



DIOGELU dysgwyr, pobl ifanc ac oedolion agored i niwed

ARFERION DA

- **TRIN** dysgwyr, pobl ifanc ac oedolion agored i niwed gyda pharch
- **OSGOI** ymddwyn yn amhriodol wrth siarad neu weithredu
- **HERIO** ymddygiad annerbyniol
- **PARCHU** hawl unigolion i breifatrwydd ac urddas
- **BOD YN OFALUS** wrth drafod materion sensitif gyda dysgwyr, pobl ifanc, oedolion agored i niwed a rhieni/gofalwyr

YMATEB I DDATGELIAD

- **GWRANDO** a pharhau i wrando
- **ESBONIO** beth fydd yn digwydd nesaf
- **RHOI GWYBOD** i swyddog diogelu am unrhyw honiadau/amheuan
- **GOFYN** am gymorth gan staff meddygol neu'r heddlu os oes risg uniongyrchol
- **COFNODI'R** manylion yn y log diogelu o fewn awr
- **PEIDIO** â chwestiynu nac ymchwilo
- **PEIDIO** â barnu na dod i gasgliadau
- **PEIDIO** ag addo cyfrinachedd
- **PEIDIO** â throï cefn ar ddysgwyr, pobl ifanc neu oedolion agored i niwed sydd eisiau siarad â chi am agweddau neu ymddygiad pobl eraill

MANYLION CYSWLLT PWYSIG

Llinell Gymorth Diogelu: 07580 181 729
Swyddfa Ddiogelu: 01492 546 666 a gofyn am y gwasanaeth Diogelu
E-bost: staysafe@gllm.ac.uk



SAFEGUARDING learners, young people and vulnerable adults

GOOD PRACTICE

- **TREAT** all learners, young people and vulnerable adults with respect
- **AVOID** inappropriate conduct in speech or action
- **CHALLENGE** unacceptable behaviour
- **RESPECT** the rights of individuals to privacy and dignity
- **BE CAUTIOUS** when discussing sensitive issues with learners, young people, vulnerable adults and parents/carers

RESPONDING TO DISCLOSURE

- **DO** listen and continue to listen
- **DO** explain what will happen next
- **DO** report all allegations/suspicions of abuse to a safeguarding officer
- **DO** seek help from medical staff or the police if there is immediate risk
- **DO** record details on the safeguarding log within the hour
- **DO NOT** question or investigate
- **DO NOT** pass judgement or draw conclusions
- **DO NOT** promise confidentiality
- **DO NOT** discourage learners, young people or vulnerable adults who want to talk to you about attitudes or behaviour of others

IMPORTANT CONTACT DETAILS

Safeguarding Hotline: 07580 181 729
Safeguarding Office: 01492 546 666 and ask for Safeguarding
Email: staysafe@gllm.ac.uk

