 2008**)**

Mae pum nodwedd gydnabyddedig o fwlio:

- Mae'n ymddygiad bwriadol, niweidiol
- Caiff ei ailadrodd dros gyfnod o amser
- Mae'n anodd i'r rhai sy'n cael eu bwlio i

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a relaxed and secure atmosphere. ***Bullying of any kind is unacceptable at our school.*** *If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a* ***TELLING*** *school. This means that anyone who knows that bullying is happening is expected to tell the staff.*

Objectives of this Policy

- *All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.*
- *All governors, teaching and non-teaching staff should know what the school policy is on bullying and follow it when bullying is reported.*
- *As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.*
- *Bullying will not be tolerated.*

What is Bullying?

"Bullying behaviour abuses an imbalance of power to repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behaviour, teasing or arguments between individuals would not be seen as bullying" *(Torfaen definition 2008)*

There are five recognised features of bullying:

- *It is deliberate, hurtful behaviour*
- *It is repeated over a period of time*
- *It is difficult for those being bullied to defend*

amddiffyn eu hunain

- Mae'n anodd i'r sawl sy'n bwlio dysgu ymddygiadau cymdeithasol newydd
- Mae’r rhai sy'n bwlio gyda phŵer ac yn ymarfer y weithred o bŵer yn amhriodol dros eraill.

Yn ôl ein disgyblion a'n rhieni, mae bwlio yn rhywun sy’n achosi gofid neu niwed yn fwriadol ac yn gwneud iddynt deimlo’n ofnus ar sawl achlysur.

Yn gyffredinol, mae bwlio yn dilyn un o bedair ffurf:

- Yn anuniongyrchol - bod yn anghyfeillgar, lledaenu sibrydion, poenydio (e.e. cuddio bagiau neu lyfrau)
- Corfforol – gwthio, cicio, taro, dyrnu, slapio neu unrhyw fath o drais
- Llafar - galw enwau, pryfocio, bygythiadau, coegni (sarcasm), sylwadau cam-drin rhywiol, bod yn sarhaus
- Seiber – pob maes o gamddefnyddio'r rhyngrwyd megis negeseuon e-bost cas a / neu fygythiol, camddefnyddio blogiau, gwefannau gemau, ystafelloedd sgwrsio rhyngrwyd a negeseua sydyn, bygythiadau symudol trwy negeseuon testun a galwadau, camddefnyddio technoleg gysylltiedig â chyfleusterau camera a fideo

Er nad yw’n rhestr gynhwysfawr, mae enghreifftiau cyffredin o fwlio yn cynnwys:

- Bwlio hiliol
- Bwlio homoffobaidd
- Bwlio yn seiliedig ar anabledd, gallu, rhyw, ymddangosiad neu amgylchiadau.

Nid yw bwlio yn cynnwys:

- Disgyblion yn dadlau gyda'i gilydd
- Digwyddiadau gwahanedig
- Disgyblion yn dewis peidio â chymdeithasu â'i gilydd.

Pam ei bod yn bwysig Ymateb i Fwlio?

Mae bwlio yn brifo. Nid oes neb yn haeddu cael ei fwlio. Mae gan bawb yr hawl i gael eu trin â pharch. Mae angen i ddisgyblion sy'n bwlio dysgu ffyrdd gwahanol o ymddwyn.

Gweithdrefnau

1 Adrodd digwyddiad o fwlio i aelod o staff

2 Gyda chaniatâd y dioddefwr, Pennaeth Blwyddyn i wneud ymholiadau

3 Digwyddiadau ac adroddiadau gan bawb sy’n ymwneud a hwy i gael eu cofnodi

4 Os yw’r adroddiadau yn wahanol i’w gilydd, dylid

themselves

- *It is difficult for those who bully to learn new social behaviours*
- *Those who bully have and exercise power inappropriately over others.*

According to our pupils and parents, bullying is someone intentionally causing distress or harm or making them feel scared on a number of occasions.

Bullying generally takes on one of four forms:

- *Indirect being unfriendly, spreading rumours, tormenting (e.g. hiding bags or books)*
- *Physical pushing, kicking, hitting, punching, slapping or any form of violence*
- *Verbal name-calling, teasing, threats, sarcasm, sexually abusive comments, insulting*
- *Cyber All areas of internet misuse, such as nasty and/or threatening emails, misuse of blogs, gaming websites, internet chat rooms and instant messaging*

  Mobile threats by text messaging and calls

  Misuse of associated technology i.e camera and video facilities

Although not an exhaustive list, common examples of bullying include:

- *Racial bulling*
- *Homophobic bullying*
- *Bullying based on disability, ability, gender, appearance or circumstances.*

Bullying does not consist of:

- *Pupils arguing with one another*
- *Isolated incidents*
- *Pupils choosing not to socialise with one another.*

Why is it important to Respond to Bullying?

Bullying hurts. No one deserves to be bullied. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Procedures

1 Report bullying incidents to staff.

2 With the victim’s permission, Head of Year to investigate incident

3 Incidents and accounts of those involved to be recorded

holi tystion

5 Dylid gwrando ar y ddwy ochr

6 Gyda chaniatâd y ddwy ochr, cynnal sgwrs gyda hwy yn canolbwyntio ar eu teimladau (yn hytrach nac ar bwy ddywedodd beth a.y.b gan fod hyn wedi ei drafod eisoes)

7 Mewn achosion difrifol, rhaid cysylltu â'r rhieni gan ofyn iddynt ddod i'r ysgol i gyfarfod a thrafod y broblem

8 Cadw mewn cysylltiad â phawb sy'n ymwneud â′r achos tan mae diweddglo boddhaol wedi ei chyflawni.

Allbynnau

1 Gellir gofyn am ymddiheuriad diffuant gan y bwli(s). Gall canlyniadau eraill ddigwydd hefyd.

2 Yn y digwyddiad cyntaf, dylid rhoi rhybudd i'r bwli. Mewn digwyddiadau eraill, dylid cosbi.

3 Gall cosbau gynnwys: cerdyn cinio, cymryd breintiau, aros i mewn amser cinio, gwaharddiad o weithgareddau, gwaharddiad mewnol neu waharddiad allanol yn dibynnu ar ddifrifoldeb yr achos.

4 Mewn rhai achosion dylid ystyried parthio.

5 Os yn bosib, gyda chaniatâd y dioddefwr, bydd y disgyblion yn cymodi.

6 Ar ôl ymholi a delio gyda digwyddiadau, bydd monitro agos gan y tiwtor a'r Pennaeth Blwyddyn er mwyn sicrhau nad yw'r bwlio yn parhau.

7 Dylid cynnig cefnogaeth i'r dioddefwyr mewn ffyrdd sydd yn dderbyniol iddynt e.e. cwnsela. Gwirio dyddiol, 'buddy', arwyddion cudd, Rhaglen Cefnogi Myfyrwyr.

8 Dylid cefnogi'r bwli i newid ei h/ymddygiad trwy e.e. cwnsela, rheolaeth dicter, Rhaglen Cefnogi Myfyrwyr.

Ataliad

Byddwn yn defnyddio amrediad o weithgareddau i helpu disgyblion arbed bwlio. Pan yn briodol, gallent gynnwys:

- Ysgrifennu rheolau ysgol
- Arwyddo cytundeb ymddygiad
- Ysgrifennu storïau neu farddoniaeth neu dynnu llun am fwlio
- Darllen storïau am fwlio neu ddarllen y storïau yn y dosbarth/mewn gwasanaeth
- Defnyddio drama
- Trafodaeth am fwlio a pham mae'n digwydd
- Hyfforddiant i staff ynglŷn â symptomau a gweithdrefnau
- Atgoffa disgyblion a rhieni am y polisi a

4 If accounts differ, witnesses should be questioned

5 Both sides should be listened to

6 With permission from both sides, facilitate a discussion with them focusing on their feelings (as opposed to who said what etc. as this will already have been discussed)

7 In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem

8 Keep in contact with all those involved until a satisfactory resolution has been reached.

Outcomes

1 The bully (bullies) may be asked to genuinely apologise. Other consequences may also take place.

2 In initial occurrences, a warning should be given. In subsequent occurrences, punishments should be given.

3 Punishments may include: lunchtime card, withdrawal of privileges, lunchtime detention, exclusion from activities, internal exclusion or external exclusion depending on the severity of the occurrence.

4 In some cases zoning should be considered

5 If possible, with the victim's permission, the pupils will reconcile.

6 After the incidents close monitoring will take place by the tutor and Head of Year in order to ensure that the bullying does not continue.

7 The pupil should be offered support in ways which are acceptable to him/her e.g. counselling, daily checks, buddy, hidden codes, Students' Assistance Programme.

8 The bully should be supported to change his/her behaviour via e.g. counselling, anger management, Students' Assistance Programme.

Prevention

We will use a variety of methods to help children prevent bullying. As and when appropriate, these may include:

- *Writing a set of rules*
- *Signing a behaviour contract*
- *Writing stories and poems or drawing pictures about bullying*
- *Reading stories about bullying or having them read to a class or assembly*
- *Using role play*
- *Having discussions about bulling and why it matters*
- *Staff training regarding symptoms and procedures*

gweithdrefnau

- Cynnal cystadlaethau cynllunio posteri yn rhoi canllawiau ar sut i ymdrin â bwlio a'u harddangos yn yr ysgol
- Gwobrwyo disgyblion am ymddygiad cyfrifol e.e. adrodd ar neu atal bwlio
- Codi ymwybyddiaeth y disgyblion ar rôl y cynghorwr o'r NSPCC a'r gweithiwr Lles Ysgolion
- Gofyn i ddisgyblion lenwi holiadur
- Gwneud trefniadau gofalus ar gyfer disgyblion sy'n trosglwyddo o flwyddyn 6 i 7

ATODIAD A

Canllawiau i ddisgyblion

Os ydych yn cael eich bwlio:

- Ceisiwch aros yn dawel ac edrych mor hyderus ag sy'n bosib
- Byddwch yn bendant a chlir - edrychwch ym myw eu llygaid a dywedwch wrthynt am beidio
- Ewch i ffwrdd o'r sefyllfa cyn gynted ag sy'n bosib
- Peidiwch â galw enwau, bygwth neu daro'r bwli/s - byddai hyn yn lleihau'r hyn y gall yr ysgol ei wneud i ymateb i'r digwyddiad
- Dywedwch wrth oedolyn beth ddigwyddodd ar unwaith.

Ar ôl i chi gael eich bwlio

- Dywedwch wrth aelod o staff yn yr ysgol
- Dywedwch wrth eich teulu
- Os yr ydych ofn dweud wrth oedolyn ar ben eich hunan, gofynnwch i ffrind ddod gyda chi
- Parhewch i godi eich llais ar y mater hyd nes y bydd rhywun yn gwrando ac yn gwneud rhywbeth amdano
- Cymrwch fantais o unrhyw gymorth a gynigir

Wrth beidio dweud gall y bwlio fynd yn waeth – ddim wrth ddweud!

ATODIAD B

Arwyddion a Symptomau

Gall plentyn ddangos arwyddion neu ymddygiad a all olygu ei f/bod yn cael ei f/bwlio. Dylai oedolion fod yn ymwybodol o'r arwyddion posibl a dylent ymholi os yw plentyn yn:

- *Reminding pupils and parents about the policy and procedures*
- *Having competition to design posters giving guidelines on how to deal with bullying and displaying them around the school.*
- *Rewarding pupils for responsible behaviour e.g. reporting or preventing bullying*
- *Raising the pupils' awareness of the role of the NSPCC counsellor and the Education Welfare Officer.*
- *Asking pupils to fill in a questionnaire*
- *Making careful arrangements for transferring from year 6 to year 7*

APPENDIX A

Guidelines for Pupils

If you are being bullied:

- *Try to stay calm and look as confident as you can.*
- *Be firm and clear – look them in the eye and tell them to stop.*
- *Get away from the situation as quickly as possible.*
- *Don't insult, threaten or hit the bully/ies – doing so would tie the school's hands as far as responding to the incident is concerned.*
- *Tell an adult what happened straight away*

After you have been bullied:

- *Tell a member of staff in the school*
- *Tell your family*
- *If you are scared to tell an adult by yourself, ask a friend to come with you*
- *Keep speaking up until someone listens and does something to stop the bullying*
- *Take advantage of any support offered*

The bullying can get worse by not telling rather than by telling!

APPENDIX B

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- ofn cerdded i neu o’r ysgol
- ddim eisiau mynd i’r ysgol ar y bws
- mynnu cael ei ddreifio i’r ysgol
- newid ei d/threfn arferol
- gwrthod mynd i’r ysgol (ffobia ysgol)
- dechrau colli ysgol
- colli hyder, swil, pryderus, atal dweud arno/arni
- ceisio neu fygwth hunanladdiad neu redeg i ffwrdd
- crio i gysgu neu’n cael hunllefau
- teimlo’n sâl yn y bore
- dechrau gwneud yn wael yn yr ysgol
- dod adref gyda dillad wedi rhwygo, llyfrau wedi eu difrod
- eiddo yn mynd ‘ar goll’ neu wedi eu difrod
- gofyn am arian neu arian yn mynd ar goll (i dalu’r bwli)
- ‘colli’ arian cinio yn aml
- gydag anafiadau a chleisiau heb eglurhad
- dod adref bron â llwgu (rhywun wedi cymryd ei arian/cinio
- dod yn dreisgar, aflonyddgar, afresymol
- bwlio plant eraill neu frawd neu chwaer
- ddim yn bwyta
- ofn dweud beth sydd o’i le
- yn rhoi esgusodion annhebygol am unrhyw un o’r uchod
- ofn defnyddio’r rhyngrwyd neu ffôn symudol
- nerfus pan dderbynnir neges i ffwrdd o’r we
- dangos diffyg canolbwyntio
- ddim eisiau mynd allan
- brifo ei hun
- aros wrth ymyl oedolion

- *is frightened of walking to or from school*
- *doesn’t want to go on the bus*
- *begs to be driven to school*
- *changes their usual routine*
- *is unwilling to go to school (school phobic)*
- *begins to truant*
- *becomes withdrawn, anxious, or lacking in confidence, starts stammering*
- *attempts or threatens suicide or runs away*
- *cries themselves to sleep at night or has nightmares*
- *feels ill in the morning*
- *begins to do poorly in school work*
- *comes home with clothes torn or books damaged*
- *has possessions which are damaged or ‘go missing’*
- *asks for money or starts stealing (to pay the bully)*
- *has dinner or other monies continually ‘lost’*
- *has unexplained cuts or bruises*
- *comes home starving (money/lunch has been stolen)*
- *becomes aggressive, disruptive or unreasonable*
- *is bullying other children or siblings*
- *stops eating*
- *is frightened to say what is wrong*
- *gives improbable excuses for any of the above*
- *is afraid to use the internet or mobile phone*
- *is nervous and jumpy when a cyber message is received*
- *shows a lack of concentration*
- *doesn’t want to go out*
- *is self-harming*
- *stays near adults*

Canllawiau i Rieni

Os ydych yn amau bod eich plentyn yn cael ei b/fwlio:

- Byddwch yn ymwybodol o’r arwyddion a symptomau a ddisgrifiwyd yn y polisi
- Siaradwch â’ch plentyn mewn modd tawel
- Nodwch yr hyn mae eich plentyn yn ei

Guidelines for parents

If you suspect that your child is being bullied:

- *Be aware of the signs and symptoms as described in the policy*
- *Calmly talk to your child about it*

ddweud, yn enwedig pwy, pryd, ble, pa mor aml

- Peidiwch â chytuno i'w gadw yn gyfrinach – cysurwch eich plentyn ei bod/fod wedi gwneud y peth cywir wrth ddweud wrthych
- Siaradwch â'r Pennaeth Blwyddyn. Ceisiwch beidio â chynhyrfu – cofiwch efallai y bydd ganddo/ganddi ddim syniad beth sydd wedi digwydd neu ei f/bod wedi clywed fersiwn gwahanol
- Helpwch eich plentyn ymarfer strategaethau gweiddi fel 'Na!', cerdded yn hyderus
- Rhowch gyfle i'ch plentyn sôn am ei th/deimladau
- Os ydych eisiau cymorth pellach, cysylltwch â'r ysgol

- *Make a note of what your child says, particularly who, when, where, how often*
- *Don't agree to keep it a secret – reassure your child that telling you was the right thing to do*
- *Talk to the Head of Year. Try to stay calm – remember that s/he may not be aware of what has happened or may have heard conflicting accounts*
- *Help your child to practise strategies like shouting 'No!', walking confidently*
- *Give your child a chance to talk about his/her feelings*
- *If you feel that you need more help, contact the school*

Atodiad C

Cyfeiriadau a Llenyddiaeth Defnyddiol:

Bullying Online

www.bullying.co.uk

Childline

Royal Mail Building

Studd Street

Llundain

N1 0QW

0207 239 1000

Childline Cymru

Alexandra Hospital

Marine Drive

Rhyl

LL18 3AS

01745 345111

Kidscape

www.kidscape.org.uk

2 Grosvenor Gardens

Llundain

SW1 0DH

0207 730 3300

Ffacs: 0207 730 7081

Llinell gymorth: 0845 120 5204

Parentline Plus

520 Highgate Studios

Appendix C

Useful Addresses and Literature:

Bullying Online

www.bullying.co.uk

Childline

Royal Mail Building

Studd Street

London

N1 0QW

0207 239 1000

Childline Cymru

Alexandra Hospital

Marine Drive

Rhyl

LL18 3AS

01745 345111

Kidscape

www.kidscape.org.uk

2 Grosvenor Gardens

London

SW1 0DH

0207 730 3300

Fax: 0207 730 7081

Helpline: 0845 120 5204

Parentline Plus

520 Highgate Studios

52-79 Highgate Road

52-79 Highgate Road

Kentish Town

Llundain

NW5 1TL

0808 800 2222

Ymgyrch Gwrth-Fwlio

185 Tower Bridge Road

Llundain

SE1 2UF

0207 378 1446 (9.30-17.00)

Llenyddiaeth

101 Ways to deal with Bullying, A Guide for Parents

Michelle Elliott, Hodder

Bullying Wise Guide

Michelle Elliott, Hodder

Helping Children cope with Bullying

S. Lawson, Sheldon Press

Parchu Eraill Canllawiau Gwrth-fwlio,

Cylchlythyr rhif :23/2003,

Llywodraeth Cynulliad Cymru

Llyfrynnau am ddim gan Kidscape

Keep them safe

Stop Bullying!

You can Beat Bullying! A Guide for Young People

Kentish Town

London

NW5 1TL

0808 800 2222

Anti-Bullying Campaign

185 Tower Bridge Road

London

SE1 2UF

0207 378 1446 (9.30-17.00)

Literature

101 Ways to deal with Bullying, A Guide for Parents

Michelle Elliott, Hodder

Bullying Wise Guide

Michelle Elliott, Hodder

Helping Children cope with Bullying

S. Lawson, Sheldon Press

Respecting Others: Anti-Bullying Guidance Circular No:23/2003,

Welsh Assembly Government

Free booklets from Kidscape

Keep them safe

Stop Bullying!

You can Beat Bullying! A Guide for Young People