

Ffederasiwn Cwrt Henri, Ffairfach a Talylychau

Headteacher – Mrs Sian Davies (DaviesS878@hwbcymru.net)

Assistant Headteachers – Mrs L Williams / Mrs A Morgan / Miss A Walker



Polisi Ymwelwyr Visitors Policy

Llofnod y Pennaeth /Headteachers signature: *S Davies*

Llofnod Cadeirydd y Llywodraethwyr: *M Charles*
Chair of governors signature

Adolygwyd / Reviewed – Haf / Summer 2025

Mae croeso mawr i ymwelwyr yn ein hysgol; fodd bynnag, cyfrifoldeb yr ysgol yw sicrhau bod diogelwch a lles ein disgyblion yn cael eu diogelu bob amser heb unrhyw gyfaddawd.

Mae gan yr ysgol ddyletswydd gyfreithiol o ofal dros iechyd, diogelwch a lles pob disgybl ac aelod o staff. Mae'r ddyletswydd hon o ofal yn cynnwys y ddyletswydd i 'ddiogelu' pob disgybl rhag cael ei ddarostwng i unrhyw fath o niwed neu gamdriniaeth. Cyfrifoldeb y Corff Llywodraethu a'r Pennaeth yw sicrhau bod y ddyletswydd hon yn cael ei gweithredu bob amser.

Wrth gyflawni'r ddyletswydd hon, mae'r Corff Llywodraethu yn cydnabod na ellir bod yn hunanfodlon mewn unrhyw ffordd o ran gweithdrefnau amddiffyn a diogelu plant. Felly, mae'r ysgol yn ei gwneud yn ofynnol bod **POB YMWELYDD** (heb eithriad) yn cydymffurfio â'r polisi a'r gweithdrefnau canlynol.

Ystyrir bod gan yr ysgol reolaeth a chyfrifoldeb dros ei disgyblion unrhyw le ar safle'r ysgol, yn ystod oriau ysgol arferol, yn ystod gweithgareddau ar ôl ysgol, ac ar unrhyw weithgareddau oddi ar y safle a drefnir (ac a oruchwylir) gan yr ysgol.

Mae'r polisi hwn yn berthnasol i:

- Pob aelod o staff addysgu a staff nad ydynt yn addysgu a gyflogir gan yr Ysgol
- Pob ymwelydd allanol sy'n mynd ar safle'r ysgol yn ystod y diwrnod ysgol neu ar gyfer gweithgareddau ar ôl ysgol (gan gynnwys athrawon cyflenwi, athrawon peripatetig, hyfforddwyr chwaraeon ac ymwelwyr sy'n gysylltiedig â phynciau neu wirfoddolwyr sydd wedi'u gwirio gan DBS).
- Pob llywodraethwr yr ysgol.
- Pob rhiant (gan gynnwys rhieni cynorthwyol).
- Pob disgybl.
- Personél addysg berthnasol eraill (staff y Cyngor Sir, arolygwyr, gweithwyr gofal iechyd ac ati).
- Contractwyr adeiladu a chynnal a chadw.

Protocolau a Gweithdrefnau

Ymwelwyr wedi'u cynllunio i'r Ysgol

Gall pob ymwelydd i'r ysgol gael ei ofyn i ddarparu adnabyddiaeth ffurfiol ar adeg ei ymweliad.

- Lle bo'n bosibl, dylid rhoi gwybod i swyddfa'r ysgol neu'r staff am bob ymweliad a drefnwyd ymlaen llaw.
- Rhaid i bob ymwelydd adrodd i'r brif fynedfa, ac ni ddylent fynd i mewn i'r ysgol drwy unrhyw fynedfa arall.
- Dylai pob ymwelydd nodi pwrpas ei ymweliad a chynhyrchu adnabyddiaeth ffurfiol.
- Gofynnir i bob ymwelydd lofnodi i mewn drwy'r system cod QR (sydd wedi'i lleoli ger y prif ddrws), gan nodi ei enw, ei sefydliad a phwrpas yr ymweliad
- Mae gwybodaeth a negeseuon diogelu wedi'u harddangos ger yr ardal lofnodi i mewn.
- Gofynnir i bob ymwelydd wisgo bathodyn ymwelydd; rhaid iddo fod yn weladwy drwy gydol yr ymweliad.
- Dylid hysbysu pob ymwelydd pwy yw'r arweinydd diogelu dynodedig a bod unrhyw bryderon diogelu yn cael eu hadrodd iddynt.
- Bydd ymwelwyr yn cael eu hebrwng at eu pwynt cyswllt neu bydd y pwynt cyswllt yn dod i swyddfa'r ysgol. Bydd y person hwn yn gyfrifol amdanynt.
- Wrth adael, rhaid i ymwelwyr:
 - lofnodi allan drwy'r cod QR
 - dychwelyd y bathodyn ymwelydd.

Sylwer: Os bydd ymwelydd wedi'i gynllunio yn methu â chyrraedd gydag adnabyddiaeth briodol, ni chaniateir cyswllt heb oruchwyliaeth â phlentyn.

Ymwelwyr anhysbys neu heb eu cynllunio

- Dylid herio'n gwrtais unrhyw ymwelydd nad yw'n gwisgo bathodyn adnabod
- Dylent gael eu hebrwng i swyddfa'r ysgol i lofnodi i mewn a chael bathodyn.
- Os bydd ymwelydd yn gwrthod cydymffurfio, dylid gofyn iddynt adael y safle a hysbysu'r Pennaeth.
- Bydd y Pennaeth yn penderfynu a oes angen hysbysu'r heddlu.
- Os bydd ymddygiad ymosodol neu gamdriniol, bydd yr ymwelydd yn cael ei ofyn i adael ar unwaith.

Gwirfoddolwyr / Rhieni Cynorthwyol

- Rhaid i rieni cynorthwyol newydd gydymffurfio â'r polisi hwn cyn cymryd rhan.
- Gellir caniatáu ymweliadau achlysurol gyda chaniatâd y Pennaeth, ar yr amod bod goruchwyliaeth. Rhaid i bob gwirfoddolwr rheolaidd gael gwiriad DBS.

Contractwyr

- Rhaid i gontractwyr ddilyn yr un gweithdrefnau.

Datblygu Staff

Bydd staff newydd yn cael eu hyfforddi ar y polisi hwn fel rhan o'r broses sefydlu.

Polisiau Cysylltiedig

Polisi Diogelu ac Amddiffyn Plant.

Polisi Iechyd a Diogelwch.

Polisi DBS.

Polisi Chwythu'r Chwiban.

Polisi PREVENT.

Monitro ac Adolygu

Bydd llywodraethwyr yr is-bwyllgor Iechyd a Diogelwch, ynghyd â'r tîm rheoli uwch a'r llywodraethwr diogelu dynodedig, yn adolygu'r polisi hwn yn flynyddol.

Bydd y polisi hwn yn cael ei adolygu'n flynyddol.

Visitors are very welcome to our school; however, it is our school's responsibility to ensure that the security and well-being of our pupils is always uncompromised.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff. This duty of care incorporates the duty to 'safeguard' all pupils from being subjected to any form of harm or abuse. It is the responsibility of the Governing Body and the Headteacher to ensure that this duty is always implemented.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedure.

The school is deemed to have control and responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the school
- All external visitors entering the school site during the school day or for after school activities (including supply teachers/peripatetic teachers/sports coaches and topic related visitors or DBS checked volunteers All Governors of the school
- All parents (including parent helpers)
- All pupils
- Other education related personnel (County Council staff, Inspectors, health care professionals etc.)
- Buildings and Maintenance Contractors

Protocol and procedures

Planned visitors to the school

All visitors to the school may be asked to provide formal identification at the time of their visit

- Where possible the school office/ staff should be informed of all pre-arranged visitors to the school.
- All visitors must report to the main entrance and should not enter the school via any other entrance.
- All visitors should state the purpose of their visit produce formal identification
- All visitors will be asked to sign in via the QR code system (which is located by the main door at all times), making note of their name, organisation and purpose of their visit.
- Safeguarding information and messages are displayed by the sign in area
- All visitors will be required to wear a visitors badge, the badge must remain visible throughout their visit.
- All visitors should be made aware of whom the designated lead is for child protection and that any safeguarding concerns should be reported to them. This information can be found around the school and on the back of all visitor lanyards
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school office to receive the visitor. The contact will then be responsible for them while they are on site.
- On departing the school, visitors should leave via the main door and:
 - Sign out using the QR code
 - Return the visitor badge to the school office

Please note: If a planned visitor fails to arrive with appropriate identification, they will not be permitted to have unsupervised contact with a child.

1.1 Unknown/ unplanned visitors to the school

- Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the school
- They should then be escorted to the school office to sign in through the visitor QR and be issued with an identity badge. The procedures as stated above, then apply.
- If the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher should be informed promptly
- The Headteacher will consider the situation and decide if it is necessary to inform the police

- If an unknown / uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for

Regular volunteers/parent helpers

- New parent helpers will be asked to comply with this policy at their Induction meeting with the Headteacher before coming into the school for an activity or class supporting role
- Parents may be permitted to assist on an ad hoc / occasional basis (e.g. giving a talk to a class about their hobby/ job/ faith) as long as they are not left unsupervised. The Headteacher must give permission before any such visit takes place. All regular parent helpers must be DBS checked.

Contractors/ Workmen

- Contractors/ workmen should follow the same set procedures.

Staff development

As part of their induction, new staff will be made familiar with this policy for external visitors and asked to always ensure compliance with its procedures.

Linked policies

This policy should be read in conjunction with other related policies, including:

- Child protection/safeguarding policy
- Health and safety policy
- DBS Policy
- Additional Policies-
Whistle blowing Policy
PREVENT Policy

Monitoring and reviewing

Governors within the Health & Safety subcommittee along with the senior management team and designated safeguarding governor will review all processes on an annual basis.

This policy will be reviewed annually