

Polisi ar Oedolion sy'n Helpwyr Gwirfoddol /
Policy for Adult Volunteer Helpers



1 Cyflwyniad

1.1 Dymunwn i'n hysgol fod yn agored a chroesawgar i bawb a hoffai gefnogi'r plant. Rydym hefyd eisiau annog rhieni ac oedolion eraill i helpu athrawon mewn amrywiaeth o ffyrdd. Fodd bynnag, ein consyrn pennaf yw diogelwch y plant sydd yn ein gofal. Mae'r ddogfen yn nodi polisi ein hysgol, sef sicrhau fod y plant yn manteisio o gymaint o help a chefnogaeth ag sy'n bosibl, a darparu hynny ar yr un pryd â'r diogelwch gorau posibl.

1.2 Mae gan yr ysgol amrywiaeth o oedolion yn gweithio ar y safle ar unrhyw un amser. Gellir eu categorio fel sy'n dilyn:

1.2.1 Staff a gyflogir yn llawn-amser neu'n rhan-amser gan yr ysgol:

- athrawon;
- cymhorthwyr addysgu;
- gofalwr;
- glanhawyr;
- goruchwylwyr cinio;
- ysgrifenyddion ysgol;

1.2.2 Gweithwyr a gyflogir gan sefydliad arall:

- athrawon cerdd peripatetig;
- cynghorwyr ac arolygwyr Awdurdod Addysg Lleol;
- ymwelwyr iechyd;
- staff cynnal a chadw tiroedd;
- gweithwyr contract (er enghraifft drydanwr neu beiriannydd gwresogi).

1.2.3 Helpwyr gwirfoddol:

- rhieni neu oedolion eraill sy'n helpwyr yn gweithio wrth ochr athrawon;
- myfyrwyr ar brofiad gwaith;
- llywodraethwyr ar ymweliadau ysgol.

Y trefniadau ar gyfer helpwyr gwirfoddol yn unig a roddir yn y polisi yma.

2 Helpwyr gwirfoddol

2.1 Mae helpwyr gwirfoddol yn cefnogi'r ysgol mewn nifer o ffyrdd, yn cynnwys:

- cefnogi disgyblion unigol;
- gwrandao ar ddisgyblion yn darllen;
- helpu gyda threfniadaeth yr ystafell ddosbarth;
- helpu gyda goruchwylio plant ar dripiâu ysgol;
- helpu gyda gwaith grŵp yn ystod dyddiau integredig;
- helpu gyda chelf neu bynciau'n cynnwys gweithgareddau ymarferol eraill fel garddio fel rhan o'r Cwtsh Cymreig.

2.2 Ni chaniateir i helpwyr gwirfoddol wneud y gweithgareddau dilynol:

- cymryd cyfrifoldeb am ddosbarth cyfan neu ran o ddosbarth cyfan;
- newid plant ifanc iawn, na'u goruchwylio pan fyddant yn newid;
- goruchwylio plant sy'n cymryd rhan mewn addysg gorfforol neu weithgareddau arbenigol eraill;

- mynd â'r plant oddi ar safle'r ysgol heb i athro fod mewn gofal.

Yr athro dosbarth sy'n gyfrifol am iechyd a lles y plentyn ar bob adeg.

3 Llofnodi mewn

3.1 Mae'n rhaid i helpwyr lofnodi wrth y ddesg gofrestru pan gyrhaeddant ac pan maent yn gadael.

4 Gwiriadau'r Gwasanaeth Datgelu a Gwahardd (DBS)

4.1 Ar gyfer diogelwch plant, mae'n ofynnol i bob helpwr gwirfoddol gael cliriad y DBS i weithio yn yr ysgol.

4.2 Mae gan Bennaeth yr ysgol hawl i beidio derbyn help gwirfoddolwyr os yw'n credu na fyddai hynny er budd gorau'r plant.

5 Monitro ac adolygu

5.1 Cyfrifoldeb Pennaeth yr ysgol yw monitro'r polisi hwn o ddydd i ddydd. Bydd y Pennaeth yn rhoi adroddiad blynyddol i'r llywodraethwyr, gan nodi nifer yr oedolion sy'n helpwyr gwirfoddol yn yr ysgol, a chrynhoi eu gwerth i'r plant.

5.2 Caiff y polisi ei adolygu gan y corff llywodraethu os ystyrir bod angen hynny.



1 **Introduction**

1.1 We want our school to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

1.2 The school has a variety of adults working on the premises at any one time. They can be categorized as follows:

1.2.1 Paid full- or part-time staff employed by the school:

- teachers;
- teaching assistants;
- caretaker;
- cleaner;
- dinner supervisors;
- school secretaries;

1.2.2 Adult workers employed by another organization:

- peripatetic music teachers;
- LEA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (for example an electrician or heating engineer).

1.2.3 Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work experience;
- governors on school visits.

This policy sets out the arrangements for volunteer helpers only.

2 **Volunteer helpers**

2.1 Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organization;
- helping with the supervision of children on school trips;
- helping with group work during Integrated days;
- helping with art or subjects involving other practical activities such as gardening as part of the Cwtsh Cymreig.

2.2 Volunteer helpers are **not** allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing; • supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

3

Signing in

3.1 *When helpers arrive in the school they must sign in and sign out at the reception desk.*

4

DBS checks

4.1 *For the children's safety, all volunteer helpers are required to have DBS clearance to work in the school.*

4.2 *The Headteacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.*

5

Monitoring and review

5.1 *The day-to-day monitoring of this policy is the responsibility of the Headteacher. The Headteacher will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarizing their value to the children.*

5.2 *This policy will be reviewed by the governing body if considered necessary.*