

**Abuse**

Abuse is something that everyone needs to be aware of, reporting and recording this is everyone's responsibility

**Cam-drin**

Mae cam-drin yn rhywbeth y mae angen i bawb fod yn ymwybodol ohono, adrodd arno a chofnodi; mae hyn yn gyfrifoldeb ar bawb.



**Clybiau  
Plant Cymru  
Kids' Clubs**

Safeguarding Alphabet / Yr Wyddor Diogelu

# Bullying

Bullying is a significant issue in today's society especially how this can be intensified through online platforms

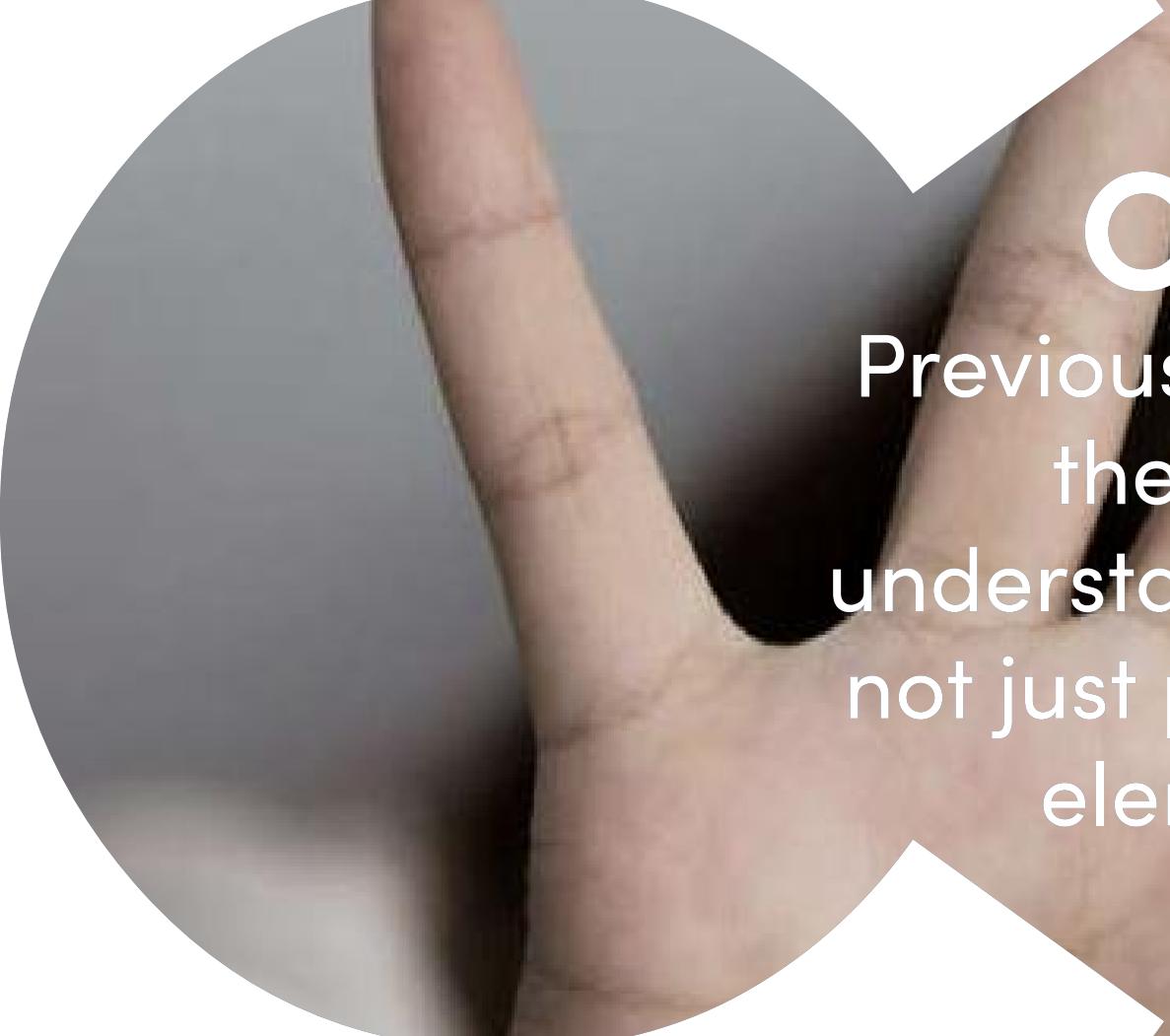


## Bwilio

Mae bwilio'n fater mawr yn y gymdeithas ar hyn o bryd, yn enwedig gan y gall ddwysáu drwy blatfformau ar-lein.



Clybiau  
Plant Cymru  
Kids' Clubs



## Coercive control

Previously known as domestic abuse, the name was changed with the understanding that domestic abuse is not just physical and general involves elements of control, whether this be fear of violence, restricted financial access or emotional abuse.

## Rheolaeth orfodi

Arferir cyfeirio at hyn fel traís yn y cartref; newidiwyd yr enw yn wyneb y ddealltwriaeth nad camdriniaeth gorfforol yn unig sydd ynglŷn â thrais yn y cartref, a'i fod yn cynnwys elfennau rheolaethus, boed hynny ar ffurf ofn traís, cyfyngu mynediad at arian neu gamdriniaeth emosiynol.



Clybiau  
Plant Cymru  
Kids' Clubs

Safeguarding Alphabet / Yr Wyddor Diogelu

# Data protection

Safeguarding also is about making sure we take all reasonable measures to keep personal data safe



## Diogelu Data

Mae diogelu hefyd ynghlyn â gwneud yn siŵr ein bod oll yn cymryd camau rhesymol i gadw data personol yn ddiogel.



Clybiau  
Plant Cymru  
Kids' Clubs

# Extremism

This is when someone has an extreme viewpoint and recruit others to enlist them into a similar way of thinking. The home office has recently created additional training on this (2022)

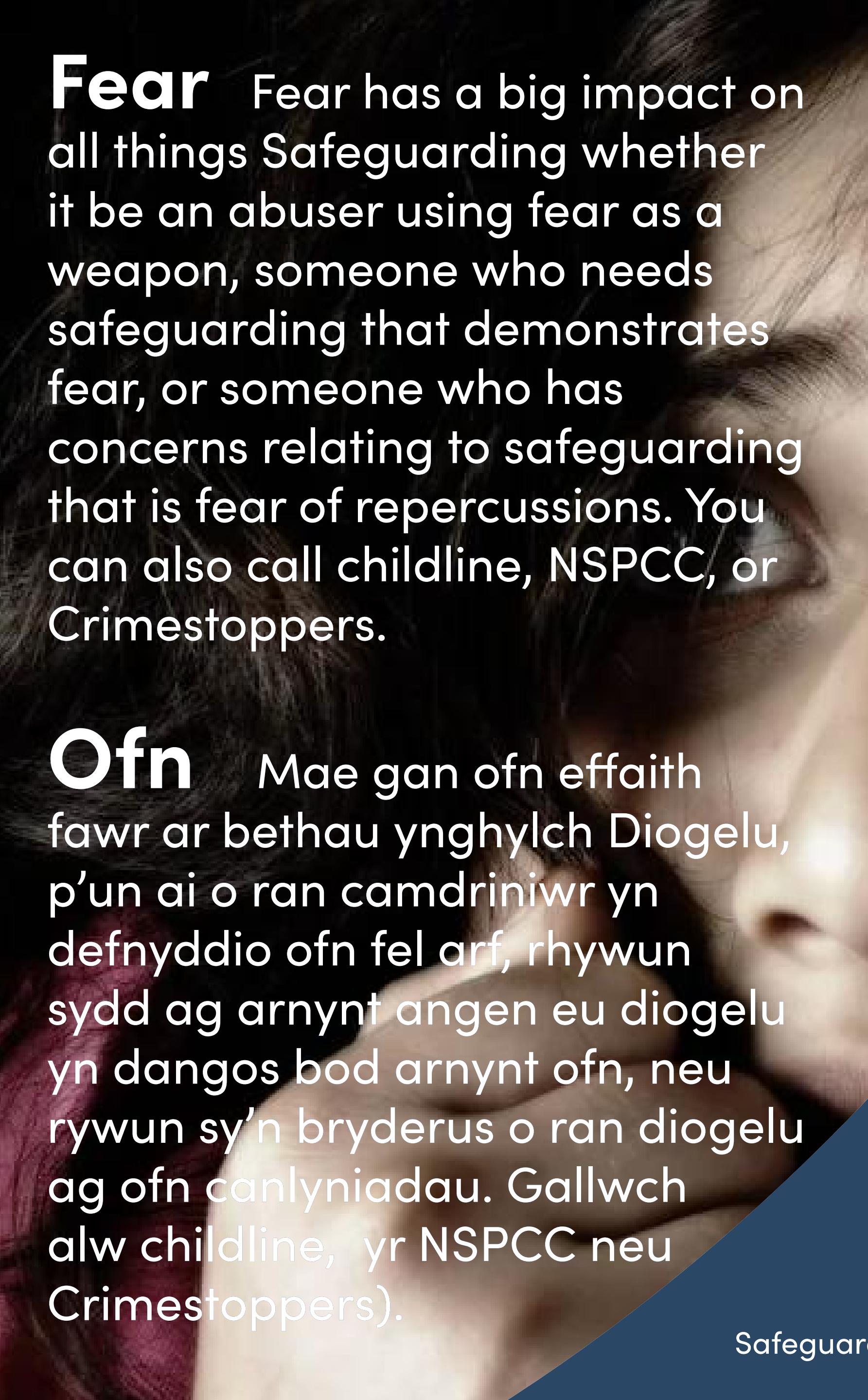
# Eithafiaeth

Mae hyn yn codi pan fydd rhywun â safwynt eithafol yn mynd ati i recriwtio eraill a'u cael i feddwl mewn ffordd debyg. Mae'r swyddfa gartref wedi llunio hyfforddiant ychwanegol ar hyn yn ddiweddar (2022).

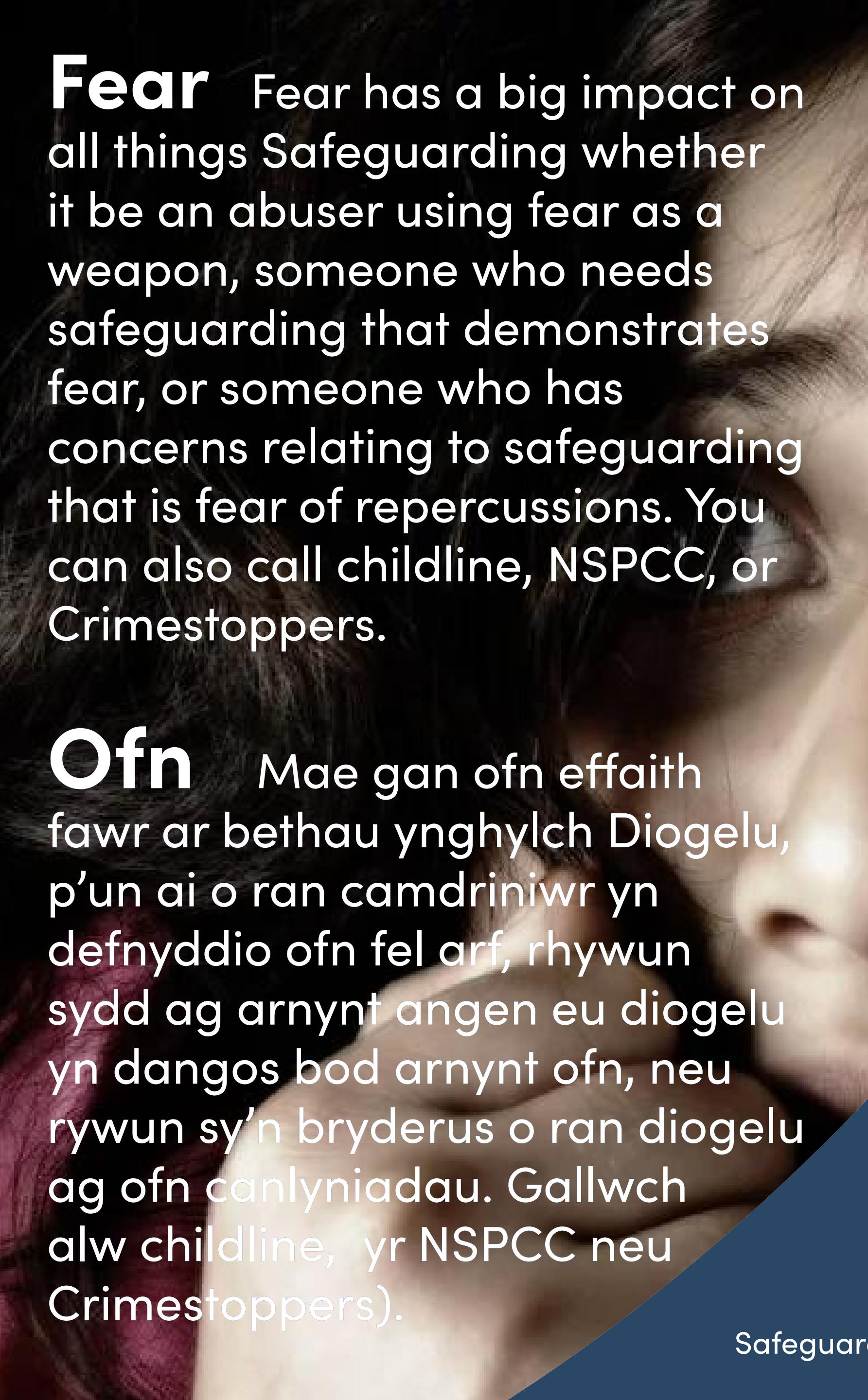


Clybiau  
Plant Cymru  
Kids' Clubs

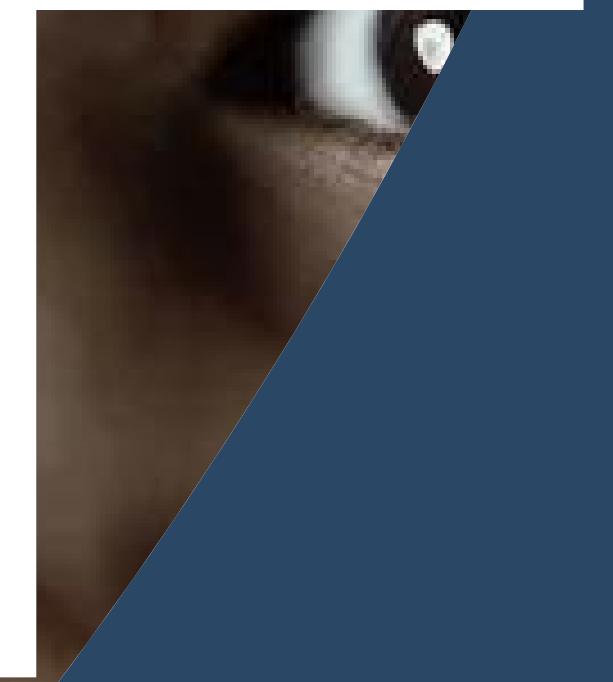
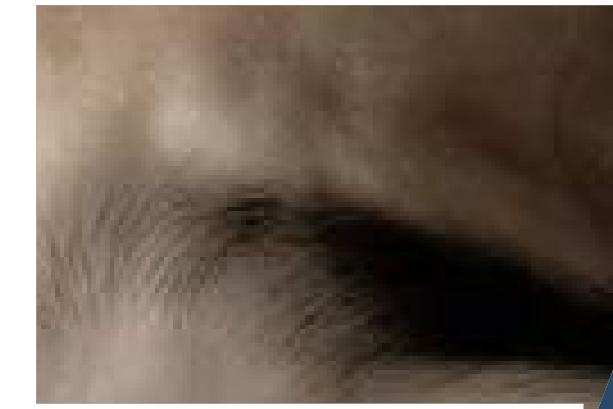
Safeguarding Alphabet / Yr Wyddor Diogelu



**Fear** Fear has a big impact on all things Safeguarding whether it be an abuser using fear as a weapon, someone who needs safeguarding that demonstrates fear, or someone who has concerns relating to safeguarding that is fear of repercussions. You can also call childline, NSPCC, or Crimestoppers.



**Ofn** Mae gan ofn effaith fawr ar bethau ynghylch Diogelu, p'un ai o ran camdriniwr yn defnyddio ofn fel arf, rhywun sydd ag arnynt angen eu diogelu yn dangos bod arnynt ofn, neu rywun sy'n bryderus o ran diogelu ag ofn canlyniadau. Gallwch alw childline, yr NSPCC neu Crimestoppers).



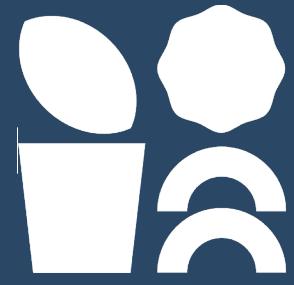


**Gangs** County lines groups are similar culture. Often recruitment of children into these groups is done by engaging with vulnerable children and building relationships that are then manipulated.

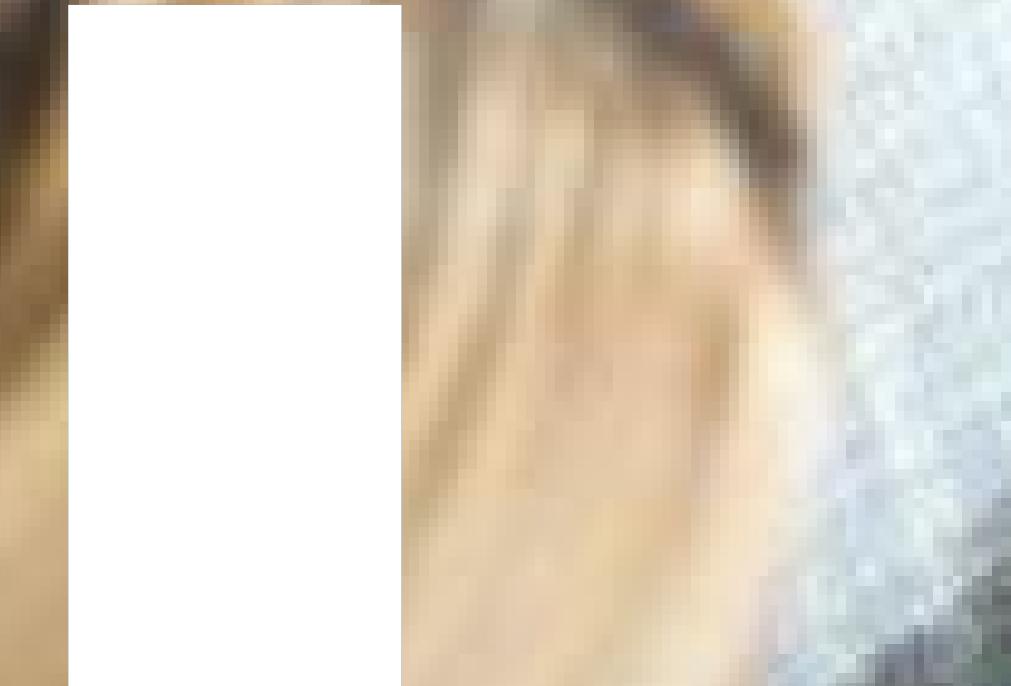
Things to look out for include a child suddenly having extra money or new expensive items with no explanation).

## **Gangiau**

Mae grwpiau llinellau-sir yn debyg i eu diwylliant. Yn aml recriwtir plant i'r grwpiau hyn drwy ymgysylltu â phlant hyglwyf a meithrin perthnasau sydd yna'n cael camddefnyddio. Ymhllith y pethau i'w gwyllo y mae plentyn yn sydyn iawn â mwy o arian neu eitemau drud heb eglurhad am hynny.



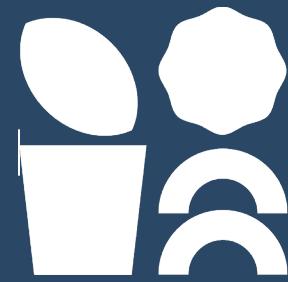
**Clybiau  
Plant Cymru  
Kids' Clubs**



# lechyd

Ceir salwch ffugiedig pan wneir person neu blentyn yn sâl er mwyn tynnu sylw at y gofâu wr. Mae lechyd a Diogelwch yn rhan allweddol o ddiogelu.

**Health**  
Fabricated illness is when a vulnerable person or child is made ill to garnish their carer with attention.  
Health and Safety is a key part of safeguarding



# Injuries

Unexplained injuries should always be queried. You should always record accidents that happen in their setting; even if the child says that they are fine as sometimes children act brave or their adrenaline is masking the pain.

## Anafiadau

Dylid bob tro gwestiynau anafiadau na ellir eu hegluro.

Dylech bob tro gofnodi damweiniau sy'n digwydd yn eich lleoliad, hyd yn oed os yw plentyn yn dweud eu bod nhw'n iawn, gan y gall plant weithiau ddweud eu bod nhw'n iawn, a hwythau ddim, er mwyn ymddangos yn ddewr; neu gall adrenalin fod yn cuddio'r boen.



Clybiau  
Plant Cymru  
Kids' Clubs

Safeguarding Alphabet / Yr Wyddor Diogelu



# Joined up working / Jigsaw

It is easy to think that the information you have has little consequence, but it can be the missing piece of information that completes the picture of a situation

# Gweithio cydgyssylltiedig / Jigso:

Mae'n hawdd meddwl bod y wybodaeth sydd gennych o fawr o bwys, ond gall mai hynny fyddai'r darn coll o wybodaeth a fydd yn gwneud yn gyfan y darlun o sefyllfa.





Keeping Learners  
Safe Duty  
Our Training Officers  
have a duty of care  
to all those who  
complete courses  
with us.

**Y Ddyletswydd i gadw  
Dysgwyr yn Ddiogel**  
Mae gan ein Swyddogion  
Hyfforddiddydylletswydd  
gofal i bob un sy'n  
cwblhau cyrsiau  
gyda ni.



Clybiau  
Plant Cymru  
Kids' Clubs

Safeguarding Alphabet / Yr Wyddor Diogelu

# Lone working

You should never be on your own with children in a club, to keep yourself safe and the safety of the children. Procedures should be in place if you work on your own to make sure that you are kept safe.

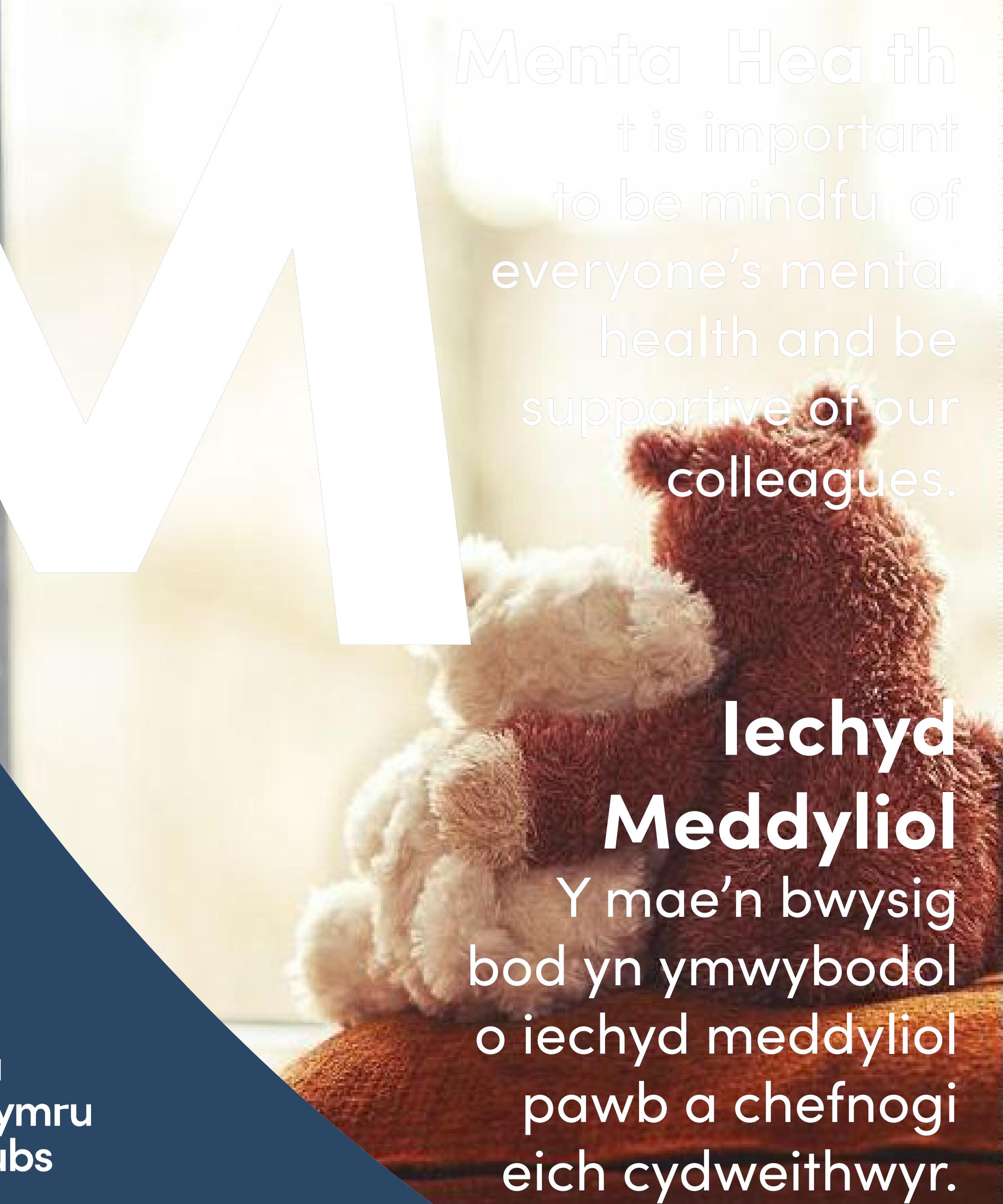
## Gweithio ar eich pen eich hun

Ni ddylech fyth fod ar eich pen eich hun gyda phlant mewn clwb, er mwyn eich diogelwch eich hun a diogelwch y plant.

Os ydych yn gweithio ar eich pen eich hun dylai gweithdrefnau fod yn eu lle i wneud yn siŵr eich bod yn cael eich cadw'n ddiogel.

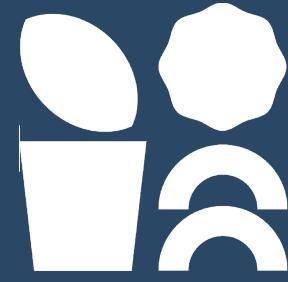


Clybiau  
Plant Cymru  
Kids' Clubs



Mental Health  
It is important  
to be mindful of  
everyone's mental  
health and be  
supportive of our  
colleagues.

**Iechyd  
Meddyliol**  
Y mae'n bwysig  
bod yn ymwybodol  
o iechyd meddyliol  
pawb a chefnogi  
eich cydweithwyr.



Clybiau  
Plant Cymru  
Kids' Clubs

Safeguarding Alphabet / Yr Wyddor Diogelu

# Esgeulustod

Math o gam-drin yw esgeulustod. Y mae'n rhywbeth y mae angen i bawb fod yn ymwybodol ohono, adrodd arno a chofnodi; mae hyn yn gyfrifoldeb ar bawb.

**Neglect**  
Neglect is a form of abuse. It is something that everyone needs to be aware of, reporting and recording this is everyone's responsibility



Clybiau  
Plant Cymru  
Kids' Clubs

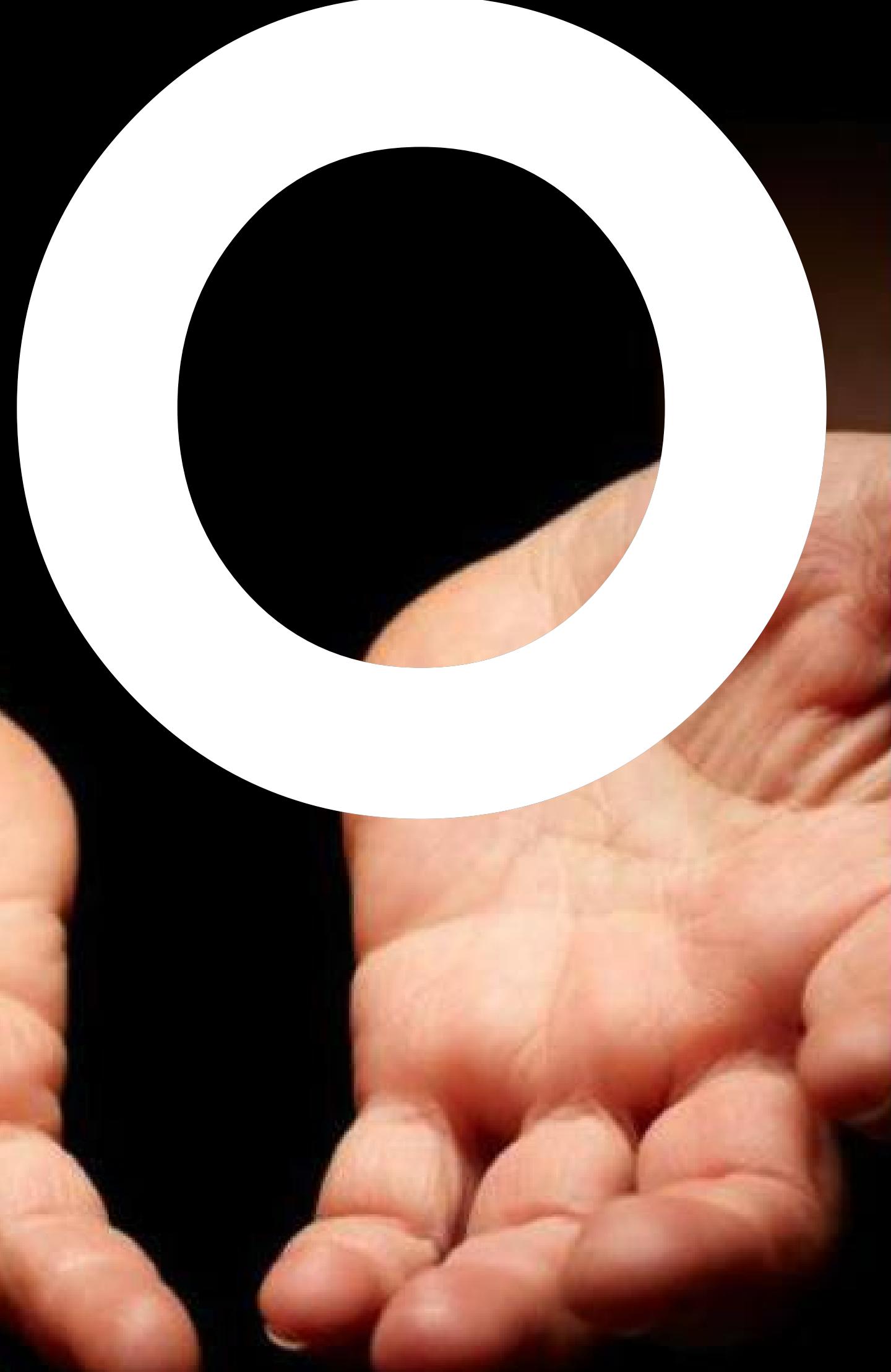
Safeguarding Alphabet / Yr Wyddor Diogelu

# Open communication

It is important that when we communicate with others, we are clear and approachable. It is also important that we understand children not knowing proper names for their body parts including them not being able to ask for help when they need it. It is also important that we understand if children when they ask for help in Welsh.

## Cyfathrebu agored

Cyfathrebu agored: Pan fyddwn yn cyfathrebu ag eraill mae'n bwysig ein bod yn glir a'i bod yn hawdd siarad â ni. Y mae hefyd yn bwysig ein bod yn deall nad yw plant bob tro'n gwybod yr enwau iawn am rannau o'u corff, ac felly y byddant yn methu gofyn am yr help sydd ei angen arnynt ar yr adeg y mae arnynt ei angen. Y mae hefyd yn bwysig ein bod yn deall pan fydd plant yn gofyn yn Gymraeg am help.





# Policies and procedures

**Everyone must understand their policy and procedures to ensure they understand their role in safeguarding.**

## Polisiau a gweithdrefnau

Rhaid i bawb ddeall eu polisiau a'u gweithdrefnau i sicrhau eu bod yn deall eu rôl o ran diogelu.



Clybiau  
Plant Cymru  
Kids' Clubs

# Questions

Some people think that they should not ask questions and whilst they are right that it is the police's role to investigate; you may ask open-ended questions when someone discloses something. It is important that you do not ask leading questions though; safe questions are what happened next, or can you tell me more).

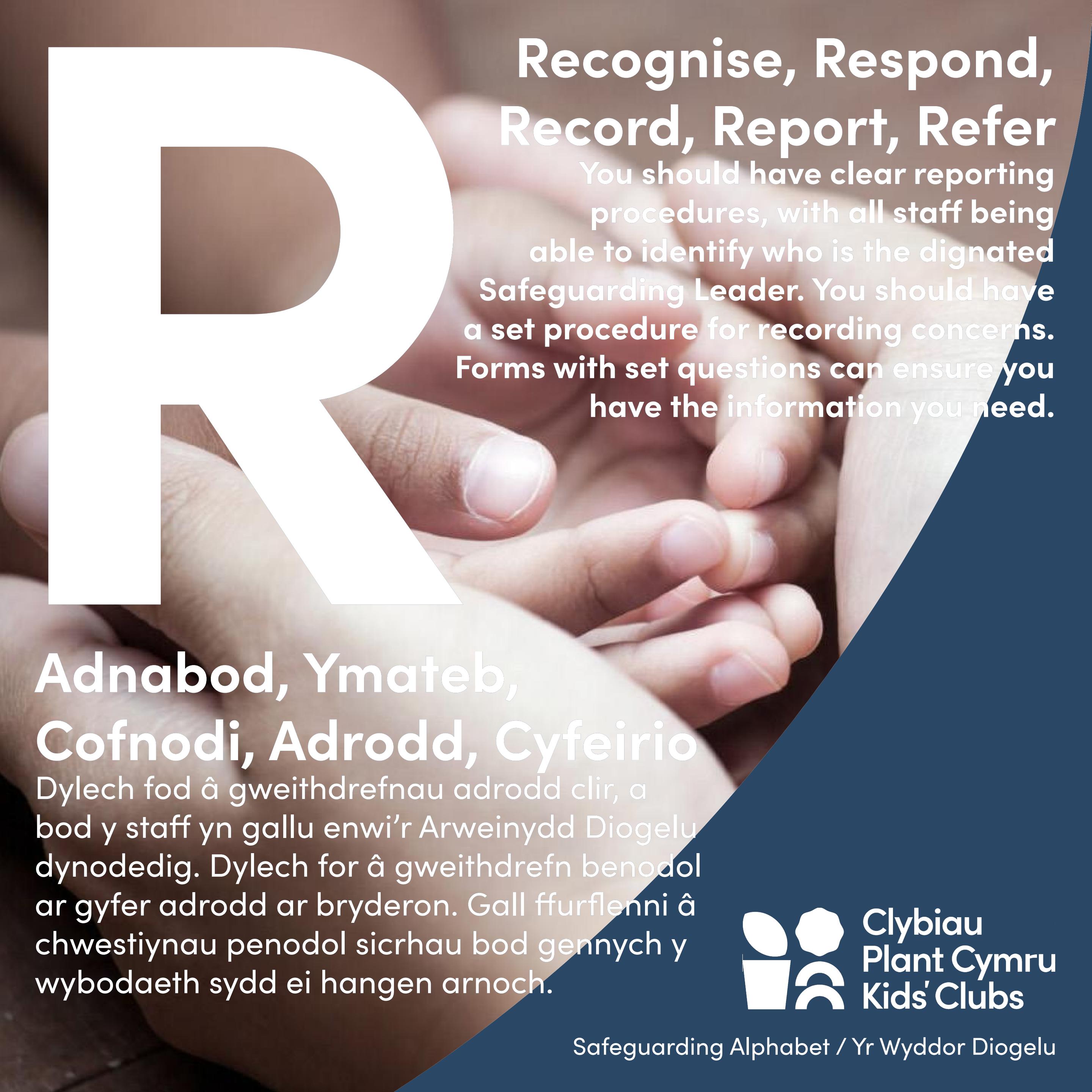
## Cwestiynau

Mae rhai pobl yn meddw. na ddylen nhw ofyn cwestiynau, ac er bod nhw'n iawn, mai rôl yr heddlu yw ymchwilio i faterion, fe allech ofyn cwestiynau penagored pan fydd rhywun yn datgelu rhywoeth. Mae'n bwysig er hynny nad ydych yn gofyn cwestiynau arweiniol; byddai 'beth ddigwyddodd nesa' neu 'allet ti ddweud mwy wrtha i' yn gwestiynau saff).



**Clybiau  
Plant Cymru  
Kids' Clubs**

Safeguarding Alphabet / Yr Wyddor Diogelu



# Recognise, Respond, Record, Report, Refer

You should have clear reporting procedures, with all staff being able to identify who is the designated Safeguarding Leader. You should have a set procedure for recording concerns. Forms with set questions can ensure you have the information you need.

## Adnabod, Ymateb, Cofnodi, Adrodd, Cyfeirio

Dylech fod â gweithdrefnau adrodd clir, a bod y staff yn gallu enwi'r Arweinydd Diogelu dynodedig. Dylech for â gweithdrefn benodol ar gyfer adrodd ar bryderon. Gall ffurflen ni â chwestiynau penodol sicrhau bod gennych y wybodaeth sydd ei hangen arnoch.



Clybiau  
Plant Cymru  
Kids' Clubs



**See Something,  
Say Something**  
Don't rely on others to  
raise concerns.

**Gweld Rhywbeth,  
Dweud Rhywbeth**  
Peidiwch â dibynnu ar  
eraill i godi materion  
pryderus.



Clybiau  
Plant Cymru  
Kids' Clubs

Safeguarding Alphabet / Yr Wyddor Diogelu



# Terminology

Recently there has been a move to stop labeling children with adult terms. This means that Peer on Peer abuse is now called child on child abuse and the term child prostitute has been changed to child victim of criminal exploitation and sexual abuse.

## Terminoleg

Mae symudiad wedi bod yn ddiweddar i beidio mwyach â labelu plant â thermau oedolion. Golyga hyn fod cam-drin Cymar ar Gymar yn cael ei alw'n cam-drin plentyn i blentyn, a'r term 'putain plentyn' wedi'i newid i 'ddioddefwr plentyn o ecsbloetiaeth droseddol a cham-drin rhywiol'



Clybiau  
Plant Cymru  
Kids' Clubs



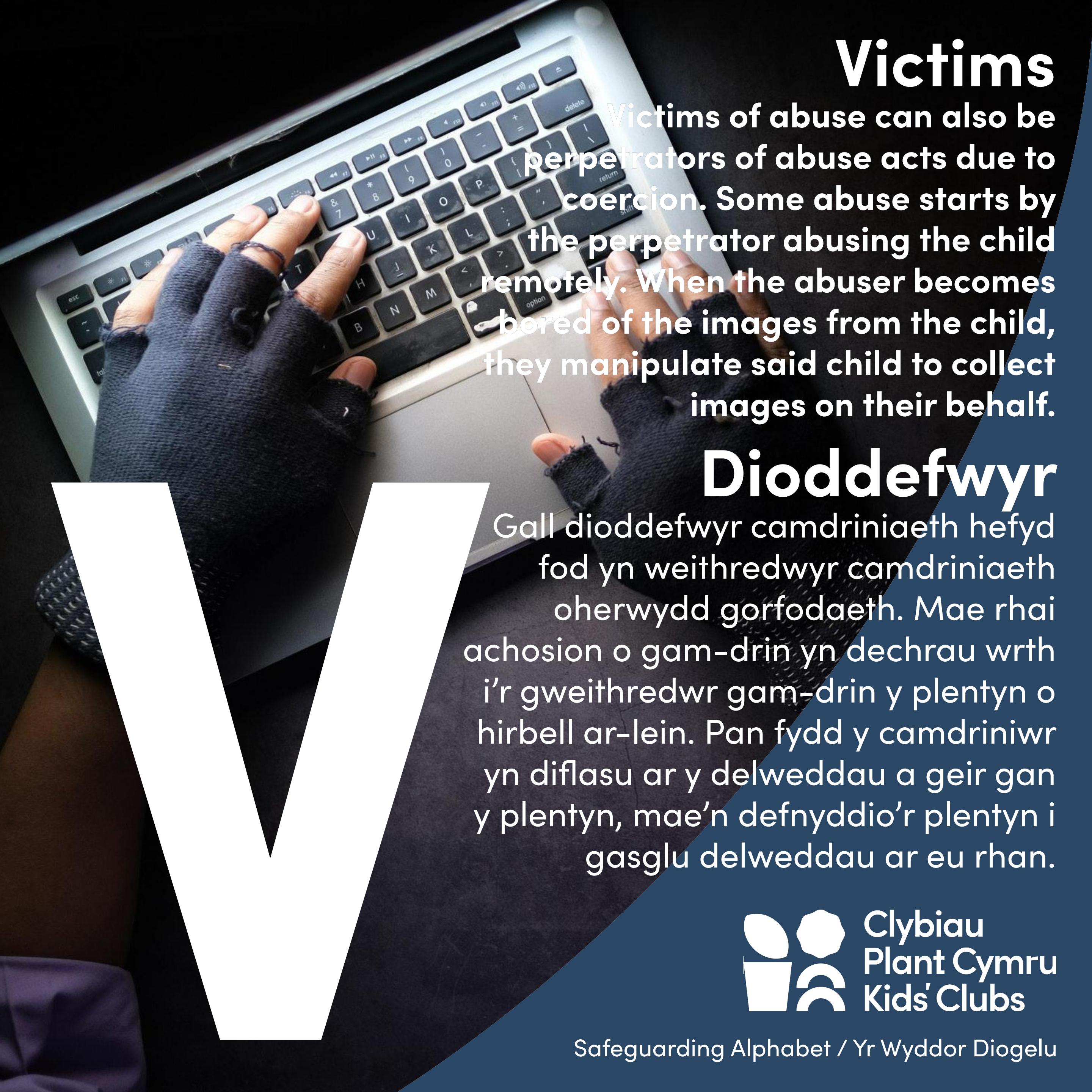
**Unique**  
Every safeguarding  
is unique and  
should be treated  
that way.

**Unigryw**  
Mae pob achos o  
ddiogelu'n unigryw a  
dylent gael eu trin felly.)



**Clybiau  
Plant Cymru  
Kids' Clubs**

Safeguarding Alphabet / Yr Wyddor Diogelu



# Victims

Victims of abuse can also be perpetrators of abuse acts due to coercion. Some abuse starts by the perpetrator abusing the child remotely. When the abuser becomes bored of the images from the child, they manipulate said child to collect images on their behalf.

## Dioddefwyr

Gall dioddefwyr camdriniaeth hefyd fod yn weithredwyr camdriniaeth oherwydd gorfodaeth. Mae rhai achosion o gam-drin yn dechrau wrth i'r gweithredwr gam-drin y plentyn o hirbell ar-lein. Pan fydd y camdriniwr yn diflasu ar y delweddau a geir gan y plentyn, mae'n defnyddio'r plentyn i gasglu delweddau ar eu rhan.



Clybiau  
Plant Cymru  
Kids' Clubs

# **Witness**

Witnessing violence or abuse is a form of abuse. Abuse is something that everyone needs to be aware of, reporting and recording this is everyone's responsibility

## **Bod yn dyst**

Mae bod yn dyst i drais neu gamdriniaeth yn ffurf arall ar gam-drin. Mae cam-drin yn rhywbedd y mae angen i bawb fod yn ymwybodol ohono, adrodd arno a chofnodi; mae hyn yn gyfrifoldeb ar bawb.



**Clybiau  
Plant Cymru  
Kids' Clubs**

Safeguarding Alphabet / Yr Wyddor Diogelu





Xenophobia  
A dislike of people from other countries, can lead to extremist behaviour.

Senophobia  
Gananhoffter o bob o wledydd ergill arwain at ymddygiad eithafol.





**You** You are all responsible for safeguarding. If you have a concern you must speak to your designated safeguarding lead. Your responsibility does not end there though, if you feel your Designated Safeguarding Lead is not taking appropriate steps you should follow through on your organisation policy.

**Chi** Rydych chi oll yn gyfrifol am ddiogelu Os oes gennych bryder rhaid i chi siarad â'ch arweinydd dynodedig ar ddiogelu. Nid yw'ch cyfrifoldeb yn gorffen yn y fan honno fod bynnag; os ydych chi'n teimlo nad yw eich Arweinydd Dynodedig Diogelu'n cymryd y camau priodol dylech ddilyn drwodd gan ddilyn polisi eich sefydliad.



# Zebra Crossing

Ok so this is a stretch, but it does indicate about Safeguarding also relating to keeping people safe not just child protection.

STOP  
CHILDREN

## Croesfan Sebra

Oce, mae hwn yn dipyn o naid, ond mae'n cyfeirio at Ddiogelu or ran cadw pobl yn ddiogel, nid dim ond amddiffyn plant.



Clybiau  
Plant Cymru  
Kids' Clubs