Cod Ymddygiad Caersalem ar gyfer Staff a Gwirfoddolwyr

Caersalem Code of Conduct for Staff and Volunteers

Cymraeg	English
EGLWYS Y BEDYDDWYR CAERSALEM, CAERNARFON	**CAERSALEM BAPTIST CHURCH, CAERNARFON**
Mabwysiadwyd gan: Dîm Arwain Eglwys y Bedyddwyr Caersalem ar 9 Medi 2026	**Adopted by: Caersalem Baptist Church Leadership Team on 9 September, 2026**
Mae'r Cod Ymddygiad hwn yn nodi'r safonau ymddygiad a ddisgwylir gan yr holl staff a gwirfoddolwyr sy'n gwasanaethu yn Eglwys y Bedyddwyr Caersalem. Ei ddiben yw hyrwyddo amgylchedd diogel, parchus sy'n canolbwyntio ar Grist, lle gall y weinidogaeth ffynnu a lle diogelir plant, pobl ifanc, oedolion sy'n wynebu risg, aelodau'r eglwys ac ymwelwyr rhag niwed. Mae Eglwys y Bedyddwyr Caersalem yn dilyn egwyddorion a chanllawiau diogelu'r Panel Diogelu Rhyngenwadol. Disgwylir i'r holl staff a gwirfoddolwyr ymddwyn mewn modd sy'n deilwng o'r alwad Gristnogol a gawsant.	This Code of Conduct sets out the standards of behaviour expected of all staff and volunteers serving within Caersalem Baptist Church. Its purpose is to promote a safe, respectful and Christ-centred environment in which ministry can flourish and in which children, young people, adults at risk, church members and visitors are protected from harm. Caersalem Baptist Church follows the safeguarding principles and guidance of the Interdenominational Safeguarding Panel. All staff and volunteers are expected to conduct themselves in a manner worthy of the Christian calling they have received.
1. Ymddygiad Cristnogol	**1. Christian Conduct**
Dangos gonestrwydd a chywirdeb Cristnogol	Demonstrate Christian integrity
Trin eraill ag urddas a pharch	Treat others with dignity and respect
Gweithredu'n onest	Act honestly
Cefnogi cenhadaeth yr eglwys	Support the mission of the church
Osgoi ymddygiad a allai ddwyn anfri ar yr eglwys	Avoid behaviour that could bring the church into disrepute
Cydnabod bod ymddygiad personol yn adlewyrchu tystiolaeth yr eglwys.	Recognise that personal conduct reflects upon the witness of the church.
2. Cyfrifoldebau Diogelu	**2. Safeguarding Responsibilities**
Hyrwyddo lles plant, pobl ifanc ac oedolion sy'n wynebu risg	Promote the welfare of children, young people and adults at risk
Dilyn polisïau diogelu, mynychu hyfforddiant priodol, rhoi gwybod am bryderon yn brydlon a cheisio cyngor pan fyddwch yn ansicr.	Follow safeguarding policies, attend appropriate training, report concerns promptly and seek advice whenever unsure.

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3. Ffiniau Proffesiynol	**3. Professional Boundaries**
Yn unol â'r canllawiau a'r egwyddorion a nodir gan y Panel Diogelu Rhyngenwadol (Panel Diogelu Cydenwadol), disgwylir i'r holl staff a gwirfoddolwyr gynnal ffiniau proffesiynol priodol ac ymddwyn mewn modd sy'n diogelu lles, urddas ac ymddiriedaeth pawb y dônt i gysylltiad â nhw.	In line with the guidance and principles set out by the Interdenominational Safeguarding Panel (Panel Diogelu Cydenwadol), all staff and volunteers are expected to maintain appropriate professional boundaries and conduct themselves in a manner that safeguards the wellbeing, dignity and trust of all those with whom they come into contact.
• Cynnal ffiniau priodol: Rhaid i weithwyr a gwirfoddolwyr gynnal ffiniau clir a phriodol ym mhob perthynas. Dylent sicrhau bod eu hymddygiad yn parhau'n broffesiynol, yn atebol ac yn dryloyw, gan osgoi sefyllfaoedd y gellid eu camddeall neu a allai beryglu lles unrhyw unigolyn.	• Maintain appropriate boundaries: Workers and volunteers must maintain clear and appropriate boundaries in all relationships. They should ensure that their conduct remains professional, accountable and transparent, avoiding situations that could be misunderstood or compromise the wellbeing of any individual.
• Osgoi camddefnyddio ymddiriedaeth: Mae'r rhai sy'n gwasanaethu yn yr eglwys mewn sefyllfa o ymddiriedaeth a chyfrifoldeb. Ni chânt byth ddefnyddio eu rôl, eu dylanwad na'u hawdurdod i drin, gorfodi, bygwth neu fanteisio ar berson arall, yn enwedig plentyn, person ifanc neu oedolyn sy'n wynebu risg.	• Avoid abuse of trust: Those serving in the church occupy a position of trust and responsibility. They must never use their role, influence or authority to manipulate, coerce, intimidate or take advantage of another person, particularly a child, young person or adult at risk.
• Osgoi dibyniaeth amhriodol: Dylai gweithwyr a gwirfoddolwyr ofalu nad ydynt yn dod yn unig ffynhonnell cefnogaeth, cyngor neu gwmni i unigolyn. Mae perthnasoedd iach yn annog pobl i geisio cefnogaeth gan deulu, ffrindiau, arweinwyr eglwys ac asiantaethau priodol, yn hytrach na dibynnu'n ormodol ar un person.	• Avoid inappropriate dependence: Workers and volunteers should take care not to become the sole source of support, advice or companionship for an individual. Healthy relationships encourage people to access support from family, friends, church leaders and appropriate services rather than becoming overly reliant on one person.
• Osgoi ymddygiad paratoi at gamdriniaeth: Ni ddylai gweithwyr a gwirfoddolwyr ymddwyn mewn ffordd y gellid ei hystyried yn baratoad at gamdriniaeth, gan gynnwys rhoi sylw gormodol, dangos ffafriaeth, ceisio cadw cyfrinachau, cyfathrebu'n amhriodol neu feithrin perthnasoedd unigryw â phlant, pobl ifanc neu oedolion sy'n wynebu risg.	• Avoid grooming behavior: Workers and volunteers must not engage in behavior that could be seen as grooming, including giving excessive attention, showing favoritism, seeking secrecy, communicating inappropriately, or developing exclusive relationships with children, young people or adults at risk.
• Osgoi defnyddio rôl yn yr eglwys er budd personol: Ni ddylid defnyddio swyddi yn yr eglwys i gael manteision personol, ariannol, emosiynol nac eraill. Dylai gweithwyr a gwirfoddolwyr weithredu'n onest bob amser ac osgoi unrhyw wrthdaro buddiannau a allai danseilio ymddiriedaeth yn yr eglwys neu ei gweinidogaeth.	• Avoid using a church role for personal benefit: Church positions must not be used to gain personal, financial, emotional or other advantages. Workers and volunteers should always act with integrity and avoid any conflict of interest that could undermine trust in the church or its ministry.
Bod yn agored ac yn atebol: Lle bynnag y bo modd, dylai gweithgareddau a chyfathrebiadau ddigwydd mewn ffyrdd sy'n agored i graffu ac atebolrwydd. Dylai gweithwyr a gwirfoddolwyr osgoi cyfrinachedd diangen a bod yn barod i egluro a chyfiawnhau eu gweithredoedd	**Be open and accountable: Wherever possible, activities and communications should take place in ways that are open to scrutiny and accountability. Workers and volunteers should avoid unnecessary secrecy and be willing to explain and justify their actions when required.**

Cymraeg	English
pan fo angen.	
4. Gweithio gyda Phlant a Phobl Ifanc	**4. Working with Children and Young People**
Dilyn gweithdrefnau diogelu	Follow safeguarding procedures
Sicrhau goruchwyliaeth briodol	Ensure appropriate supervision
Defnyddio iaith ac ymddygiad priodol	Use appropriate language and behavior
Osgoi cyfathrebu cyfrinachol a sicrhau mai dim ond gyda gwybodaeth y rhieni y caiff cyfathrebu electronig â phobl o dan 18 oed ddigwydd.	Avoid secret communication and ensure electronic communication with under-18s takes place only with parental awareness.
5. Gweithio gydag Oedolion sy'n Wynebu Risg	**5. Working with Adults at Risk**
Dilyn gweithdrefnau diogelu	Follow safeguarding procedures
Trin oedolion sy'n wynebu risg ag urddas a pharch	Treat adults at risk with dignity and respect
Annog annibyniaeth ac osgoi creu dibyniaeth	Encourage independence and avoid creating dependency
Rhoi gwybod am bryderon yn briodol	Report concerns appropriately
6. Cyfathrebu a'r Cyfryngau Cymdeithasol	**6. Communication and Social Media**
Dilyn y Polisi Diogelwch Ar-lein	Follow the Online Safety Policy
Cynnal ffiniau priodol ar-lein	Maintain appropriate online boundaries
Cyfathrebu'n barchus	Communicate respectfully
Diogelu gwybodaeth bersonol	Protect personal information
7. Cyfrinachedd	**7. Confidentiality**
Trin gwybodaeth a geir drwy'r weinidogaeth yn gyfrinachol, gan gydnabod y gall pryderon diogelu, materion troseddol a gofynion cyfreithiol olygu bod angen ei datgelu.	Treat information received through ministry confidentially while recognizing that safeguarding concerns, criminal matters and legal requirements may require disclosure.
8. Cydraddoldeb, Parch a Chynhwysiant	**8. Equality, Respect and Inclusion**
Peidio â bwlio, aflonyddu, bygwth, gwahaniaethu nac ymddwyn mewn ffordd gamdriniol.	Do not engage in bullying, harassment, intimidation, discrimination or abusive behaviors.
9. Iechyd a Diogelwch	**9. Health and Safety**
Dilyn gweithdrefnau iechyd a diogelwch, rhoi gwybod am beryglon a defnyddio offer yn gyfrifol.	Follow health and safety procedures, report hazards and use equipment responsibly.

Cymraeg	English
10. Alcohol, Cyffuriau a Cham-ddefnyddio Sylweddau	**10. Alcohol, Drugs and Substance Misuse**
Peidio â chyflawni dyletswyddau'r eglwys tra byddwch o dan ddylanwad alcohol, cyffuriau anghyfreithlon neu feddyginiaeth a gamddefnyddiwyd.	Do not undertake church duties whilst impaired by alcohol, illegal drugs or misuse of medication.
11. Cywirdeb Ariannol	**11. Financial Integrity**
Gweithredu'n onest mewn materion ariannol, dilyn gweithdrefnau, osgoi gwrthdaro buddiannau a rhoi gwybod am amheuaeth o gamymddwyn.	Act honestly in financial matters, follow procedures, avoid conflicts of interest and report suspected misconduct.
12. Rhoi Gwybod am Bryderon	**12. Reporting Concerns**
Rhoi gwybod am bryderon diogelu, camymddwyn, arferion anniogel neu achosion o dorri'r Cod hwn i arweinwyr priodol yr eglwys neu'r Panel Diogelu Rhyngenwadol.	Report safeguarding concerns, misconduct, unsafe practices or breaches of this Code to the appropriate church leaders or the Interdenominational Safeguarding Panel.
13. Torri'r Cod	**13. Breaches of the Code**
Gall torri'r Cod arwain at gyngor, goruchwyliaeth, atal dros dro, tynnu rhywun o'i rôl, camau disgyblu neu atgyfeirio at awdurdodau diogelu, yn unol â'r cyngor a'r gweithdrefnau a amlinellir gan y Panel Diogelu Rhyngenwadol ac Undeb Bedyddwyr Cymru.	Breaches may result in advice, supervision, suspension, removal from role, disciplinary action or referral to safeguarding authorities which will follow advice and procedures outlined by the Interdenominational Safeguarding Panel and the Baptist Union of Wales.
14. Datganiad	**14. Declaration**
Rwyf wedi darllen a deall Cod Ymddygiad Eglwys y Bedyddwyr Caersalem ar gyfer Staff a Gwirfoddolwyr ac rwy'n cytuno i gadw at ei ofynion.	I have read and understood the Caersalem Baptist Church Code of Conduct for Staff and Volunteers and agree to abide by its requirements.
Enw: _____	Name: _____
Rôl: _____	Role: _____
Llofnod: _____	Signature: _____
Dyddiad: _____	Date: _____