

Gweithgareddau Hyfforddi ar  
Gyfranogiad Disgyblion i Athrawon,  
Llywodraethwyr a Disgyblion

Training Activities in  
Pupil Participation for Teachers,  
Governors and Pupils



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

Cymry Ifanc  
Young Wales

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# Thema 3

# Theme 3



ESF



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

Ewrop & Chymru: Buddsoddi yn eich Dyfodol  
Cronfa Gymdeithasol Ewrop

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## Theme 3

## Implementing Pupil Participation

### Activity 3(a)

### Implementing the National Participation Standards

#### Purpose

For participants to become familiar with the National Children and Young People's Participation Standards for Wales by considering how they would use them when planning to consult pupils.

#### Resources

6 copies of [the National Participation Standard posters](http://www.pupilvoicewales.org.uk/grown-ups/about-us/what-is-participation/) (available at: <http://www.pupilvoicewales.org.uk/grown-ups/about-us/what-is-participation/>),

**or** 6 sets of the [black and white version of the Standards - photocopied](#).

A set of [Standards Scenario Cards](#) (six scenarios).

6 copies of [National Participation Standards Planning Grid](#).

[Powerpoint slide 16: The National Participation Standards](#).

#### Preparation

Prepare one set of [Scenario Cards](#).

Download 6 copies of the [National Participation Standards posters](#).

**or** photocopy 6 sets of the [black and white version of the Standards](#), one for each group.

Photocopy 6 copies of the [National Participation Standards Planning Grid](#), one for each group

#### Timings

30 minutes.

#### Participants

Participants work in 6 small groups.

Outline of Activity	<p>Introduce the activity with <a href="#">Powerpoint 16</a> if you wish.</p> <p>Divide the participants into 6 small groups.</p> <p>Give each group a copy of the National Participation Standards or a photocopied set of Standards, and a National Participation Standards Planning Grid.</p> <p>Randomly allocate a scenario card to each group.</p>
Stage 1	<p>Ask each group to read their allocated scenario and decide how they would use the standards when planning the task. They should fill in the planning grid and refer to the standards so they are clear what the standards are and how they can be used as a planning tool.</p>
Stage 2	<p>Ask each group to share their ideas as follows:</p> <ul style="list-style-type: none"><li>• <b>Group 1</b> to read their scenario and explain how they will meet the 'Information' Standard.</li><li>• <b>Group 2</b> to read their scenario and explain how they will meet the 'It's Your Choice' Standard.</li><li>• <b>Group 3</b> to read their scenario and explain how they will meet the 'No Discrimination' Standard.</li><li>• <b>Group 4</b> to read their scenario and explain how they will meet the 'Respect' Standard.</li><li>• <b>Group 5</b> to read their scenario and explain how they will meet the 'You Get Something Out of it' Standard.</li><li>• <b>Group 6</b> to read their scenario and explain how they will meet the 'Feedback' Standard.</li></ul> <p>Discuss as a group how they could meet the 'Improving How We Work' Standard.</p> <p>You can also discuss how this links into the School Effectiveness Framework.</p>

Follow-up

**Activity 3b): 'The National Participation Standards and School Self-evaluation'**. This activity enables participants to consider how they can use the National Participation Standards as part of their school's annual self-evaluation process, and in preparation for an Estyn inspection.

## Thema 3

## Rhoi Cyfranogiad Disgyblion ar Waith

## Gweithgaredd 3(a)

## Gweithredu Safonau Cyfranogiad Cenedlaethol

## Diben

Er mwyn i gyfranogwyr ymgyswddo â Safonau Cyfranogiad Cenedlaethol Plant a Phobl Ifanc yng Nghymru trwy ystyried sut y byddent yn eu defnyddio wrth gynllunio i ymgynghori â disgyblion.

## Adnoddau

6 copi o [boster Safonau Cyfranogiad Cenedlaethol](http://www.llaisdisgyblioncymru.org.uk/oedolion/amdanon-ni/beth-yw-cyfranogi/) (ar gael yn: <http://www.llaisdisgyblioncymru.org.uk/oedolion/amdanon-ni/beth-yw-cyfranogi/> )

**neu** 6 set o fersiwn du a gwyn y Safonau - wedi'u llungopïo.

Set o Gardiau Sefyllfaoedd Cyfranogi (chwe sefyllfa).

6 chopi o Grid Cynllunio Safonau Cyfranogiad Cenedlaethol.

Sleid Powerpoint 16: Y Safonau Cyfranogiad Cenedlaethol.

## Paratoi

Paratoi un set o Gardiau Sefyllfa.

Llawrlwytho 6 chopi o [boster Safonau Cyfranogiad Cenedlaethol](http://www.llaisdisgyblioncymru.org.uk/oedolion/amdanon-ni/beth-yw-cyfranogi/)

**neu** lungopïo 6 set o fersiwn du a gwyn y Safonau, un i bob grŵp.

Llungopïo 6 chopi o Grid Cynllunio Safonau Cyfranogiad Cenedlaethol, un i bob grŵp.

## Amser

30 munud.

## Cyfranogwyr

Bydd y cyfranogwyr yn gweithio mewn 6 grŵp bach.

Braslun o'r  
Gweithgaredd

Cyflwynwch y gweithgaredd â [Powerpoint 16](#) os dymunwch.

Rhannwch y cyfranogwyr yn 6 grŵp bach.

Rhowch gopi i bob grŵp o'r [Safonau Cyfranogiad Cenedlaethol neu](#) set o'r [Safonau wedi'u llungopio](#), ac un copi o'r [Grid Cynllunio Safonau Cyfranogiad Cenedlaethol](#).

Dosbarthwch un o'r cardiau sefyllfa i bob grŵp - ar hap.

Cam 1

Gofynnwch i bob grŵp ddarllen y sefyllfa a gawsant a phenderfynu sut y byddent yn defnyddio'r safonau wrth gynllunio'r dasg. Dylent lenwi'r grid cynllunio a chyfeirio at y safonau fel eu bod yn deall yn iawn beth yw'r safonau a sut y gellir eu defnyddio fel modd i gynllunio.

Cam 2

Gofynnwch i bob grŵp rannu eu syniadau fel a ganlyn:

- **Grŵp 1** i ddarllen eu sefyllfa ac egluro sut y byddant yn cydymffurfio â'r Safon 'Gwybodaeth'.
- **Grŵp 2** i ddarllen eu sefyllfa ac egluro sut y byddant yn cydymffurfio â'r Safon 'Eich Dewis Chi'.
- **Grŵp 3** i ddarllen eu sefyllfa ac egluro sut y byddant yn cydymffurfio â'r Safon 'Dim Gwahaniaethu'.
- **Grŵp 4** i ddarllen eu sefyllfa ac egluro sut y byddant yn cydymffurfio â'r Safon 'Parch'.
- **Grŵp 5** i ddarllen eu sefyllfa ac egluro sut y byddant yn cydymffurfio â'r Safon 'Rydych chi ar eich Ennill hefyd'.
- **Grŵp 6** i ddarllen eu sefyllfa ac egluro sut y byddant yn cydymffurfio â'r Safon 'Adborth'.

Trafodwch fel grŵp sut y gallant gwrdd â'r Safon 'Gwella'n Ffordd o Weithio'.

Gellir hefyd drafod y cysylltiadau rhwng y Safonau a'r Fframwaith Effeithiolrwydd Ysgolion.

Gwaith Pellach

Gweithgaredd 3b): 'Safonau Cyfranogiad Cenedlaethol a Hunan-werthusiad Ysgol'. Trwy'r gweithgaredd hwn caiff y cyfranogwyr ystyried sut y gallant ddefnyddio'r Safonau Cyfranogiad Cenedlaethol yn rhan o'u proses hunan-werthuso ysgol blynyddol, ac wrth baratoi at arolygiad gan Estyn.



# Cardiau Safonau Cyfranogiad Cenedlaethol Fersiwn i'w Lungopïo

## National Participation Standards Cards Photocopiable Versions

### Gwybodaeth

#### Ystyr hyn yw:

- Gwybodaeth sy'n hawdd i bawb ei deall.
- Oedolion yn gweithio gyda chi sy'n gwybod beth sy'n digwydd ac sy'n agored ac yn glir.

#### Byddwn yn:

- Sicrhau bod pawb yn cael digon o wybodaeth i gymryd rhan yn iawn.
- Dweud wrthyh chi sut y bydd y ffaith eich bod chi'n cymryd rhan yn gwneud gwahaniaeth.
- Dweud wrthyh chi pwy sy'n mynd i wrando a newid pethau.

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### Information

#### This means:

- Information is easy to understand for everyone.
- Adults working with you know what is going on and are up front and clear.

#### We will:

- Ensure everyone has enough information to get properly involved.
- Let you know what difference you being involved will make.
- Inform you about who is going to listen and make changes.

## Eich Dewis Chi

### Ystyr hyn yw:

- Mai chi sy'n dewis a ydych chi am gymryd rhan neu beidio.
- Mai chi sy'n cael dewis gweithio ar bethau sy'n bwysig i chi.
- Mai chi sy'n dewis beth rydych chi'n ei wneud a sut.

### Byddwn yn:

- Rhoi digon o wybodaeth ac amser i chi benderfynu a ydy hyn yn rhywbeth yr ydych chi eisiau ei wneud ai peidio.



## It's Your Choice

### This means:

- You choose if you want to get involved or not.
- You choose to work on things that are important to you.
- You choose what you do and how you do it.

### We will:

- Give you enough information and time to decide if this is something you want to do.

## Dim Gwahaniaethu

### Ystyr hyn yw:

- Bod plant a phobl ifanc i gyd yn wahanol ond bod gan bob un ohonoch yr un hawl i gael dweud eich dweud am faterion sy'n bwysig i chi.
- Rydym eisiau i bawb deimlo eu bod yn cael croeso a'u bod yn gallu cymryd rhan os ydyn nhw'n dymuno gwneud hynny.

### Byddwn yn:

- Herio unrhyw wahaniaethu.
  - Cysylltu â phlant a phobl ifanc mewn llawer o wahanol sefyllfaoedd.
  - Eich cael chi i gymryd rhan yn y pethau rydych chi am gymryd rhan ynddyn nhw.
- 

## No Discrimination

### This means:

- Children and young people are all different but you all have the same right to have a say about things that matter to you.
- We want everyone to feel welcome and be able to get involved if they want to.

### We will:

- Challenge any discrimination.
- Get in touch with children and young people in lots of different situations.
- Get you involved in things you want to do.

## Parch

### Ystyr hyn yw:

- Bod gan bawb gyfle i ddweud eu dweud, bod eich barn yn bwysig ac y byddwn yn ei pharchu.

### Byddwn yn:

- Gwrando ar eich syniadau, eich safbwyntiau a'ch profiadau.
  - Eich cymryd chi o ddifri ac yn eich trin chi'n deg.
  - Gweithio gyda chi i wneud rhywbeth am y materion sy'n bwysig i chi.
  - Gweithio gyda chi i'ch helpu i newid pethau er gwell.
- 

## Respect

### This means:

- Everyone has a chance to have a say, your opinions are important and we will respect them.

### We will:

- Listen to your ideas, views and experiences.
- Take you seriously and treat you fairly.
- Work with you to do something about the things you tell us are important.
- Work with you to help change things for the better.

## Byddwch chi ar eich Ennill Hefyd

### Ystyr hyn yw:

- Ein bod ni am i chi fwynhau ac elwa o gymryd rhan.
- Ein bod yn gwybod bod gennych bethau eraill i'w gwneud yn eich bywydau hefyd!
- Sicrhau bod cymryd rhan yn brofiad cadarnhaol, nid yn un negyddol.

### Byddwn yn:

- Gweithio mewn ffyrdd diogel, pleserus, llawn hwyl.
- Gwneud yn fawr o'r yr hyn rydych yn ei wybod.
- Gwneud pethau cadarnhaol sy'n meithrin eich hyder.
- Cwrdd mewn llefydd cyfeillgar sy'n hwylus i bobl ifanc.
- Gwerthfawrogi ac yn parchu'r hyn sydd gennych i'w gynnig.

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## You get something out of it

### This means:

- We want you to enjoy and benefit from taking part.
- We know that you have other things to do in your lives as well!
- Making sure that participating is a positive not a negative experience.

### We will:

- Work in a safe, fun and enjoyable way.
- Make the most of what you know.
- Do positive things that build your confidence.
- Meet in friendly places that are easy for you to use.
- Value and respect what you have to offer.

## Adborth

### Ystyr hyn yw:

- Mae'n bwysig iawn eich bod yn gwybod pa wahaniaeth rydych wedi'i wneud a sut y mae'ch syniadau wedi cael eu defnyddio.

### Byddwn yn:

- Rhoi'r wybodaeth ddiweddaraf i chi am beth sy'n digwydd.
  - Rhoi adborth i chi cyn gynted ag sy'n bosib a hynny mewn ffordd hawdd ei deall.
- 

## Feedback

### This means:

- It's really important that you know what difference you have made and how your ideas have been used.

### We will:

- Keep you up to date with what is happening.
- Give feedback as soon as possible and in ways that are easy to understand.

## Gwella ein Ffordd o Weithio

### Ystyr hyn yw:

- Ein bod ni eisiau dysgu a gwella ein ffordd o weithio gyda chi.

### Byddwn yn:

- Edrych ar ein ffordd o weithio gyda chi a sut mae gwella ar hynny.
- Gofyn i chi beth sydd wedi mynd yn dda a beth sydd angen ei newid.
- Sicrhau bod eich barn yn gwneud gwahaniaeth i sut y byddwn ni'n cynllunio ac yn gwneud penderfyniadau.



## Improving how we work

### This means:

- We want to learn and get better at the way we work with you.

### We will:

- Look at the way we work with you and how to improve it.
- Ask you what has gone well and what needs to change.
- Make sure your views make a difference to the way we make plans and decisions.

## Cardiau Sefyllfaoedd Cyfranogi Standards Scenario Cards

✂

1

Y mae'r llywodraethwyr yn adolgyu Polisi Bwyd a Ffitrwydd yr ysgol. Maen nhw wedi gofyn i chi ddarparu adborth o'r disgyblion.

The governors are reviewing the school's Food and Fitness Policy. They have asked you to provide feedback from pupils.

✂

2

Yn ddiweddar mae'r ysgol wedi derbyn grant Eco-ysgolion annisgwyl. Sut gwnewch chi benderfynu sut i wario'r arian?

The school has recently received an unexpected Eco-Schools grant. How will you decide how the money will be spent?

✂

3

Rydych yn cynllunio taith ysgol i'r disgyblion. Beth wnewch chi i sicrhau bod y daith yn cwrdd ag anghenion yr holl ddisgyblion?

You are planning a school trip for pupils. What steps will you take to ensure it meets the needs of all pupils?

✂



✂

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4

Rydych yn cynllunio rhaglen 'dysgu y tu allan i oriau ysgol' ar gyfer y tymor hwn. Sut gwnewch chi sicrhau bod barn disgyblion yn cael eu ymgorffori yn eich cynllunio?

You are planning this term's 'out of school hours learning' programme. How will you make sure that the opinions of pupils are built into your planning?

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5

Y mae'r ysgol yn cynllunio adolygiad o ddysgu ac addysgu a fydd yn bwydo i mewn i gynllun datblygu'r ysgol. Sut gwnewch chi sicrhau bod barn disgyblion yn cael eu cynrychioli yn yr adolygiad?

The school is planning a review of teaching and learning which will feed into the school improvement plan. How will you make sure that the views of pupils are represented in the review?

✂

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6

Y mae'r ysgol yn cynllunio adolygiad o drefniadau cludiant yr ysgol. Sut gwnewch chi sicrhau bod barn disgyblion yn cael eu ymgorffori yn eich cynllunio?

The school is planning a review of school transport arrangements. How will you make sure that the views of pupils are built into your planning?

✂

## Grid Cynllunio Safonau Cyfranogiad Cenedlaethol National Participation Standards Planning Grid

Safon Standard	Yr hyn rydym yn ei wneud yn dda What we do well	Yr hyn hoffem ni ei wneud yn well What we would like to do better	Gweithredu: Pwy? Beth? Pryd? Actions: Who? What? When?
Gwybodaeth Information			
Eich Dewis Chi It's Your Choice			
Dim Gwahaniaethu No Discrimination			
Parch Respect			
Byddwch chi ar eich ennill hefyd You get something out of it			
Adborth Feedback			
Gwella ein Ffordd o Weithio Improving how we work			

## Theme 3

## Implementing Pupil Participation

### Activity 3(b)

### The National Participation Standards and School Self-evaluation

#### Purpose

For participants to consider how they can use the National Participation Standards as part of the annual school self-evaluation process, and in preparing for an Estyn inspection.

#### Resources

[Powerpoint Slides 16-17](#).

One copy of the [National Participation Standards](#) for each group of 4 - 6 (downloadable from <http://www.pupilvoicewales.org.uk/grown-ups/about-us/what-is-participation/>);

or a set of the [black and white version of the Standards](#) for each group - photocopied. (See [Theme 3a](#))

#### Preparation

Provide one copy of the [National Participation Standards](#) or a set of the [photocopiable version of the Standards](#) for each group of 4 - 6.

Flip chart paper and pens.

#### Timings

30 minutes

#### Participants

Participants work in groups of 4-6

## Outline of Activity

Show [Powerpoint Slide 16](#): The National Participation Standards

Show [Powerpoint Slide 17](#), containing questions from the Estyn Inspectors' Handbook (2010) relating to the National Participation Standards.

Organise participants into groups of 4-6.

Give each group a copy of the [National Participation Standards](#) (or a photocopiable version).

Ask participants to consider how they might use the National Participation Standards as part of their annual school self-evaluation, or in preparation for an Estyn inspection.

Ask them to discuss the following questions in their groups:

- What could the school do to raise awareness of the National Participation Standards amongst staff and pupils? How could this awareness be evidenced?
- How can schools use the National Participation Standards as part of their school self-evaluation processes, and in preparing for Estyn inspections?
- How can pupils themselves be part of this process?
- How can the increased confidence and skills which come from participation be evidenced?

Ask each group to feedback to the whole group. Make a note of the main points on flipchart.

## Follow-up

A self-assessment pack has been developed to help organisations to assess their practice and to collect evidence of how they are meeting the National Participation Standards. This toolkit can be accessed at: <http://www.pupilvoicewales.org.uk/grown-ups/about-us/what-is-participation/>.

Schools can also work towards a Participation Standards kitemark. For more information, visit: <http://www.participationworkerswales.org.uk/standards/self-assessment-standard.aspx>

## Thema 3

## Rhoi Cyfranogiad Disgyblion ar Waith

## Gweithgaredd 3(b)

Safonau Cyfranogiad Cenedlaethol  
ac Hunanwerthusiad Ysgolion

## Diben

Er mwyn i gyfranogwyr ystyried sut y gallant ddefnyddio'r Safonau Cyfranogiad Cenedlaethol fel rhan o broses hunanwerthuso ysgol blynyddol, ac wrth baratoi ar gyfer arolygiad gan Estyn.

## Adnoddau

[Sleidiau PowerPoint 16-17.](#)

Un copi o'r [Safonau Cyfranogiad Cenedlaethol](#) i bob grŵp o 4 - 6 (i'w llawrlwytho o: <http://www.llaisdisgyblioncymru.org.uk/oedolion/amdanon-ni/beth-yw-cyfranogi/>);

**Neu** set o [fersiwn du a gwyn y Safonau](#) i bob grŵp o 4 - 6 Siart troi a piniau. ([Gweler Thema 3a](#))

## Paratoi

Rhowch gopi o'r [Safonau Cyfranogiad Cenedlaethol](#) neu set o [fersiwn du a gwyn y Safonau](#) wedi'u llungopïo i bob grŵp.

Papur siart troi a phennau ysgrifennu mawr.

## Amser

30 munud.

## Cyfranogwyr

Bydd y cyfranogwyr yn gweithio mewn grwpiau o 4-6.

Braslun o'r  
Gweithgaredd

Dangoswch [sleid Powerpoint 16: Y Safonau Cyfranogiad Cenedlaethol](#).

Dangoswch [sleid Powerpoint 17](#), yn cynnwys cwestiynau o Lawlyfr Arolygwyr Estyn (2010) sydd yn berthnasol i Safonau Cyfranogiad Cenedlaethol.

Trefnu'r cyfranogwyr yn grwpiau o 4-6.

Rhoi copi i bob grŵp o'r [Safonau Cyfranogiad Cenedlaethol](#) (neu fersiwn wedi'i lungopio).

Gofynnwch i'r cyfranogwyr ystyried sut y gallent ddefnyddio Safonau Cyfranogiad Cenedlaethol fel rhan o'u hunanwerthusiad blynyddol, neu wrth baratoi ar gyfer arolygiad gan Estyn.

Gofynnwch iddynt drafod y cwestiynau canlynol yn eu grwpiau:

- Beth gallai'r ysgol ei wneud i godi ymwybyddiaeth o'r Safonau Cyfranogiad Cenedlaethol ymhlith y staff a'r disgyblion? Sut y gellir casglu tystiolaeth am yr ymwybyddiaeth hon?
- Sut y gall ysgolion ddefnyddio'r Safonau Cyfranogiad Cenedlaethol fel rhan o'u proses hunanwerthuso ysgol, ac wrth baratoi at arolygiad gan Estyn?
- Sut y gall disgyblion eu hunain fod yn rhan o'r broses hon?
- Sut y gellir casglu tystiolaeth am yr hyder a'r sgiliau cynyddol sydd yn deillio o gyfranogiad?

Gofynnwch i bob grŵp adborthi i'r grŵp cyfan. Gwnewch gofnod o'r prif bwyntiau ar siart troi.

Gwaith Pellach

Mae pecyn hunan-asesu wedi'i ddatblygu i helpu sefydliadau i asesu eu harfer ac i gasglu tystiolaeth am sut maent yn cwrdd â'r Safonau Cyfranogiad Cenedlaethol. Gellir dod o hyd i'r pecyn hwn yn: <http://www.llaisdisgyblioncymru.org.uk/oedolion/amdanon-ni/beth-yw-cyfranogi/>

Gall ysgolion hefyd weithio tuag at nod barcut Safonau Cyfranogiad. Am fwy o wybodaeth, ewch at: <http://www.participationworkerswales.org.uk/standards/self-assessment-standard.aspx?language=Cymraeg>

## Theme 3

## Implementing Participation

### Activity 3(c)

### Barriers and Support

Purpose	To explore some potential barriers to participation, as well as support mechanisms participants think exist in schools when implementing pupil participation.
Resources	Flip chart or white board.  Sets of post-it notes in two colours, one colour for BARRIERS and one for SUPPORT.  <a href="#">Powerpoint Slide 20.</a>
Preparation	Prepare the flip chart or white board by drawing a line down the middle. Attach one colour post-it with a B to represent BARRIERS on one side of the line and the other colour post-it with S to represent SUPPORT on the other side of the line.
Timings	30 minutes.
Participants	Participants work individually, in small groups, and as a whole group.

**Outline of Activity**

Give each participant two post-it notes (one of each colour) and explain that they should note the BARRIERS to pupil participation that they think exist in schools on one colour post-it and the mechanisms they think exist in schools to SUPPORT the implementation of pupil participation on the other. (5 - 10 minutes)

Ask each person to place their post-it notes on the prepared flip chart. Read out all of the barriers post-its, grouping post-its with similar points together. Repeat this process for the support post-its. (10 - 15 minutes)

Tell participants that three main barriers to Pupil Participation have been identified in research commissioned by the Welsh Assembly Government (see <http://www.pupilvoicewales.org.uk/grown-ups/about-us/benefits-of-participation/> and [Powerpoint Slide 20](#)):

**These barriers are:**

- Scepticism about children's capacity to have a meaningful input into decision making;
- Worrying that giving children more say will undermine adult authority;
- Compliance will require too much effort that is better spent on education itself.

(Teaching and Learning Research Project - 2010).

**Whole-group discussion:**

Ask participants:

- Have you identified any of these barriers?
- In your opinion, what can be done to overcome them?

**Small Group discussion:**

Split participants into groups of four. Ask them to discuss the barriers and suggest ways of overcoming them. (10 minutes)

Ask participants to **feedback to the whole group**. (10 minutes)



## Follow-up

**Activity 3d): Bricks in the Wall.** This activity also explores barriers to Pupil Participation and possible solutions. The barriers generated in the above activity could be used as a starting point, and more detailed solutions drawn out, as a basis for action-planning.

**Activity 3f): Action for Participation** considers how adults can support effective pupil participation and involves participants in action planning.