# **CYLCH MEITHRIN GRANGETOWN A'R BAE**

# **POLISI HYRWYDDO YMDDYGIAD CADARNHAOL**

Bydd **Cylch Meithrin** **Grangetown a’r Bae** yn dilyn y polisi hwn a’i addasu yn ôl yr angen a’i adolygu yn flynyddol.

Bydd **arweinydd Cylch Meithrin** **Grangetown a’r Bae** yn sicrhau fod pob aelod o staff yn deall y polisi hwn.

Bydd **Cylch Meithrin** **Grangetown a’r Bae** yn sicrhau bod rhieni a gofalwyr yn gwybod am y polisi hwn trwy gymryd y camau canlynol:

(Nodwch sut byddwch yn rhannu’r wybodaeth yma. E.e. Rhoi’r polisi ar wefan y cylch; rhoi’r polisi mewn llawlyfr i rieni; rhoi copi o’r polisi mewn cyntedd neu fan ble gall pobl ei weld; tynnu sylw rhieni a gofalwyr at bolisi mewn nosweithiau / boreau i rieni. Nid yw’r rhestr hon yn gyflawn)

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**ADOLYGWYD GAN DYDDIAD**

(Enw) (Llofnod) (Dyddiad)

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*(Awgrymir eich bod yn adolygu eich polisi yn flynyddol a hysbysu AGC, lle bo hynny’n briodol, os ydych wedi gwneud newidiadau iddo)*

# **CYLCH MEITHRIN GRANGETOWN A'R BAE**

#  **PROMOTING POSITIVE BEHAVIOUR POLICY**

**Cylch Meithrin** **Grangetown a’r Bae** adhere to this policy and will review it annually and update it as required.

The **leader** of **Cylch Meithrin** **Grangetown a’r Bae** will ensure that every member of staff understands this policy.

**Cylch Meithrin** **Grangetown a’r Bae** will ensure that parents and carers are aware of this policy by taking the following steps:

(Note how you will share this information. E.g. Policy will be placed on the Cylch Meithrin website; Policy to be given in a handbook to parents / carers; place policy in the entrance to Cylch Meithrin or where people are able to view it; draw the attention of parents and carers to the policy during parents evenings / mornings. This list is not exhaustive.)

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**REVIEWED BY DATE**

( Name) (Signature) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(It is suggested that you review your policy annually and notify CIW, where appropriate, of any changes you make.)*

**POLISI HYRWYDDO YMDDYGIAD CADARNHAOL**

**Nod**

Nod y Cylch Meithrin yw darparu amgylchedd sy’n hybu ymddygiad cadarnhaol. Mae deall sut i ymddwyn yn briodol yn rhan holl bwysig o faes dysgu datblygiad personol a chymdeithasol, lles ac amrywiaeth ddiwylliannol y Cyfnod Sylfaen.

Mae’r Cylch Meithrin yn anelu at ddarparu amgylchedd hapus a llawn gofal sydd yn cynnig dewis o weithgareddau sy’n llawn hwyl ac yn addas i oedran a datblygiad y plant.

Bydd yr **Unigolyn Cyfrifol / Person Cofrestredig** yn adolygu’r polisi Hyrwyddo Ymddygiad Cadarnhaol yn gyson ac os bydd angen ei newid, hysbysir AGC o hyn o fewn 28 diwrnod.

Dangosir parch tuag at bob plentyn ac anogir y plant i barchu plant eraill, yr oedolion, yr offer ac adeilad y Cylch Meithrin.

**Hawliau Plant**[[1]](#footnote-1)

Mae cael canllawiau teg a chyson yn eu lle sy’n helpu pob plentyn i ddatblygu eu dealltwriaeth o ymddygiad derbyniol yn rhan o sicrhau fod y Cylch Meithrin yn parchu hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant,yn benodol:

Erthygl 19 Dylai llywodraethau ofalu bod plant yn cael y gofal priodol, a’u cadw rhag trais, camdriniaeth ac esgeulustod gan eu rhieni neu unrhyw un arall sy’n edrych ar eu hol̂.

Erthygl 23 Dylai plant sydd ag anabledd o unrhyw fath gael gofal arbennig a chefnogaeth fel y gallant fyw bywyd llawn ac annibynnol.

Erthygl 29 Dylai addysg ddatblygu personoliaeth a thalent pob plentyn yn gyflawn. Dylai annog plant i barchu eu rhieni, a’u diwylliant nhw ac eraill.

Erthygl 31 Mae gan blant yr hawl i ymlacio a chwarae ac ymuno mewn ystod eang o weithgareddau.

**PROMOTING POSITIVE BEHAVIOUR POLICY**

**Aim**

The aim of the Cylch Meithrin is to provide an environment that promotes positive behaviour. Understanding how to behave appropriately is an important part of the personal and social development, well-being and cultural diversity area of learning within the Foundation Phase.

The Cylch Meithrin aims to provide a happy and caring environment which offers a range of activities that are fun and appropriate to the age and development of the children.

The **Responsible Individual / Registered Person** will review the Promoting Positive Behaviour Policy regularly and if changes are necessary, CIW will be informed of this within 28 days.

Every child is respected and children are encouraged to respect other children, adults, the equipment and the Cylch Meithrin's building .

**The Rights of the Child[[2]](#footnote-2)**

Ensuring that there are clear and consistent guidelines to help every child develop their understanding of acceptable behaviour is an esssential aspect of respecting the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

 Article 19 Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks at them all.

Article 23 Children who have any kind of disability should have special care and support so that they can lead full and independent lives.

Article 29 Education should develop each child's personality and talents to the full. It should encourage children to respect their parents, and their own and other cultures.

Article 31 All children have the right to relax and play and join in a wide range of activities

**Cod Ymarfer**

Bydd staff y Cylch Meithrin yn:

* cefnogi a gofalu am blant a’u teuluoedd yn ôl eu gofynion unigol.
* sicrhau fod gweithgareddau ac adnoddau digonol i fodloni anghenion pob plentyn.
* canmol a chydnabod ymddygiad da bob tro e.e. diolch i blant, eu canmol am rannu; am fod yn garedig; am helpu eraill; am gyd-chwarae ac yn y blaen.
* modelu defnydd iaith ac ymddygiad cadarnhaol i gefnogi datblygiad arferion ymddygiad cadarnhaol y plant.
* gwybod fod plant weithiau yn chwilio am sylw gan ddefnyddio arferion ymddygiad negyddol (e.e. cnoi, strancio, ymddygiad sy’n tarfu ar eraill). Bydd y staff yn cynllunio i osgoi bod hyn yn digwydd trwy ymyrryd yn gynnar.
* hybu ymddygiad cadarnhaol mewn modd sydd yn addas ar gyfer oedran a lefel datblygiad y plentyn unigol. Bydd staff y Cylch Meithrin yn sicrhau bod cysondeb yn y dulliau a ddefnyddir o ddydd i ddydd, ac o berson i berson.
* sicrhau fod rhieni / gofalwyr / gwarcheidwaid a phlant yn deall rheolau a pholisi ymddygiad cadarnhaol y lleoliad.
* cymryd camau cadarnhaol i wella ymddygiad annerbyniol gyda chefnogaeth y rhieni / gofalwyr / gwarcheidwaid.

Ymddygiad annerbyniol a chanlyniadau

Ni fydd y Cylch Meithrin yn caniatâi’r mathau canlynol o ymddygiad gan unrhyw aelod o gymuned y Cylch Meithrin:

* bwrw
* poeri
* pinsio
* gwthio
* galw enwau
* sylwadau hiliol
* gweiddi
* rhegi
* torri eiddo.

Gyda chefnogaeth y rhieni/gofalwyr/gwarcheidwaid, bydd staff y Cylch Meithrin yn cymryd camau cadarnhaol i wella ymddygiad y plentyn.

**Code of Practice**

The Cylch Meithrin staff will:

* support and care for children and their families according to their individual requirements.
* ensure that there are adequate activities and resources that meet the needs of all children.
* praise and recognise good behaviour every time e.g. thanking children, praising them for sharing; for being kind; for helping others; for playing together and so on.
* model using positive language and behaviour strategies to support the development of children's positive behaviour habits.
* know that children sometimes seek attention through displaying negative behaviour (e.g. biting, tantrums, disruptive behaviour towards others). The staff will plan to avoid this happening through early intervention.
* promote positive behaviour in a way that is appropriate to the age and developmental level of the individual child. The staff of the Cylch Meithrin will ensure that there is consistency in the methods used on a daily basis, and from person to person
* ensure that parents / carers / guardians and children understand the rules and positive behaviour policy of the setting.
* take positive steps to improve unacceptable behaviour with the support of the parents / carers / guardians.

Unacceptable behaviour and consequences

The Cylch Meithrin will not tolerate the following types of behaviours from any member of the Cylch Meithrin community:

* hitting
* spitting
* pinching
* pushing
* name calling
* racist remarks
* shouting
* swearing
* destruction of property.

With the support of parents / carers / guardians, the Cylch Meithrin will take positive steps to improve the child's behaviour.

Gall y dulliau a ddefnyddir gan y staff gynnwys:

* symud y plentyn;
* ei rwystro rhag niweidio eraill;
* amser allan priodol;
* tynnu sylw'r plentyn;
* trafod ymddygiad annerbyniol.

Ni fydd oedolion yn defnyddio unrhyw ddull o gaethiwo neu gyfyngu plentyn yn gorfforol oni bai ei fod yn angenrheidiol i atal niwed i blentyn neu oedolyn arall, neu i atal niwed i eiddo.

Bydd unrhyw ddigwyddiad o’r fath yn cael ei gofnodi yn y llyfr digwyddiadau a hysbysir y rhieni / gofalwyr / gwarcheidwaid ar ddiwedd y sesiwn.

Rhoddir pob anogaeth a chanmoliaeth i blant er mwyn hyrwyddo ymddygiad positif a hybu parch at eraill. Os yw plentyn yn ymddwyn yn ymosodol neu fygythiol, bydd staff y Cylch Meithrin yn ei dywys/ thywys o’r sefyllfa, yn ei dawelu/thawelu, ac yn egluro mewn ffordd sy’n ddealladwy iddo/ iddi nad yw’r math hwn o ymddygiad yn dderbyniol. Cofnodir hyn yn y Llyfr Digwyddiadau a thrafodir y sefyllfa gyda rhieni / gofalwyr / gwarcheidwaid y plentyn.

Bydd y Cylch Meithrin yn sicrhau na ddisgyblir y plant yn gorfforol mewn unrhyw ffordd nac ar unrhyw achlysur e.e. trwy guro nac ysgwyd, gwadu bwyd a diod.

Bydd y Cylch Meithrin yn sicrhau nad yw plant yn cael eu disgyblu fel grŵp am ymddygiad

Bydd y Cylch Meithrin yn sicrhau na ddisgyblir plant yn emosiynol mewn unrhyw ffordd nac ar unrhyw achlysur e.e. trwy weiddi arnynt na’u hynysu.

Yn unol â chanllawiau Deddf Plant 2004, cred y Cylch Meithrin ei bod yn dderbyniol cymryd camau corfforol angenrheidiol mewn argyfwng, e.e. *codi’r plentyn a’i symud oddi wrth y sefyllfa.* Cedwir cofnod o unrhyw ddigwyddiad o’r fath yn y Llyfr Digwyddiadau.

The methods used by the staff can include:

* removal of the child to prevent harm to others;
* appropriate time out;
* distracting a child;
* discussing unacceptable behaviour.

Adults will not use any method of entrapment nor physical restraint of a child unless it is necessary to prevent harm to another child or adult, or to prevent damage to property.

Any such incident will be recorded in the incident book and reported to the parents / carers / guardians at the end of the session.

Children are praised and encouraged in order to promote a culture of positive behaviour. If a child behaves aggressively or threateningly, the staff will guide him/her away from the situation, calm them, and explain in a way that is understandable to him/her that this kind of behaviour is not acceptable. The events will be recorded in the Incident book and discussed with parents / carers / guardians of the child.

The Cylch Meithrin will ensure that children are not disciplined physically in any way, at any time e.g. by smacking or shaking, withholding food and drink.

The Cylch Meithrin will ensure that children are not disciplined as a group for unacceptable behaviour.

The Cylch Meithrin will ensure that children are not disciplined emotionally in any way, at any time e.g. by shouting at them or isolating them.

In accordance with the Children Act 2004 guidelines, the Cylch Meithrin believes that it is acceptable to take essential physical action in an emergency, e.g. picking up a child and removing him/her away from the situation. A record is kept of any such incident in the Incident Book.

Bwlian

Natur bwlio

Defnyddir sawl diffiniad o fwlio, ond mae’r mwyafrif yn ei ystyried yn

weithred sy’n[[3]](#footnote-3):

* fwriadol niweidiol (gan gynnwys ymddygiad ymosodol).
* digwydd yn aml dros gyfnod o amser, gan gydnabod gall un digwyddiad yn unig achosi trawma i’r plentyn a’i adael yn poeni y bydd yn digwydd eto.
* anodd i ddioddefwyr amddiffyn eu hunain yn ei erbyn.

Bwlian yw’r ymddygiad o gam-drin rhywun arall ar lafar ac / neu yn gorfforol yn barhaus. Mewn lleoliadau blynyddoedd cynnar mae ymddygiad ymosodol a threisgar yn gallu datblygu’n gynnar. Gall plant ifanc rhwng 2-4 oed ddefnyddio ymddygiad bygythiol er mwyn amddiffyn eiddo, ffrindiau neu diriogaeth (*territory*).

Gan ddibynnu sut bydd targed yr ymddygiad yn ymateb gall yr ymddygiad yma gynyddu. Er enghraifft os bydd plentyn yn crio, ildio’r tegan, ymostwng (*surrender*) y tegan, mae’n bosibl y bydd yr ymddygiad bygythiol tuag ato yn parhau.

Yn ogystal â’r camau a nodwyd eisoes bydd y Cylch Meithrin yn:

* ymyrryd yn syth,
* trafod natur bwlian gyda’r plant,
* hybu dysgu sgiliau cymdeithasol yn y Cylch Meithrin;
* hybu dysgu sgiliau empathi yn y Cylch Meithrin;
* hybu dysgu sgiliau pendantrwydd a hyder yn y Cylch Meithrin;
* hybu sgiliau datrys problemau yn y Cylch Meithrin.

Cydweithio gyda rhieni / gofalwyr / gwarcheidwaid

Bydd y Cylch Meithrin yn:

* sicrhau bod y plant a’u rhieni / gofalwyr / gwarcheidwaid yn ymwybodol o reolau’r cylch a’r ffiniau a osodir.
* yn cymryd camau positif i addasu ymddygiad annerbyniol mewn ymgynghoriad â’r rhieni/gofalwyr/gwarcheidwaid.

Bullying

The nature of bullying

Many definitions of bullying are used, but most agree it is behaviour that is[[4]](#footnote-4):

* deliberately damaging (including aggressive attacks).
* occurs frequently over time, but also recognises that just one incident can cause trauma to a child leaving him/her worried it will happen again
* difficult for victims to defend themselves against.

Bullying describes the action of continuously abusing somebody else verbally and / or physically. In early years settings aggressive and violent behaviour can develop early. Children as young as 2-4 years old can use threatening behaviour to protect property, friends or territory.

 Depending on the response of the target, this behaviour may increase. For example if the targeted child is crying, surrenders a toy, and submits to the bully, it is possible that the threatening behaviour towards this child will continue.

In addition to the aforementioned steps the Cylch Meithrin will:

* intervene immediately;
* discuss the nature of bullying with children;
* promote learning social skills in the Cylch Meithrin;
* promote learning empathy skills in the Cylch Meithrin;
* promote learning assertiveness skills and confidence in the Cylch Meithrin;
* promote problem-solving skills in the Cylch Meithrin.

Working in partnership with parents / carers

The Cylch Meithrin will:

* ensure that the children and their parents / carers / guardians are aware of the rules and boundaries of the Cylch Meithrin**.**
* take positive steps to modify unacceptable behavior in consultation with parents / carers / guardians.

Ym mhob achos lle mae ymddygiad plentyn yn achosi gofid, bydd Arweinyddy Cylch Meithrin **/ Gweithiwr Allweddol y plentyn** yn trafod y sefyllfa yn bositif gyda’r rhieni / gofalwyr / gwarcheidwaid yn syth.

Byddant yn datblygu cynllun gweithredu ar y cyd i’w ddefnyddio yn y Cylch Meithrin ac yn y cartref, cyn ceisio caniatâd rhieni i gael cymorth **arbenigwr/Cysylltydd y Cynllun Cyfeirio lleol**. Sicrheir bod y staff i gyd yn ymwybodol o’r strategaeth a gytunwyd, a bod cynnydd yn cael ei fonitro yn rheolaidd gan y rhieni / gofalwyr / gwarcheidwaid a chan staff y Cylch Meithrin.

Cyfathrebu

Bydd y Cylch Meithrin yn cyfathrebu am gynnwys y polisi hwn trwy gymryd y camau a nodir ar ddalen flaen y polisi.

Cyfrifoldeb

Cyfrifoldeb y(r) **Person Cofrestredig / Unigolyn Cyfrifol** yw sicrhau fod pawb yn deall y Polisi Hybu Ymddygiad Cadarnhaol ac yn hyderus i’w weithredu.

Cyfrifoldeb yr **Arweinydd** yw sicrhau gweithrediad y Polisi o ddydd i ddydd.

**Cysylltiadau Defnyddiol a Gwybodaeth Pellach**

Awgrymir cyfeirio at y cyhoeddiadau a’r gwefannau isod am fwy o wybodaeth:

Llywodraeth Cymru, Trosolwg gwrth-fwlio: <http://gov.wales/docs/dcells/publications/160728-anti-bullying-overview-cy.pdf>

Llywodraeth Cymru, Bwlio ar sail hil, crefydd a diwylliant: <http://gov.wales/docs//dcells/publications/160728-bullying-around-race-religion-culture-cy.pdf>

Llywodraeth Cymru, Bwlio sy’n ymwneud ag anghenion addysgol arbennig ac anableddau: <http://gov.wales/docs//dcells/publications/160728-bullying-around-special-educational-needs-disabilities-cy.pdf>

In all cases where a child's behaviour is of concern, the **Leader** of the Cylch Meithrin **/ child’s Key Worker** will discuss the situation positively with parents / carers / guardians immediately. They will develop a joint action plan to be used in the Cylch Meithrin and at home, before seeking permission to seek advice from an **expert or the local Referral Scheme**.

All staff will be informed of the agreed strategy, and progress will be monitored regularly by the parents / carers / guardians and staff of the Cylch Meithrin.

Communication

The Cylch Meithrin will communicate the content of this policy by taking the steps outlined on the front page of the policy.

Responsibility

The  **Registered Person/Responsible Individual /** must ensure that everyone understands the Promoting Positive Behaviour Policy and are able to implement it.

It is the responsibility of the **Leader** to ensure implementation of the policy on a daily basis.

**Further Information and Useful Links**

The following publications and websites provide further useful information:

Welsh Government, Anti-bullying overview: <http://gov.wales/docs/dcells/publications/160728-anti-bullying-overview-en.pdf>

Welsh Government, Bullying around race, religion and culture: <http://gov.wales/docs//dcells/publications/160728-bullying-around-race-religion-culture-en.pdf>

Welsh Government, Bullying aroung special educational needs and disabilities: <http://gov.wales/docs//dcells/publications/160728-bullying-around-special-educational-needs-disabilities-en.pdf>

1. Confensiwn y Cenhedloedd Unedig ar Hawliau Plant http://www.hawliauplant.cymru/index.php/component/content/article?id=2&Itemid=108 [↑](#footnote-ref-1)
2. United Nations Convention on the Rights of the Child http://www.hawliauplant.cymru/index.php/component/content/article?id=2&Itemid=108 [↑](#footnote-ref-2)
3. Dogfen llywodraeth Cymru – ‘Parchu Eraill’ 2012 <http://gov.wales/docs/dcells/publications/160728-anti-bullying-overview-cy.pdf> [↑](#footnote-ref-3)
4. Welsh Government Document ‘Respecting Others’ 2012 <http://gov.wales/docs/dcells/publications/160728-anti-bullying-overview-en.pdf> [↑](#footnote-ref-4)