CYLCH MEITHRIN MYNYDD LLANDEGAI

POLISI E-DDIOGELWCH

Bydd **Cylch Meithrin Mynydd Llandegai** yn dilyn y polisi hwn a'i addasu yn ôl yr angen a'i adolygu yn flynyddol.

Bydd **arweinydd Cylch Meithrin Mynydd Llandegai** yn sicrhau fod pob aelod o staff yn deall y polisi hwn.

Bydd **Cylch Meithrin Mynydd Llandegai** 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)

1 Polisiiau wedi'i cadw mewn llawlyfr.
2 Ffolder polisiau ar gael i gweld yn yr Cylch. Rhoi gwybod i rhieni ei fod r gael.
3 Polisiau ar gael ar wefan Ysgol Bodfeurig yn adran y Cylch.

ADOLYGWYD GAN		**DYDDIAD**
(Enw)	(Llofnod)	(Pryd)
Belinda Bradley		14/8/18
Catrin Bond and Belinda Bradley		5/3/19

(Awgrymir eich bod yn adolygu eich polisi yn flynyddol a hysbysu AGGCC, lle bo hynny'n, berthnasol os ydych wedi gwneud newidiadau iddo)

CYLCH MEITHRIN MYNYDD LLANDEGAI

E-SAFETY POLICY

Cylch Meithrin Mynydd Llandegai follows this policy, reviews it annually and updates it as required.

The **leader** of **Cylch Meithrin Mynydd Llandegai** will ensure that every member of staff understands this policy.

Cylch Meithrin Mynydd Llandegai 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 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.)

1. Policy Summary in parent handbook and details on how to view full policy in the cylch.
2. Full policy available to read in the cylch.
3. Full policy will be available on the cylch web page on the Ysgol Bodfeurig Website.

REVIEWED BY	DATE
Belinda Bradley	14/8/18
Catrin Bond and Belinda Bradley	5/3/19

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

POLISI E-DDIOGELWCH

yn cynnwys **Canllawiau Defnydd Derbyniol a Rhwydweithio Cymdeithasol**

Mae Technoleg Gwybodaeth a Chyfathrebu (TGCh) yn rhan o fywyd pob dydd oedolion a phlant. Mae'r Cylch Meithrin yn ceisio hyd eithaf ei gallu i gefnogi profiadau dysgu'r plant drwy ddefnyddio ystod o adnoddau TGCh, ac hefyd i alluogi staff y Cylch Meithrin i ddefnyddio ystod o adnoddau TGCh i gefnogi eu gwaith.

Nod

Mae'r Cylch Meithrin yn ymrwymo i sicrhau diogelwch plant a staff y lleoliad, drwy ddiogelu plant a gweithwyr y Cylch Meithrin rhag unrhyw niwed sydd yn deillio o gamddefnydd technoleg digidol a'r wê. Mae'r Cylch Meithrin yn ymrwymo i sicrhau arfer diogel gan blant a staff y Cylch Meithrin wrth ddefnyddio'r offer TGCh, ac i gynnal amgylchedd arlein diogel i blant Cylch Meithrin.

Hawliau Plant

Mae sicrhau diogelwch wrth ddefnyddio technoleg ddigidol yn rhan o sicrhau fod y Cylch Meithrin yn parchu hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant, yn benodol:

Erthygl 3: Dylai pob sefydliad sy'n ymwneud â phlant bob amser wneud yr hyn sydd orau i bob plentyn.

Erthygl 16: Mae gan blant yr hawl i breifatrwydd. Dylai'r gyfraith eu cadw rhag ymosodiadau ar eu ffordd o fyw, eu henw da, eu teuluoedd a'u cartrefi.

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 hôl.

Erthygl 28: Mae gan blant yr hawl i addysg. Dylai disgyblaeth mewn ysgolion barchu hunan- barch dynol plant. Dylai addysg gynradd fod am ddim. Dylai gwledydd cyfoethog helpu gwledydd tlotach i gyflawni hyn.

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

Erthygl 34: Dylai'r Llywodraeth gadw plant rhag camdriniaeth rywiol.

Erthygl 36: Dylai plant gael eu gwarchod rhag gweithgarwch a allai amharu ar eu datblygiad.

E-SAFETY POLICY

including **Acceptable Use and Social Networking Guidelines**

Information Communication Technology (ICT) is part of everyday life for adults and children. To the best of its ability, the Cylch Meithrin will use a range of ICT resources to support the children's learning experiences, and enable Cylch Meithrin staff to use a range of ICT resources to support their work.

Aim

The Cylch Meithrin is committed to ensuring the safety of children and staff at the setting by protecting both children and staff from any harm which might arise from the misuse of digital technology and the Internet. The Cylch Meithrin is committed to ensuring safe practice is followed by children and staff at the setting when using ICT resources, and to maintain a safe online environment for children at the Cylch Meithrin.

The Rights of the Child

Safe use of digital technologies is part of ensuring that the Cylch Meithrin respects the rights of the child, as noted in the United Nations Convention on the Rights of the Child, specifically:

Article 3: All organisations concerned with children should work towards what is best for each child.

Article 16: Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.

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 after them.

Article 28: Children have a right to an education. Discipline in schools should respect children's human dignity. Primary education should be free.

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

Article 34: The Government should protect children from sexual abuse.

Article 36: Children should be protected from any activities that could harm their development.

Cod Ymarfer

Mae'r Cylch Meithrin yn cydnabod bod datblygiadau technolegol yn cynnig cyfleoedd cyffrous i staff a phlant y lleoliad, ac yn ymrwymo i gynnig cyfleoedd i ddatblygu defnydd priodol a diogel o'r dechnoleg hyn er budd y staff a'r plant.

Er bod y Cylch Meithrin yn cydnabod gwerth adnoddau technolegol o fewn y lleoliad, rydym hefyd yn ystyriol o'r ffaith fod gan yr ymarferwyr dyletswydd gofal dros blant y lleoliad.

Bydd y Cylch Meithrin yn:

- ymrwymo i gynyddu ymwybyddiaeth gan staff a rhieni/gofalwyr/gwarcheidwaid am bwysigrwydd datblygu arferion diogel wrth ddefnyddio technolegau digidol (*digital technologies*). Gweler yr adran 'Rhieni a Gofalwyr' isod am fanylion llawn.
- disgwyl i staff fodelu arfer dda wrth ddefnyddio technolegau digidol a dyfeisiadau symudol (*portable devices*)[1].
- sicrhau bod angen cyfrinair er mwyn cael mynediad at offer digidol sydd yn storio gwybodaeth sensitif.
- sicrhau nad ydy offer gwaith sydd yn cadw gwybodaeth sensitif yn gadael y lleoliad.
- sicrhau bod pob aelod o staff yn ymwybodol o'u cyfrifoldeb i oruchwylio plant tra'u bod yn defnyddio technoleg ddigidol.
- sicrhau cyflwyno'r **Polisi E-Ddiogelwch** fel rhan o rhaglen anwytho staff newydd.
- sicrhau cynnal amgylchedd digidol diogel i'r plant e.e. drwy sicrhau gosod rheolwyr rhieniol (*parental controls*) ar offer megis cyfrifiaduron ac iPad.
- disgwyl i staff gwirio addasrwydd unrhyw wefannau, gemau neu apiau maent yn bwriadau defnyddio gyda'r plant o flaen llaw.
- sicrhau mai dim ond **staff / pwyllgor / rheolwyr / aelodau pwyllgor** y lleoliad sydd â chyfrineiriau.
- nodi'n glir pwy (e.e. **staff /gwirfoddolwyr / rheolwyr / aelodau pwyllgor**) sydd yn cael cyfrineiriau dyfeisiadau digidol y lleoliad mewn cyfarfod swyddogol (e.e. **cyfarfod pwyllgor)** gan nodi'r penderfyniad mewn cofnodion pwyllgor.

[1] e.e. gliniadur (*laptop*), cyfrifiadur tabled (e.e. *iPad*), ffôn symudol, cofbinnau (*memory stick)*

Code of Practice

The Cylch Meithrin recognises that developments in digital technology offer exciting opportunities for staff and children at the setting, and is committed to providing opportunities for both staff and children to benefit from appropriate and safe use of these technologies.

Although the Cylch Meithrin recognises the value of digital resources within the setting, we are also mindful of the fact that practitioners have a duty of care for children at the setting.

The Cylch Meithrin will:

- commit to increasing awareness amongst staff and parents/carers/guardians of the importance of developing safe practices in the use of digital technologies. See the 'Parents and Carers' section below for further information.
- expect staff to model good practice in the use of digital technologies and portable devices[2].
- ensure that a password is required to access digital equipment storing sensitive information.
- ensure that no work equipment which stores sensitive information leaves the setting.
- ensure that all members of staff are aware of their responsibility to supervise children while they are using digital technologies.
- ensure that the **E-Safety Policy** is included as part of the induction programme for new members of staff.
- ensure that a safe digital environment is maintained for the children e.g. by placing parental controls on equipment such as laptops and iPads.
- expect staff to verify the appropriateness of any websites, games or aps they intend using with the children in advance.
- ensure that only **staff / volunteers / managers / committee members** know any passwords.
- clearly record who (e.g. **staff / volunteers / managers / committee members**) is allowed the passwords to access the setting's digital devices in a formal meeting (e.g. **a committee meeting**) with the decision recorded in the minutes.

[2] e.g. laptops, tablet computers (e.g. IPad), mobile phones, memory sticks.

Rhieni a Gofalwyr

Mae'r Cylch Meithrin yn credu bod gan rieni / gofalwyr plant rôl bwysig mewn modelu arfer da o ddefnydd y cyfryngau digidol i'w plant.

Bydd y Cylch Meithrin yn:

- annog rhieni a gofalwyr i gefnogi'r Cylch Meithrin i hyrwyddo arfer da e-diogelwch. Gwneir hyn drwy rannu enghreifftiau o arfer da, cyfeirio at adnoddau a gynhyrchir gan asiantaethau eraill megis CEOP[3] a hysbysebu sesiynau gwybodaeth leol os ydynt ar gael.
- gofyn i rieni i gefnogi arfer da'r Cylch Meithrin gan ddilyn canllawiau'r lleoliad ar gyfer tynnu a rhannu lluniauo weithgareddau'r Cylch Meithrin e.e. diwrnod mabolgampau, cyngerdd Nadolig, ar dudalennau safleoedd rhwydweithio cymdeithasol. Gweler y **Polisi Delweddau Digidol** am fanylion llawn.

Cadw a diogelu data

Nod y Cylch Meithrin yw sicrhau y cedwir gwybodaeth bersonol sy'n ymwneud â'r staff, myfyrwyr ar leoliad gwaith, gwirfoddolwyr, rhieni/gofalwyr/gwarcheidwaid a'r plant yn unol â gofynion statudol Deddf Diogelu Data 1998.

Mae'r Cylch Meithrin yn ymrwymo i sicrhau y bydd data personol[4] yn cael ei gadw, ei brosesu, a'i drosglwyddo yn ôl y Ddeddf Diogelu Data 1998 drwy sicrhau bod data personol:

- yn cael ei brosesu yn deg ac yn gyfreithlon.
- yn cael ei brosesu ar gyfer pwrpasau cyfyngedig.
- yn ddigonol, yn berthnasol ond nid yn ormodol.
- yn gywir.
- yn cael ei gadw dim ond am y cyfnod sy'n angenrheidiol.
- yn cael ei brosesu yn unol â hawliau'r unigolyn.
- yn cael ei gadw'n ddiogel.
- yn cael ei drosglwyddo dim ond i eraill sydd ag amddiffyniadau digonol.

Gweler **Polisi Cyfrinachedd a Diogelu Data** y Cylch Meithrin am fanylion llawn.

[3] CEOP: Child Safety and Online Protection Centre (National Crime Agency)
[4] Information Commisioner's Office: 'What is Personal Data? – A quick reference guide' https://ico.org.uk/media/for-organisations/documents/1549/determining_what_is_personal_data_quick_reference_guide.pdf

Parents and Carers

The Cylch Meithrin believes that parents and carers play an important role in modelling good practice in the use of digital media for their children.

The Cylch Meithrin will:

- encourage parents and carers to support the Cylch Meithrin in promoting good practice in E-Safety. This will be achieved by sharing examples of good practice, referring to resources produced by agencies such as CEOP[5] and advertising local information sessions where available.
- ask parents to support the Cylch Meithrin in promoting good practice by following the setting's guidelines on taking and sharing images at Cylch Meithrin activities e.g. sports day, Christmas concert, on Social Networking sites. Please see the **Digital Images Policy** for further information.

Keeping and Protecting Data

The Cylch Meithrin aims to ensure that personal information regarding the staff, students on work placement, volunteers, parents/guardians and the children is kept in accordance with the statutory requirements of the 1998 Data Protection Act.

The Cylch Meithrin is committed to ensuring that personal data[6] will be recorded, processed, transferred and made available according to the Data Protection Act 1998 by ensuring that personal data is:

- fairly and lawfully processed.
- processed for limited purposes.
- adequate, relevant and not excessive.
- Accurate.
- kept no longer than is necessary.
- processed in accordance with the data subject's rights.
- kept securely.
- only transferred to others with adequate protection.

Please see the Cylch Meithrin's **Confidentiality and Data Protection Policy** for further information.

[5] CEOP: Child Safety and Online Protection Centre (National Crime Agency)
[6] Information Commisioner's Office: 'What is Personal Data? – A quick reference guide' https://ico.org.uk/media/for-organisations/documents/1549/determining_what_is_personal_data_quick_reference_guide.pdf

Er nad ydy'r Cylch Meithrin yn argymell cadw data personol ar ddyfeisiadau symudol, mae'r Cylch Meithrin yn cydnabod gall fod yn angenrheidiol, yn ddibynnol ar yr offer technolegol sydd ar gael yn y lleoliad.

Pan fydd data personol yn cael ei gadw ar unrhyw ddyfeisiadau digidol cludadwy, bydd y Cylch Meithrin yn:

- sicrhau bod y ddyfais ddigidol gludadwy wedi ei ddiogelu gan gyfrinair.
- sicrhau bod y data wedi ei ddiogelu gan gyfrinair.
- sicrhau bod meddalwedd gwrth-feirws (*anti-virus software*) a muriau gwarchod (firewalls) cyfredol yn weithredol ar ddyfeisiadau cludadwy'r Cylch Meithrin.
- disgwyl bod meddalwedd gwrth-feirws (*anti-virus software*) cyfredol yn weithredol ar unrhyw ddyfeisiadau digidol sy'n cael eu cysylltu gyda dyfeisiadau cludadwy'r Cylch Meithrin.
- dileu'r data o'r ddyfais gludadwy unwaith y bydd wedi ei drosglwyddo i ddyfais arall ac/neu pan nad oes ei angen.

<u>Offer ac adnoddau TGCh</u>

Mae'r Cylch Meithrin yn cydnabod bod offer Technoleg Gwybodaeth a Chyfathrebu[7] yn rhan o fyd y plentyn. Mae'r Cylch Meithrin yn ymrwymo i sicrhau bod y plant yn dechrau deall arwyddocâd TGCh yn eu bywydau, gan sicrhau bod staff a phlant yn elwa o'r dechnoleg mewn modd diogel ac effeithiol.

Bydd y Cylch Meithrin yn:

- sicrhau cynnal amgylchedd digidol diogel i'r plant e.e. drwy sicrhau gosod rheolwyr rhieniol (*parental controls*) ar offer megis cyfrifiaduron ac iPad.
- disgwyl i staff gwirio addasrwydd unrhyw wefannau, gemau neu apiau maent yn bwriadau defnyddio gyda'r plant o flaen llaw, ac yn rheolaidd wedi eu defnydd gyntaf.
- defnyddio meddalwedd oed-briodol (*age-appropriate*) sydd yn addas i ddatblygiad sgiliau a gwybodaeth y plant.

[7] Rhai enghreifftiau o offer Technoleg Gwybodaeth a Chyfathrebu (nid yw'n rhestr gyflawn): cyfrifiaduron/ cyfrifiaduron tabled / ffonau symudol / chwaraeydd CD / teledu / bwrdd gwyn rhyngweithiol / camerau digidol / dyfeisiadau recordio sain / camerau fideo / teganau i'w rheoli megis: BeeBot, ceir ayb / til electronig.

Although the Cylch Meithrin does not recommend storing personal data on mobile devices, the Cylch Meithrin recognises that this might be necessary, depending on the technology available at the setting.

Where personal data is kept on a portable digital device, the Cylch Meithrin will:

- ensure that the portable digital device is password protected.
- ensure that the data is password protected.
- ensure that up to date anti-virus software and firewalls are operational on the setting's portable devices.
- expect that up to date anti-virus software is in place on any digital devices connected to the Cylch Meithrin's portable devices.
- delete the data from the portable device once it has been transferred to another device and/or its use is complete.

ICT Equipment and Resources

The Cylch Meithrin recognises that Information Communication Resources[8] are part of a child's daily life. The Cylch Meithrin is committed to ensuring that children begin to understand the significance of ICT in their lives, by ensuring that staff and children are able to profit from the technology safely and effectively.

The Cylch Meithrin will:

- ensure that a safe digital environment is maintained for the children e.g. by placing parental controls on equipment such as laptops and iPads.
- expect staff to verify the appropriateness of any websites, games or aps they intend using with the children in advance, and to routinely check their suitability after their first use.
- use age-appropriate software which supports children's skill and knowledge development appropriately.

[8] Some examples of Information Communication Technology equipment (this is not an exhaustive list): computers / tablet computers / CD players / TV / interactive white boards / digital cameras / sound recording devices / video cameras / controllable toys e.g.: BeeBot, Cars / electronic tills.

Dyfeisiadau Personol

Nid yw'r Cylch Meithrin yn argymell i staff ddefnyddio unrhyw ddyfeisiadau digidol personol yn y lleoliad. Fodd bynnag, mae'r Cylch Meithrin yn cydnabod y bydd adegau lle mae'n rhaid defnyddio dyfais bersonol (e.e. ffôn symudol) megis ar drip i ffwrdd o'r safle. Mae disgwyl i staff gadw'r defnydd hyn o fewn terfynau derbyniol a gofyn am ganiatâd ymlaen llaw gan yr **Arweinydd / Person Cofrestredig / Cadeirydd**.

Nid oes caniatâd i ddefnyddio dyfeisiadau digidol personol ar unrhyw amser yn ystod amser gwaith ar gyfer:

- ymgymryd â galwadau ffôn personol (heblaw ei fod yn argyfwng)
- rhannu gwybodaeth ar safle gwe neu dudalen rhwydwaith cymdeithasol personol.
- tynnu lluniau na chreu fideo o gyd-weithwyr, rhieni/gofalwyr/gwarcheidwaid na phlant y lleoliad.

Cyfrifiadura Cwmwl (*Cloud Computing*) **RHAID CADW'R ADRAN HYN OS YW'R LLEOLIAD YN EU DEFNYDDIO E.E. GOOGLE DRIVE / OFFICE 365

Cyfrifiadura Cwmwl yw'r term sy'n disgrifio defnyddio gwasanaethau technolegol - megis e-byst, storfa dogfennau, neu feddalwedd - dros rwydwaith megis y rhyngrwyd. Un o fanteision Cyfrifiadura Cwmwl yw'r gallu i gael mynediad at y gwasanaethau hyn o amryw o leoliadau, a gan wahanol ddefnyddwyr (e.e. taliadau yn cael eu diweddaru yn y lleoliad gan yr arweinydd, a'r trysorydd yn gweithio o adref i gwblhau cyfrifon y lleoliad).

Mae'r Cylch Meithrin yn cydnabod bod yna fanteision i ddefnyddio systemau Cyfrifiadura Cwmwl. Rydym hefyd yn ystyriol o'r ffaith fod gan yr ymarferwyr dyletswydd gofal dros blant y lleoliad. Mae'r Cylch Meithrin yn ymrwymo i gynnig cyfleoedd i ddatblygu defnydd priodol a diogel o'r dechnoleg hyn er budd y staff a'r plant.

Mae'r Cylch Meithrin yn ymrwymo i gadw unrhyw ddata a gedwir ar system Cyfrifiadura Cwmwl yn unol â gofynion Deddf Diogelu Data 1998.

Bydd y Cylch Meithrin yn:

- sicrhau mai dim ond **staff / pwyllgor** y lleoliad sydd â chyfrineiriau i gael at system Storfa Cwmwl [9] (*Cloud Storage*) y lleoliad.
- nodi'n glir pwy (e.e. **staff / gwirfoddolwyr / rheolwyr / aelodau pwyllgor**) sydd yn cael cyfrineiriau dogfennau a ffeiliau digidol penodol mewn cyfarfod swyddogol (e.e. **cyfarfod pwyllgor**) sy'n cael ei gofnodi gan nodi'r penderfyniad.

[9] Enghreifftiau o Systemau Storio Cwmwl: Office 365 / Google Drive

Personal Devices

The Cylch Meithrin does not advise staff to use any personal digital devices at the setting. However, the Cylch Meithrin recognises that circumstances may arise, such as on a trip away from the setting, where staff have to use their personal devices (e.g. mobile phone). Staff are expected to keep this within reasonable bounds and ask for permission in advance from the **Leader / Registered Person / Chairperson**.

Staff are not permitted to use personal digital devices at any time during work hours to:

- make / receive personal phone calls (unless it is an emergency)
- share information on a personal web-page or social networking page.
- take pictures or create videos of colleagues, parents/carers/guardians or children at the setting.

Cloud Computing ** THIS SECTION MUST BE KEPT IF THE SETTING USES THESE SERVICES E.G. GOOGLE DRIVE / OFFICE 365

Cloud Computing is the term used to describe using digital technology services – such as e-mail, file storage, or software – over a network e.g. the internet. One of the advantages of Cloud Computing is the ability to access these services from numerous locations and by different users (e.g. payments updated at the setting by the leader, while the treasurer works at home to complete the accounts).

The Cylch Meithrin recognises the advantages of using a Cloud Computing system, whilst also being mindful of the fact that practitioners have a duty of care for the children at the setting. The Cylch Meithrin is committed to supporting opportunities for the appropriate use of these technologies for the benefit of staff and children.

The Cylch Meithrin is committed to ensuring that any data kept in a Cloud Computing system is kept in accordance with the requirements of the 1998 Data Protection Act.

The Cylch Meithrin will:

- ensure that only **staff / committee members** at the setting have passwords to access the setting's Cloud Storage[10] facilities.
- clearly record who (e.g. **staff / volunteers / managers / committee members**) is allowed the passwords to access specific digital files in a formal meeting (e.g. **a committee meeting**) with the decision recorded in the minutes.

[10] Examples of Cloud Storage systems: Office 365 / Google Drive

- sicrhau bod angen cyfrinair er mwyn cael mynediad at ddogfennau digidol sydd yn storio gwybodaeth sensitif.
- sicrhau bod gan bob defnyddiwr o system storio data yn y cwmwl enw defnyddiwr a chyfrinair unigryw.
- ychwanegu, diweddaru hawliau a dileu cyfrifon unigolion yn amserol. E.e. pan fydd aelod o staff yn gorffen gweithio yn y lleoliad, pan fydd aelod o staff newydd yn cychwyn yn y lleoliad, pan fydd Cadeirydd newydd i bwyllgor y Cylch.
- disgwyl i ddefnyddwyr awdurdodedig sicrhau bod meddalwedd gwrth-feirws (*anti-virus software*) a Muriau gwarchod (*firewalls*) cyfredol yn weithredol ar unrhyw ddyfeisiadau y defnyddir i gael at system Storfa Cwmwl (*Cloud Storage*) y lleoliad.

E-bost

Mae'r Cylch Meithrin yn cydnabod bod mynediad at gyfrif e-bost yn hanfodol ar gyfer cyfathrebu gyda rhieni a gofalwyr, a gyda chynrychiolwyr asiantaethau a chwmnïau allanol.

Bydd y Cylch Meithrin yn:

- sicrhau bod mynediad at gyfrif e-bost penodol at ddefnydd cyfathrebiadau swyddogol y Cylch Meithrin. Fe fydd hyn yn sicrhau peidio cymysgu bywyd gwaith a bywyd personol.
- nodi'n glir pwy (e.e. **staff / gwirfoddolwyr / rheolwyr / aelodau pwyllgor**) sydd yn cael danfon cyfathrebiadau ar ran y Cylch Meithrin e.e. mewn cyfarfod swyddogol (e.e. cyfarfod pwyllgor neu gyfarfod rheoli) sy'n cael ei gofnodi gan nodi'r penderfyniad. Gweler y ffurflen yn Atodiad 1.
- disgwyl i staff ddefnyddio cyfrif e-bost y Cylch Meithrin yn unig ar gyfer busnes swyddogol y lleoliad, gan gynnwys cyfathrebu gyda rhieni a gofalwyr.
- disgwyl i staff sicrhau tôn broffesiynol i bob cyfathrebiad.
- disgwyl i staff i beidio danfon na derbyn cyfathrebiadau personol ar gyfrif e-bost swyddogol y Cylch Meithrin.
- disgwyl i staff beidio danfon e-byst anawdurdodedig (*unauthorised*) ar ran unigolyn arall.
- atgoffa rhieni a staff am drefn **Polisi Canmol a Chwyno**'r ddarpariaeth er mwyn sicrhau y bydd unrhyw gŵyn yn cael ei chyfeirio at **bwyllgor y Cylch Meithrin/ Person Cofrestredig** yn uniongyrchol.

- ensure that a password is required to gain access to any digital document storing sensitive information.
- ensure that each user of a Cloud-based storage system has a unique username and password.
- add and update permissions, and delete individual accounts in a timely manner. E.g. when a member of staff stops working at the setting, when a new member of staff starts working at the setting, when there is a new Chairperson on the Cylch Meithrin committee.
- expect authorised users to ensure that up to date anti-virus software and Firewalls are in place on any devices used to access the setting's Cloud Storage system.

E-mail

The Cylch Meithrin recognises that access to an e-mail account is essential for communication with parents and carers, and with representatives of other organisations and companies.

The Cylch Meithrin will:

- provide access to a designated e-mail account for use in official Cylch Meithrin communications. This will ensure separation of professional and personal life.
- clearly record who (e.g. **staff / volunteers / managers / committee members**) is allowed to send official correspondence on behalf of the Cylch Meithrin e.g. during a committee meeting or management meeting with the decision recorded in the minutes. See the form in Appendix 1.
- expect that staff use the Cylch Meithrin's official e-mail account for all official business, including communication with parents and carers.
- expect staff to ensure that all communication is carried out in a professional tone and manner.
- expect staff not to use the Cylch Meithrin e-mail account for personal communications.
- expect staff not to send unauthorised e-mails on behalf of another individual.
- remind parents of the setting's **Compliments and Complaints Policy** to ensure that any complaints are received directly by the **Cylch Meithrin committee/ Registered Person**.

Rhwydweithio Cymdeithasol

Mae safleoedd rhwydweithio cymdeithasol yn darparu gwasanaeth sy'n galluogi unigolion, grwpiau, busnesau ac eraill i rannu negeseuon tesun, lluniau a chlipiau fideo gyda'i gilydd.

Mae'r Cylch Meithrin yn cydnabod bod hyrwyddo gwaith y Cylch Meithrin ar safleoedd rhwydweithio cymdeithasol megis *Facebook*, *Twitter, Snapchat* ac *Instagram* yn gallu bod yn fanteisiol. Er bod y Cylch Meithrin yn cydnabod gwerth y safleoedd gwe hyn o fewn y lleoliad, rydym hefyd yn ystyriol o'r ffaith fod gan yr ymarferwyr dyletswydd gofal dros blant y lleoliad, a bod gennym ddyletswydd i ddiogelu'r plant a'r staff rhag unrhyw niwed yn deillio o gamddefnydd o safleoedd o'r fath.

Bydd y Cylch Meithrin yn:

- sicrhau bod unrhyw benderfyniad i greu tudalen neu grŵp ar safle gwe o'r fath ar gyfer y lleoliad yn cael ei drafod mewn cyfarfod swyddogol (e.e. cyfarfod pwyllgor neu gyfarfod rheoli) sy'n cael ei gofnodi gan nodi'r penderfyniad.
- nodi'n glir pwy fydd yn gyfrifol am ddiweddaru'r manylion a rannir ar y dudalen, sef y 'gweinyddwr/gweinyddwyr'. Mae'n hanfodol bod y sawl fydd yn gweinyddu'r dudalen ar gyfer y lleoliad yn gwneud hynny yn rhinwedd ei waith yn hytrach na thrwy ei gyfrif personol. Fe fydd hyn yn sicrhau peidio cymysgu bywyd gwaith a bywyd personol y gweinyddwr/gweinyddwyr.
- llunio a gweithredu rheolau am weinyddu a chyfrannu at dudalennau rhwydweithio cymdeithasol y ddarpariaeth e.e. pa mor rheolaidd, pa fath o luniau/fideos, gwybodaeth am weithgareddau codi arian, gwybodaeth i rieni am ymweliadau, rhannu negeseuon cyffredinol am fywyd y lleoliad.
- trafod ac yn datblygu'r rheolau hyn gyda staff a rhieni'r lleoliad.
- sicrhau mai dim ond y gweinyddwr/gweinyddwyr sydd yn gallu ychwanegu lluniau neu fideo o'r ddarpariaeth.
- sicrhau derbyn caniatâd penodol gan rieni os bwriedir defnyddio lluniau'r plant ar y tudalennau hyn.
- sicrhau na waherddir rhieni presennol y Cylch Meithrin rhag cael mynediad i dudalennau rhwydweithio cymdeithasol y ddarpariaeth oni bai fod rheswm penodol dros hynny. Disgwylir i chi gysylltu gyda'ch Swyddog Cefnogi i drafod unrhyw achosion neu bryderon penodol.
- disgwyl i'r gweinyddwr/gweinyddwyr cadw rheolaeth dynn ar y sylwadau a roir ar dudalennau'r ddarpariaeth, gan ddileu unrhyw sylwadau amhriodol mor fuan ag sy'n bosib.
- atgoffa rhieni a staff am drefn **Polisi Canmol a Chwyno**'r ddarpariaeth er mwyn sicrhau y bydd unrhyw gŵyn yn cael ei chyfeirio at **bwyllgor y Cylch Meithrin/ Person Cofrestredig** yn uniongyrchol. Ni ddylid defnyddio tudalennau rhwydweithio cymdeithasol i drafod unrhyw fater sy'n mynegi pryder am y ddarpariaeth.

Social Networking

Social Networking sites provide a service which allows individuals, groups, businesses and others to share text, photo and video clips.

The Cylch Meithrin recognises that promoting the work of the Cylch Meithrin on social networking sites such as *Facebook, Twitter, Snapchat* and *Instagram* can be beneficial. Although the Cylch Meithrin recognises the value of these sites for the setting, we are also mindful of the fact that practitioners have a duty of care for the children at the setting, and that we have a duty to protect the children and the staff from any harm deriving from misuse of these types of sites.

The Cylch Meithrin will:

- ensure that any decision to establish a page or group for the setting on a site of this type is discussed in an official meeting (e.g. committee / management meeting) with the decision recorded in the minutes.
- clearly note who is responsible for updating the details shared on the page, the page 'administrator'. It is essential that individuals responsible for administering the page for the setting do so in a professional capacity and not through a personal account. This will ensure separation of professional and personal life for the page administrator.
- develop and implement guidelines for the administration of and contributions to the setting's social networking pages e.g. how often, what type of images/videos, information about fundraising activities, information for parents about visits, sharing general information about activities at the setting.
- discuss and develop these guidelines with staff and parents at the setting.
- ensure that only the administrator can add images or videos of the setting.
- ensure specific parental permission is obtained if the setting intends using pictures of the children on these pages.
- ensure that no current parent is forbidden from accessing the setting's social networking pages unless there is a specific reason for doing so. Please contact your Support Officer to discuss specific incidents or concerns.
- expect the administrator to keep a firm control on the comments placed on the setting's pages, and to delete any inappropriate comment as soon as possible.
- remind parents of the setting's **Compliments and Complaints Policy** in order to ensure that any complaints are directed to the C**ylch Meithrin committee/ Registered Person** directly. The setting's social networking pages should not be used to discuss any matter which expresses concern about the setting.

Mae'r Cylch Meithrin yn cydnabod dymuniad unigolion i gyhoeddi gwybodaeth ar y we yn eu hamser eu hunain. Gall hyn gynnwys cyfrannu i fyrddau negeseuon, blogiau, safleoedd rhwydweithio cymdeithasol e.e. *Facebook* a *Twitter*, safleoedd gwe sy'n rhannu gwybodaeth drwy gyfraniad ysgrifenedig, lleisiol neu weledol e.e. *You Tube* ac *Instagram*.

Os yw staff yn cymryd rhan yn y math yma o weithgaredd y tu allan i oriau gwaith, yna mae angen iddynt fod yn ystyriol o'u hymddygiad, cyfraniadau e.e. diweddariadau statws, lluniau ac unrhyw weithgaredd sy'n gallu adlewyrchu ar y Cylch Meithrin, yn enwedig os ydynt yn enwi'r cyflogwr yn ei phroffil.

Bydd y Cylch Meithrin yn:

- sicrhau bod staff yn deall bod dangos enw neu lun o'i hunain ar unrhyw safle gwe yn ddigon i'w adnabod fel aelod o staff y Cylch Meithrin.
- sicrhau na chaniateir i unrhyw aelod o staff i ddefnyddio offer digidol y Cylch Meithrin er mwyn cael mynediad at dudalen personol ar safleoedd rhwydweithio cymdeithasol a/neu gyhoeddi gwybodaeth ar safleoedd gwe bersonol sy'n rhannu gwybodaeth drwy gyfraniad ysgrifenedig, lleisiol neu weledol.
- gweithredu'r uchod i bob aelod o staff sy'n gweithio yn y Cylch Meithrin, boed yn aelod staff llawn amser, rhan amser, dros dro, ar brofiad gwaith neu hyfforddiant.
- disgwyl i staff i beidio danfon na derbyn unrhyw gais i fod yn 'ffrind' i rieni a gwarchodwyr y plant sy'n mynychu'r Cylch Meithrin ar gyfrif personol, oni bai eu bod yn nabod y person yn gymdeithasol y tu allan i'r cyswllt drwy'r lleoliad.
- atal unrhyw aelod o staff rhag rhoi unrhyw ddelwedd sy'n ymwneud â'r Cylch Meithrin ar safleoedd rhwydweithio cymdeithasol personol a/neu gyhoeddi gwybodaeth ar safleoedd gwe bersonol sy'n rhannu gwybodaeth drwy gyfraniad ysgrifenedig, lleisiol neu weledol.

Os yw aelod o staff yn:

- postio unrhyw wybodaeth ar y we lle gellir ei adnabod fel aelod o staff y Cylch Meithrin, neu os yw'n trafod gwaith neu unrhyw beth sy'n ymwneud â'r Cylch Meithrin neu ei fusnes, cwsmeriaid neu staff, yna mae disgwyl i'r aelod o staff gynnal ei hun mewn modd sy'n cyd-fynd â'u cytundeb gwaith a pholisïau a gweithdrefnau'r Cylch Meithrin.
- blogio neu'n sefydlu safle gwe sy'n nodi eu bod yn aelod o staff y Cylch Meithrin, yna byddant yn hysbysu'r **Person Cofrestredig / Cadeirydd / Arweinydd** ar unwaith.
- creu postiad ar flog sydd yn cydnabod yn glir iddynt weithio i'r Cylch Meithrin, ac iddynt ddatgan unrhyw syniad neu farn bersonol yna mae'n ofynnol iddynt ychwanegu datganid megis 'fy marn bersonol i yw hwn ac nid barn Cylch Meithrin (ENW'R LLEOLIAD)'.

The Cylch Meithrin acknowledges an individual's desire to publish information on the web in their own time. This could include contributing to message boards, blogs, social networking sites e.g. *Facebook* or *Twitter*, content-sharing websites using written, verbal or visual contributions e.g. *YouTube* or *Instagram*.

If staff participate in these types of activities outside of their working hours, they should be aware of how their behaviour, contributions e.g. status updates, photographs and any other activity may reflect on the Cylch Meithrin, particularly if they name their employer in their profile.

The Cylch Meithrin will:

- ensure that staff understand that including their name or a picture of themselves on a website could be enough to be identified as a member of Cylch Meithrin staff.
- ensure the no-one uses the setting's digital devices to access personal pages on social networking sites and/or publish information to personal web pages which share information through written, verbal or visual contributions.
- implement the above for all staff working at the Cylch Meithrin**,** whether they are full-time, part-time, temporary, or on work experience or a training placement.
- expect staff not to send or accept 'friend' requests from parents and carers of children attending the Cylch Meithrin, except where they know the person in a social capacity separate from the setting.
- prevent any member of staff from putting any images associated with the Cylch Meithrin on a personal social networking sites and/or publishing information on personal websites which share information through written, verbal or visual contributions.

If a member of staff:

- posts information on the internet which will enable him/her to be identified as a staff member at the Cylch Meithrin, or if he/she discusses work or anything related to the Cylch Meithrin or its business, customers or staff, the staff member is expected to conduct himself/herself in a manner which conforms to his/her work contract and the Cylch Meithrin's policies and procedures.
- blogs or establishes a website which indicates that he/she is a member of Cylch Meithrin staff, the **Registered Person / Chairperson / Leader** should be informed immediately.
- creates a blog post which clearly identifies that he/she works in Cylch Meithrin, and he/she expresses any idea or opinion, a disclaimer, such as "this is my own personal opinion and not that of (NAME OF SETTING)" should be added.

Gall torri'r Polisi hwn arwain at achos disgyblu a gall achosion difrifol arwain at ddiswyddo yn ôl trefn disgyblu'r Cylch Meithrin.

Bydd yr achosion canlynol yn cael eu hystyried yn camymddwyn dybryd a allai arwain at ddiswyddo (bydd y Cylch Meithrin yn dilyn y Drefn Disgyblu, gweler **Polisi Staffio**). Enghreifftiau yw'r rhain ac nid yw'r rhestr yn gyflawn:

- Datgelu gwybodaeth gyfrinachol am y Cylch Meithrin drwy bostiad personol ar-lein. Gall hyn gynnwys gwybodaeth am gleientiaid y Cylch Meithrin, cynlluniau busnes, polisïau, staff, gwybodaeth gyllidol neu drafodaethau mewnol. Dylai aelod o staff drafod gyda'r **Person Cofrestredig / Cadeirydd** os ydynt yn aneglur ynglŷn â beth sy'n cael ei ystyried yn gyfrinachol
- Beirniadu neu godi cywilydd ar y Cylch Meithrin, ei gleientiaid neu staff mewn fforwm cyhoeddus (yn cynnwys unrhyw safle gwe). Dylai staff barchu enw da'r Cylch Meithrin a phreifatrwydd a theimladau eraill ar bob adeg. Os oes gan staff achwyniad dilys yn erbyn cydweithiwr neu fan gwaith, yna'r drefn gywir yw codi achwyniad yn dilyn y drefn achwyniad.
- Defnyddio neu ddiweddaru blog personol neu safle gwe o gyfrifiadur y Cylch Meithrin yn ystod amser gwaith.
- Rhannu gwybodaeth cyfrinachol am unrhywun sydd yn gysylltiedig a'r Cylch Meithrin. Gweler y **Polisi Cyfrinachedd a Diogelu Data** am fanylion llawn.

A breach of this policy can lead to disciplinary action and serious breaches may lead to dismissal in line with the Cylch Meithrin disciplinary procedures.

The following matters will be treated as gross misconduct which could lead to dismissal, (the Cylch Meithrin will follow the Disciplinary Procedure, see the **Staffing Policy**). These are examples; the list is not complete:

- Revealing confidential information about the Cylch Meithrin in a personal online posting. This can include information relating to the Cylch Meithrin's clients, business plans, policies, staff, financial information or internal discussions. A member of staff should discuss with the **Registered Person/Chairperson** if he/she is uncertain what might be regarded as confidential.
- Criticising or embarrassing the Cylch Meithrin, its clients or its staff in a public forum (including a website). Staff should respect the reputation of the Cylch Meithrin and the privacy and feelings of others at all times. If a member of staff has a genuine complaint to make about a colleague or the workplace, the correct procedure is to express a grievance following the grievance procedure.
- Accessing or updating a personal blog or website from the Cylch Meithrin's computer during work hours.
- Sharing confidential information about any individual associated with the Cylch Meithrin. See the **Confidentiality and Data Protection Policy** for further information.

Polisïau Cysylltiedig

Polisi Amddiffyn Plant

Polisi Delweddau Digidol

Polisi Cyfrinachedd a Diogelu Data

Polisi Staffio

Cysylltiadau a Gwybodaeth Ddefnyddiol

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

CEOP (Child Exploitation and Online Protection Centre): https://ceop.police.uk/safety-centre/

Cymunedau Digidol Cymru: http://cymunedaudigidol.llyw.cymru/

Estyn: 'Arweiniad atodol: arolygu diogelu mewn lleoliadau nas cynhelir – Atodiad 4: Diogelwch Ar-lein' https://www.estyn.llyw.cymru/sites/default/files/documents/Supplementary%20Guidance%20for%20inspecting%20safeguarding%20in%20the%20NMS%20Autumn%202015%20cy_0.pdf

Information Commisioner's Office: 'Guidance on the use of cloud computing' https://ico.org.uk/media/for-organisations/documents/1540/cloud_computing_guidance_for_organisations.pdf

Information Commissioner's Office: 'Key definitions of the Data Protection Act' https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/

Safer Recruitment Consortium: Guidance for safer working practice for those working with children and young people in education settings, October 2015 http://www.safeguardinginschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf

Thinkuknow: Cynllun addysg ar gyfer e-ddiogelwch yr Asiantaeth Troseddu Cenedlaethol https://www.thinkuknow.co.uk/parents/ a https://www.thinkuknow.co.uk/Teachers/

Associated Policies

Child Protection Policy

Digital Images Policy

Confidentiality and Data Protection Policy

Staffing Policy

Further Information and Useful Links

The following publications and websites provide useful additional information:

CEOP (Child Exploitation and Online Protection Centre): https://ceop.police.uk/safety-centre/

Digital Communities Wales: http://digitalcommunities.gov.wales/

Estyn: 'Supplementary guidance: inspecting safeguarding in non-maintained settings – Appendix 4: Online safety' https://www.estyn.gov.wales/sites/default/files/documents/Supplementary%20Guidance%20for%20inspecting%20safeguarding%20in%20the%20NMS%20Autumn%202015_0.pdf

Information Commisioner's Office: 'Guidance on the use of cloud computing' https://ico.org.uk/media/for-organisations/documents/1540/cloud_computing_guidance_for_organisations.pdf

Information Commissioner's Office: 'Key definitions of the Data Protection Act' https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/

Safer Recruitment Consortium: Guidance for safer working practice for those working with children and young people in education settings, October 2015 http://www.safeguardinginschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf

Thinkuknow: E-safety education and awareness resources from the National Crime Agency https://www.thinkuknow.co.uk/parents/ a https://www.thinkuknow.co.uk/Teachers/

Atodiad / *Appendix* 1

DEFNYDD GWEFANNAU A RHWYDWEITHIAU CYMDEITHASOL

USE OF WEBSITES AND SOCIAL NETWORKING SITES

Math o dudalen e.e. gwefan / Facebook ayb ***Type of page e.g. Website / Facebook etc.***	**Cyfeiriad gwe** ***Web address***	**Sefydlwyd ar (dyddiad)** ***Established on (date)***	**Gweinyddwyr (enwau)** ***Administrators (names)***	**Tudalen cyhoeddus [Ie/Na]** ***Public Page [Yes/No]***	**Os na, pwy sy'n cael mynediad? E.e. rhieni, staff, pwyllgor, Swyddog Cefnogi** ***If no, who has access? E.g. parents, staff, Committee, Support Officer***
Cylch Meithrin Mynydd Llandegai Facebook Closed Group	https://www.facebook.com/groups/179987032165055/	2/6/13	Catrin Bond Cylch Meithrin Mynydd Llandegai Sarah Lamberton Lowri Harrington	No	

Cylch Meithrin Mynydd Llandegai	https://www.facebook.com/Cylch-Meithrin-Mynydd-Llandegai-1567630226651355/	26/1/18	Catrin Bond Cylch Meithrin Mynydd Llandegai Sarah Lamberton Lowri Harrington	Yes	General public