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Polisïau

CYNLLUN GOFAL

MENTER CAERDYDD



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**Datblygiad a Hyfforddiant Staff**

Staff ydy adnodd mwyaf gwerthfawr ein Cynlluniau a dim ond trwy eu hymroddiad a’u hymdrechion nhw y mae modd sefydlu a chynnal darpariaeth o ansawdd da. Rydym felly wedi ymrwymo i ddarparu cyfleoedd hyfforddi a datblygu da i staff er mwyn iddyn nhw allu cyflawni eu rolau yn effeithiol ac effeithlon.

Mae’r Cynlluniau yn cydnabod bod hyfforddiant a monitro datblygiad proffesiynol yn bwysig i’r holl staff. Mae hyfforddiant staff yn holl bwysig oherwydd mae’n galluogi’r staff i wybod beth ydy’r diweddaraf o ran meddwl ac arfer am chwarae a materion datblygiad plant. Hefyd gyda staff wedi’u hyfforddi a’u cymell mae Cynlluniau mewn sefyllfa gwell i ddiwallu anghenion amrywiol a chymhleth plant yn y gymuned leol.

Mae’r Cynlluniau wedi ymrwymo i ddarparu :

* proses anwytho gyflawn
* system reolaidd o arfarniadau
* cofnod wedi’i ddiweddaru o gymwysterau a hyfforddiant staff

Bydd hyn yn gymorth i sicrhau bod anghenion datblygu staff yn cael eu diwallu a bod hyfforddiant a chymwysterau staff yn diwallu gofynion y Cynlluniau a Safonau Cenedlaethol.

Anwytho Staff

Bydd aelodau newydd o’r staff yn derbyn swydd ddisgrifiad a chopi o bolisïau a gweithdrefnau’r Cynlluniau. Bydd staff hefyd yn mynd trwy broses anwytho yn ystod y Cynllun cyntaf.

Fel rhan o’r Anwytho bydd yr Arweinydd Chwarae yn trafod ac yn siarad am arferion bob dydd y Cynllun. Bydd y rhain yn cynnwys:

* Tywys staff newydd o gwmpas yr adeiladau, dangos yr holl allanfeydd tân, toiledau ac ardaloedd fel yr ystafell staff, cegin a swyddfa’r Cynllun.
* Esbonio shifftiau staff, egwyl a phob agwedd o reolaeth a rhedeg y Cynlluniau o ddydd i ddydd.
* Cyflwyno’r aelod newydd o’r staff i’w cydweithwyr, plant a rhieni/gofalwyr lle mae’n briodol.
* Nodi oblygiadau ymarferol polisïau a gweithdrefnau’r Cynlluniau, yn cynnwys sut y maen nhw’n berthynol i rwymedigaethau’r Cynlluniau o dan y Safonau Cenedlaethol.

Arfarnu ac Arolygu Staff

Amcan system arfarnu ac arolygu’r Cynlluniau ydy adolygu perfformiad a photensial y cyflogai, a nodi anghenion hyfforddi a datblygu addas a phriodol.

Bydd arfarniadau ar ffurf cyfarfodydd blynyddol rhwng y staff a’r rheolwr/wraig (fel rheol ar ddiwedd y Cynlluniau Haf) a bydd yn gyfle i fyfyrio ar gynnydd proffesiynol diweddar.

**Gweithdrefnau Disgyblu Staff**

Bydd ein Cynlluniau yn cynnal tîm o staff hynod o fedrus a phroffesiynol gyda symbyliad da. Ond o dro i dro bydd angen gweithredu i annog gwelliant mewn ymddygiad a pherfformiad unigol.

Bydd y Cynlluniau yn darparu dull teg a chyson o ddelio gydag achosion disgyblu. Ein nod bob amser ydy cefnogi ac annog staff tra’n hyrwyddo cysylltiadau cyflogaeth da.

Os ydy aelod o’r staff yn destun gweithredu disgyblaeth, caiff gweithdrefnau teg a chyson eu defnyddio:

* Caiff y digwyddiad ei ymchwilio yn llawn a chaiff y ffeithiau eu sefydlu.
* Bydd ymchwiliadau yn anwahaniaethol a byddant yr un mor gymwys i staff waeth beth fo eu rhyw, statws priodasol, dewis rhywiol, hil neu anabledd.
* Ar bob cam bydd yr aelod o’r staff dan sylw yn cael gwybod beth ydy natur y gŵyn a bydd yn derbyn esboniad am unrhyw gosb a roddir.
* Bydd staff yn cael cyfle i ddatgan eu hachos, a gall ffrind, cydweithiwr, cynrychiolydd Undeb Llafur o’u dewis ddod gyda nhw yn ystod unrhyw ran o’r broses ddisgyblu.
* Ni chaiff staff eu diswyddo am dorri disgyblaeth y tro cyntaf ac eithrio mewn achos o gamymddwyn difrifol (gweler isod).
* Mae gan staff hawl i apelio yn erbyn unrhyw weithredu disgyblaeth yn eu herbyn.

Cynhelir yr ymchwiliadau gan naill ai’r Rheolwr/wraig neu’r Person Cofrestredig.

Mae’r Weithdrefn Disgyblu Staff yn gweithio fel â ganlyn:

Trafodaeth Anffurfiol

Cyn gweithredu’n ffurfiol i ddisgyblu bydd y Rheolwr/wraig yn gwneud pob ymdrech i ddatrys y mater trwy gyfrwng trafodaethau anffurfiol gyda’r partïon dan sylw. Dim ond lle mae hynny yn methu esgor ar welliant neu ganlyniadau boddhaol y bydd gweithdrefnau disgyblu yn cael eu gweithredu’n llawn.

Rhybudd Geiriol Ffurfiol

Unwaith y bydd rhybudd geiriol ffurfiol wedi’i roi gan y rheolwr/wraig hysbysir yr aelod o’r staff dan sylw o hyn a bydd yn derbyn esboniad am y rhybudd. Bydd hefyd yn cael gwybod bod ganddo/i hawl i apelio. Bydd nodyn byr am y rhybudd yn cael ei gadw ar gofnodion y Cynlluniau. Caiff hyn ei anwybyddu ar ôl 12 mis, yn amodol i ymddygiad ac/neu berfformiad boddhaol.

Gweithdrefnau Disgyblu

Gellir gweithredu disgyblaeth os ydy staff yn methu ag adrodd am ddigwyddiadau o gam-drin neu amheuaeth o gam-drin.

Polisi Chwythu Chwiban

Mae Deddf Datgelu er Lles y Cyhoedd yn rhoi amddiffyniad i staff Menter Caerdydd. Os oes gennych gred rhesymol bod un o’r digwyddiadau canlynol wedi digwydd, yn digwydd neu yn debygol o ddigwydd yn ystod y cynllun chwarae:

• trosedd;

• cam-drin plant;

• methu cydymffurfio gyda rhwymedigaeth cyfreithiol;

• camweinyddiad cyfiawnder;

• risg i iechyd a diogelwch rhywun;

• difrod i’r amgylchedd;

• cyhuddo unrhyw un o’r digwyddiadau uchod.

Os ydych yn gwneud datgeliad o dan y Ddeddf, efallai y bydd yn rhaid i chi gyfiawnhau i lys eich bod wedi gweithredu yn ddidwyll a’ch bod yn wirioneddol credu bod y digwyddiad yr adroddwyd arno yn wir ac nad oeddech wedi’ch cymell gan fudd personol.

**Llwybrau ar gyfer Datgelu**

Yn ôl y Ddeddf mae tri llwybr ar gyfer datgelu. Y cyntaf ydy ‘datgeliad mewnol’ ac mae hyn yn diogelu cyflogai os ydyn nhw yn gwneud datgeliad i:

• y cyflogwr;

• y person sydd yn gyfrifol am y weithred, fel cleient y mae’r gweithiwr asiantaeth yn gweithio iddynt;

• trydydd parti a bennir yng ngweithdrefn cyflogwr;

• Gweinidog y Llywodraeth os ydy’r Cwmni wedi’i benodi gan y Gweinidog hwnnw;

• ymgynghorydd cyfreithiol.

Yr ail lwybr ydy ‘rheoleiddwyr rhagnodedig’ ac mae hyn yn galluogi’r cyflogai i adrodd am y drosedd i gyrff rheoleiddiol a ragnodir gan y Llywodraeth e.e. Gweithrediaeth Iechyd a Diogelwch.

Y trydydd llwybr, sef ‘datgeliad allanol’ yw i gyrff fel y Wasg, yr Heddlu neu Aelod Seneddol. Os felly rhaid i gyflogai ddangos bod datgeliad yn rhesymol a bod y llwybrau eraill yn anymarferol am un o’r rhesymau canlynol:

Gall y Cwmni weithredu’n niweidiol yn erbyn cyflogai;

Gall y Cwmni ddinistrio tystiolaeth; neu

Mae’r mater eisoes wedi ei ddatgelu’n gywir.

Dylid trafod unrhyw sefyllfa sydd yn achosi pryder oherwydd cred bod trosedd wedi’i chyflawni neu yn cael ei chyflawni neu yn debygol o gael ei chyflawni, gyda‘r Rheolwr/wraig llinell i ddechrau.

Mae’r Polisi Chwythu’r Chwiban yn ychwanegol at yr hawliau unigol fel yr amlinellir yng Ngweithrefn Polisi Cwynion Menter Caerdydd.

Mae modd cael rhagor o gyngor am bolisïau chwythu’r chwiban gan ACAS Ffôn 0845 474747 neu [www.acas.org.uk](http://www.acas.org.uk)

**Myfyrwyr a Gwirfoddolwyr**

Credwn bod lleoliad i fyfyriwr neu wirfoddolwr ar ein Cynlluniau yn gyfle gwerthfawr i adeiladu profiad tra’n dysgu am weithio mewn lleoliad plant. Yn yr un modd rydym yn gwerthfawrogi’r cyfraniad cadarnhaol y gall pobl mor ymroddedig a brwdfrydig ei roi i’n Cynlluniau.

Ond, anghenion y plant sydd bwysicaf bob amser ac felly mae angen i Gynlluniau gyfyngu ar y nifer o fyfyrwyr a gwirfoddolwyr sy’n cael eu derbyn ar unrhyw adeg neilltuol, er mwyn lleihau’r aflonyddu ar weithgareddau craidd y Cynlluniau.

Y Rheolwr/wraig sydd yn gyfrifol am sicrhau bod yr holl fyfyrwyr a gwirfoddolwyr sydd yn gweithio yn y Cynlluniau yn addas ac na fyddan nhw yn effeithio’n niweidiol ar y gwasanaeth a ddarperir i blant a’u rhieni/gofalwyr. Y Rheolwr/wraig sydd â’r cyfrifoldeb cyffredinol dros arolygu a chefnogi myfyrwyr a gwirfoddolwyr tra maen nhw yn y Cynlluniau.

Rhaid i bob myfyriwr a gwirfoddolwr fod yn 16 oed neu drosodd, cyflwyno dau eirda cymeriad, a meddu ar wiriadau Swyddfa Cofnodion Troseddol wedi’u diweddaru cyn cychwyn ar eu lleoliad yn y Cynlluniau.

Bydd y Rheolwr/wraig yn llunio cytundeb ysgrifenedig anffurfiol gyda’r myfyrwyr a gwirfoddolwyr ar gychwyn y lleoliad gan gytuno ar oriau gwaith, cod gwisgo ac ymddygiad disgwyliedig yn y Cynlluniau. Bydd y cytundeb hwn hefyd yn nodi beth mae’n rhaid i’r myfyrwyr a’r gwirfoddolwyr ei ddarllen, deall a llofnodi’r amodau gwaith cyn derbyn neu ymrwymo i waith gwirfoddol.

Bydd y myfyrwyr yn cael eu hannog i drafod eu hanghenion dysgu unigol gyda’r Rheolwr/wraig pan fyddant yn cychwyn yn y Cynlluniau, ac yn rheolaidd wedi hynny yn ystod eu lleoliad.

Bydd angen i fyfyrwyr sydd angen cynnal astudiaethau plant y tu hwnt i weithgareddau arferol y Cynlluniau (h.y. cynnal arolwg neu weithgaredd mewn grwpiau) fel rhan o’u cwrs, gael caniatad ysgrifenedig priodol gan rieni/gofalwyr y plant dan sylw.

Bydd y Rheolwr/wraig yn sicrhau bod myfyrwyr a gwirfoddolwyr yn mynd trwy’r broses anwytho gyflawn fel y staff parhaol, fel y nodir ym mholisi ‘Staffio’ y Cynlluniau.

Bydd aelod o staff yn gyfrifol am y myfyrwyr a’r gwirfoddolwyr newydd a’u hanghenion o ddydd i ddydd yn ystod eu cyfnod yn y Cynlluniau.

Bydd disgwyl i fyfyrwyr a gwirfoddolwyr fabwysiadu ymagwedd broffesiynol bob amser a gweithio oddi mewn i bolisïau a gweithdrefnau’r Cynlluniau.

Tra’u bod ar leoliad bydd myfyrwyr a gwirfoddolwyr yn cael cymryd rhan ym mhob agwedd o waith y Cynlluniau, a bydd disgwyl iddyn nhw wneud hynny, oni bai bod y Rheolwr/wraig yn nodi fel arall. Bydd myfyrwyr a gwirfoddolwyr yn mynychu cyfarfodydd staff ac yn cael eu hannog i gyfrannu syniadau a rhannu barn.

Bydd sesiynau arolygu ac arfarnu rheolaidd yn cael eu trefnu gyda’r Rheolwr/wraig a’r aelod dynodedig o’r staff fel dull o fonitro cynnydd.

Ni ddylid cynnwys myfyrwyr a gwirfoddolwyr ar leoliad yn y gyfradd staff i blant.

**Setlo i Mewn**

Mae pob plentyn yn unigryw ac mae faint o amser y mae plentyn ei angen i setlo i mewn i’n Cynlluniau yn gallu amrywio’n fawr. Felly mae plant yn cael amser i setlo i mewn yn ôl eu hamser eu hunain er mwyn iddyn nhw deimlo bod croeso iddyn nhw, eu bod yn ddiogel a gwneud iddyn nhw deimlo’n hyderus mewn amgylchedd newydd.

Mae’r Cynlluniau yn annog rhieni/gofalwyr i ymweld â’r eiddo gyda’u plant cyn iddyn nhw ddechrau, pan fo hynny’n bosibl. Yn ystod yr ymweliad yma mae’n ofynnol i’r rhieni/gofalwyr dan sylw lenwi a dychwelyd y Ffurflen gofrestru angenrheidiol.

Bydd plant sydd yn newydd i’r Cynllun yn cael eu croesawu mewn dull cynnes a chyfeillgar. Fe fyddan nhw’n cael eu cyflwyno i’r holl staff ac yn cael gwybod am unrhyw ymwelwyr rheolaidd eraill sy’n dod i’r Cynlluniau.

Yn dibynnu ar oedran ac aeddfedrwydd y plentyn, fe fydd y rhiant/gofalwr yn aros gyda’r plentyn tra bod y rheolau a’r drefn yn cael eu hesbonio. Fe fydd gan y rhiant/gofalwr y dewis o fod yn rhan o’r broses gyflwyno os ydyn nhw’n dymuno gwneud hynny.

Fe fydd y plant yn cael eu hysbysu am drefn y Cynllun ac am y rhaglen o weithgareddau. Fe fyddan nhw’n cael eu tywys o gwmpas y Cynlluniau, yn cael gwybod beth y maen nhw’n cael ei wneud a beth nad ydyn nhw’n cael ei wneud, ac fe fydd y gweithdrefnau cofrestru a gadael yn cael eu hegluro iddyn nhw.

Fe fydd y rheolau sylfaenol yn cael eu hesbonio i’r plant ac fe fyddan nhw’n cael eu hannog i ofyn cwestiynau ac i godi unrhyw bryderon. Fe fyddan nhw’n cael gwybod beth ydy’r drefn i adael yr eiddo pe bai tân yn digwydd a ble mae’r allanfeydd tân, yn ôl darpariaethau’r Polisi Diogelwch Tân.

Mae rhieni/gofalwyr yn cael cyfle i aros gyda’u plant am gyfnod o amser yn ystod yr wythnos gyntaf.

Ar eu diwrnod cyntaf caiff y plant eu cyflwyno i’r plant eraill yn y Cynllun. Yna fe fyddan nhw’n cael eu hannog i ddod i adnabod y plant eraill a setlo i mewn yn y grŵp.

Fe fydd yr holl staff yn goruchwylio’r plant sydd yn newydd i’r Cynllun i sichrau eu bod yn hapus yn eu hamgylchedd newydd. Caiff lefel goruchwyliaeth o’r fath ei fesur yn ôl oedran, aeddfedrwydd a phrofiadau blaenorol y plentyn.

Fe fydd staff yn gofyn yn rheolaidd sut mae’r plentyn yn teimlo, pa weithgareddau y maen nhw’n eu mwynhau ac os ydyn nhw’n anhapus ynglŷn ag unrhyw beth. Bydd yr Arweinydd yn neilltuo amser i sgwrsio gyda’r plentyn i weld os ydyn nhw’n setlo i mewn.

Os ydy hi’n ymddangos bod y plentyn yn cymryd amser hir i setlo, caiff hyn ei drafod gyda’r rhiant/gofalwr ar y cyfle cyntaf posibl. Yn yr un modd, os ydy rhiant/gofalwr yn teimlo bod yna broblem yn ystod y cyfnod setlo i mewn, fe ddylen nhw godi hynny gydag aelod o’r staff.

Fe fydd staff ar gael bob amser i drafod unrhyw bryderon neu faterion eraill gyda rhieni/gofalwyr am eu plant a’u presenoldeb yn y Cynllun. Os ydy’r rhieni/gofalwyr yn dymuno cyfarfod yr Arweinydd/Cydlynydd fe ddylen nhw wneud apwyntiad i ddod i mewn i gael sgwrs.

**Cyrraedd a Gadael**

Fe fydd ein Cynlluniau yn darparu croeso cynnes a chyfeillgar i bob plentyn pan fyddan nhw’n cyrraedd a’n sicrhau eu bod yn gadael yn ddiogel ar ddiwedd pob sesiwn.

Cyfrifoldeb yr Arweinydd ydy sicrhau bod cofnod cywir yn cael ei gadw o’r holl blant yn y Cynlluniau, a bod unrhyw un sy’n cyrraedd neu’n gadael yr eiddo yn cael ei nodi yn y gofrestr. Caiff y gofrestr ei chadw mewn lleoliad hygyrch yn yr eiddo bob amser (ar gyfer unrhyw eithriad i’r rheol yma gweler y polisïau Ymweliadau a Thripiau). Ategir y polisi hwn trwy gyfrif pennau yn rheolaidd yn ystod y dydd.

Dylai’r Cynllun gadw cofnodion o gofrestri dyddiol am flwyddyn o leiaf.

Cyrraedd

Pan fydd y plant yn cyrraedd fe fydd aelod o’r staff yn cofnodi presenoldeb y plentyn ar unwaith, gan cynnwys amser y cofrestru.

Os ydy’r rhiant/gofalwr eisiau i’w plentyn gael meddyginiaeth yn ystod y dydd gan aelod o’r staff, mae’n rhaid iddyn nhw lenwi a llofnodi’r Ffurflen Rhoi Meddyginiaeth. Mae rhagor o fanylion am y weithdrefn yma ym mholisi Iechyd, Salwch ac Argyfwng y Cynllun.

Gadael

Os oes rhywun ar wahân i’r rhiant/gofalwr yn mynd i gasglu’r plentyn rhaid hysbysu aelod o’r staff o hynny a chofnodi hynny ar gychwyn y sesiwn. Rhaid i’r oedolyn a enwebwyd i gasglu plentyn fod yn un o’r rhai a enwyd ar y ffurflen dderbyn. Dim ond oedolion – 16 oed a throsodd – gyda dull adnabod addas fydd yn cael eu hawdurdodi i gasglu plant.

Ni chaiff unrhyw blentyn adael y Cynlluniau ar ei ben ei hun.

Ni chaiff unrhyw oedolyn ac eithrio’r rhai a enwir ar y Ffurflen Dderbyn adael y Cynlluniau gyda phlentyn oni bai bod trefniadau blaenorol wedi’u trafod gyda’r Cydlynydd/Arweinydd. Pe bai rhywun arall yn cyrraedd heb wybodaeth flaenorol fe fydd y Cynlluniau yn ffonio’r rhiant/gofalwr ar unwaith.

Os ydy’r rhiant/gofalwr neu oedolyn enwebedig yn mynd i fod yn hwyr yn casglu eu plentyn, rhaid hysbysu’r staff wrth gyrraedd. Os ydy’r oedolyn dynodedig yn hwyr yn casglu eu plentyn heb rybudd o flaen llaw, caiff darpariaethau’r polisi Plant heb eu Casglu ei weithredu.

Wrth adael caiff y gofrestr ei marcio i ddangos bod y plentyn wedi gadael yr eiddo. Caiff yr amser gadael ei gofnodi hefyd.

Absenoldebau

Os ydy plentyn yn mynd i fod yn absennol o sesiwn, rhaid i’r rhieni/gofalwyr hysbysu’r Cynlluniau o flaen llaw.

Os ydy plentyn yn absennol heb esboniad am fwy na thridiau yn olynnol fe fydd y staff yn cysylltu gyda’r rheini/gofalwyr i holi pam.

Gallai absenoldebau rheolaidd o’r Cynlluniau fod yn arwydd ac/neu yn symptom cynnar y gall fod plentyn neu’r teulu yn wynebu anawsterau ac efallai eu bod angen cefnogaeth gan yr asiantaethau statudol perthnasol. Fe fydd y Cynlluniau a’r staff bob amser yn ceisio darganfod rheswm dros absenoldebau hir ac heb esboniad.

**Polisi Amddiffyn Plant**

Nod ein Cynlluniau ydy darparu amgylchedd hapus, diogel, cynnes a chymhelliol i blant chwarae, dysgu a datblygu’n rhydd ynddi. Ein nod ydy helpu plant i ddatblygu cyfrifoldeb drostynt eu hunain a’u gweithrediadau ac i ddod yn unigolion galluog, hyderus, annibynnol a chydweithredol.

Fe fyddwn yn annog plant i gael agwedd gadarnhaol a pharch tuag atynt eu hunain a phobl eraill. Ein nod ydy hyrwyddo perthynas gadarnhaol gyda rhieni/gofalwyr a gweithio mewn partneriaeth gyda nhw i ddarparu Cynllun chwarae a gofal o ansawdd uchel i’w plant.

Ein nod ydy cynnig gwasanaethau cynhwysol sy’n hygyrch i’r holl blant yn y gymuned. Fe fyddwn hefyd yn anelu at gynnal monitro a gwerthusiadau rheolaidd o’n gwasanaethau i sicrhau bod y Cynlluniau yn parhau i ddiwallu anghenion plant a rhieni/gofalwyr.

Côd Ymddygiad Da

Dylid rhoi pob cyfle i blant ddysgu nad oes gan neb yr hawl i wneud rhywbeth iddyn nhw sy’n gwneud iddyn nhw deimlo’n anghyfforddus. Fe ddylid eu dysgu a’u hannog i beidio â dioddef unrhyw ymddygiad gan oedolion neu blant yn y corff sy’n gwneud iddyn nhw deimlo dan fygythiad. Dylid:

* trin plant ac oedolion gyda pharch;
* darparu enghraifft o’r ymddygiad da yr ydych eisiau i eraill ei ddilyn;
* sicrhau, lle bynnag mae’n bosibl, bod mwy nag un oedolyn yn bresennol yn ystod gweithgareddau gyda phlant a phobl ifanc, neu o leiaf o fewn clyw a golwg eraill;
* parchu hawl person ifanc i breifatrwydd personol;
* bod yn ymwybodol y gall hyd yn oed cysylltiad corfforol gyda phlentyn neu berson ifanc gael ei gamddehongli;
* cydnabod bod angen gofal arbennig ar adegau pan fyddwch yn trafod materion sensitif gyda phlant neu bobl ifanc;
* gweithredu o fewn egwyddorion a chanllawiau’r corff;
* herio ymddygiad annerbyniol ac adrodd am bob honiad/amheuaeth o gamdrin.

Amddiffyn Plant

Mae ein Cynlluniau yn credu bod gan blant yr hawl i fod yn gwbl ddiogel rhag ofn a realiti camdriniaeth, ac rydym wedi ymrwymo i amddiffyn yr holl blant yn ein gofal rhag niwed.

Fe fydd Person Cofrestredig ac Arweinydd y Cynllun yn gyfrifol am gydlynu gyda’r gwasanaethau cymdeithasol, Pwynt Mynediad Plant ac AGC mewn unrhyw fater amddiffyn plant.

Fe fydd gweithdrefnau amddiffyn plant y Cynllun yn cydymffurfio gyda’r holl ddeddfwriaeth perthnasol ac unrhyw ganllawiau neu gyngor arall gan **Pwynt Mynediad Plant – Caerdydd 029 20 536490/029 20 788570** (cyswllt allan o oriau)

Fe fydd Pwynt Mynediad Plant yn helpu i benderfynu beth i’w wneud nesaf.

Sefydlwyd Bwrdd Amddiffyn Plant Lleol Caerdydd (BAPLlC) yn 2006 gan Lywodraeth Cymru i sicrhau bod asiantaethau yn cydweithio i amddiffyn a hyrwyddo lles plant yn y ddinas. Mae’r Bwrdd yn cynnwys uwch gynrychiolwyr o wahanol asiantaethau sy’n gweithio er lles gorau plant a theuluoedd.

Mae’r Cynlluniau wedi ymrwymo i adolygu ei bolisi a’i weithdrefnau Amddiffyn Plant yn rheolaidd. Caiff y polisi a’r gweithdrefnau eu rhannu gyda rhieni/gofalwyr yn ystod cyfnod setlo i mewn eu plant.

Adnabod Cam-drin Plant

Mae cam-drin plant yn ymddangos ar amrywiol ffyrdd, rhai yn agored a rhai yn llai felly. Mae’r staff anghenrheidiol wedi derbyn hyfforddiant amdiffyn plant ac fe fyddan nhw yn cael ei ail hyfforddi bob tair mlynedd a thrwy hyn maint yn effro i arwyddion a thystiolaeth o gam-drin neu esgeulustod corfforol, rhywiol ac emosiynol.

**Cam-drin Corfforol:** Mae hyn yn cynnwys taro, ysgwyd, taflu, llosgi, tagu neu unrhyw niwed corfforol arall. Mae achosi salwch bwriadol plentyn yn golygu cam-drin corfforol.

**Cam-drin Rhywiol:**  Mae hyn yn cynnwys gorfodi neu ddenu plentyn i gymryd rhan mewn gweithgareddau rhywiol, os ydy’r plentyn yn ymwybodol ai peidio o’r hyn sy’n digwydd. Gall y gweithgareddau gynnwys cysylltiad corfforol, yn cynnwys gweithrediadau treiddiol neu anhreiddiol. Mae dangos deunyddiau pornograffig, gweithgareddau rhywiol neu annog plant i ymddwyn mewn dulliau rhywiol amhriodol hefyd yn gam-drin rhywiol.

**Cam-drin Emosiynol:** Mae amrywiol raddau o gam-drin emosiynol yn bresennol bron ym mhob digwyddiad amddiffyn plant, ond gall hefyd olygu camdriniaeth yn ei hawl ei hun. Mae camdriniaeth emosiynol yn golygu camdriniaeth emosiynol parhaus neu ddwys sydd yn achosi, neu yn debygol o achosi effeithiau niweidiol difrifol ar sefydlogrwydd emosiynol plentyn. Gall ymddygiad o’r fath gynnwys cyfleu i blentyn eu bod yn ddiwerth, yn ddigariad, yn annigonol neu yn gwneud iddyn nhw deimlo’n ofnus neu yn agored i niwed yn ddiangen.

**Esgeulustod:** Esgeulustod ydy methiant parhaus i ddiwallu anghenion corfforol, emosiynol neu seicolegol plentyn, sydd yn debygol o gael effaith difrifol ar eu hiechyd, datblygiad neu sefydlogrwydd emosiynol. Gall esgeulustod gynnwys methu â darparu digon o fwyd, lloches neu ddillad i blentyn neu methu â’u diogelu’n ddigonol rhag niwed corfforol neu salwch. Gall esgeulustod hefyd olygu methu â diwallu anghenion emosiynol sylfaenol plentyn.

Bwlio a Gwahaniaethu

Boed dan law oedolion neu berson arall, mae bwlio a gwahaniaethu hefyd yn gamdriniaeth a gall eich anafu yn gorfforol ac yn emosiynol. Mae bwlio yn cynnwys taro, cymryd pethau person, galw enwau a bwlio hiliol. Dydy bwlio, hiliaeth a gwahaniaethu ddim yn dderbyniol. Ni ddylech chi ddioddef yn dawel na gorfod delio gyda’r problemau hyn ar eich pen eich hun.

Gofalu Diogel

Mae’r holl staff yn deall gweithdrefnau amddiffyn plant y Cynlluniau ac maen nhw wedi derbyn hyfforddiant a chanllawiau priodol ar egwyddorion gofalu diogel. I’r diben hwn:

* Gwneir pob ymdrech i osgoi neu leihau’r amser pan fo aelodau’r staff, myfyrwyr neu wirfoddolwyr yn cael eu gadael ar eu pennau eu hunain gyda phlentyn. Os ydy staff ar eu pennau’u hunain gyda phlentyn, dylid cadw drws yr ystafell yn agored a dylid hysbysu aelod arall o’r staff.
* Os ydy plentyn yn gwneud cysylltiad corfforol amhriodol gydag aelod o staff, myfyrwyr neu wirfoddolwyr, caiff hynny ei gofnodi yn llawn yn y Llyfr Cofnodi Digwyddiadau.
* Ni fydd staff byth yn cyflawni tasg bersonol i blant na allan nhw ei gwneud eu hunain. Lle mae hyn yn hanfodol, fe fydd staff yn helpu plentyn, â chydweithiwr gydan nhw. Oni bai bod gan blentyn angen neilltuol, ni ddylai staff fynd gyda phlant i’r toiled. Mae staff yn ymwybodol y gellid camddehongli hynny a gweithgareddau eraill tebyg.
* Fe fydd staff yn ymwybodol sut a ble y maen nhw’n cyffwrdd plant, o dderbyn eu hoedran a’u dealltwriaeth emosiynol. Fe fydd cyswllt corfforol diangen neu amhriodol potensial yn cael ei osgoi bob amser.
* Caiff pob honiad a wneir gan blentyn yn erbyn aelod o staff ei gofnodi’n llawn, yn cynnwys unrhyw gamau a gymerwyd, yn y Llyfr Cofnodi Digwyddiadau. Os oes tyst i ddigwyddiad, fe ddylen nhw lofnodi’r cofnodion i gadarnhau hyn.

Delio gyda Honiadau

Mae’r Cynlluniau wedi ymrwymo i sicrhau eu bod yn diwallu eu cyfrifoldebau mewn perthynas ag amddiffyn plant trwy drin unrhyw honiad yn ddifrifol ac yn sensitif. Ni fydd y Cynlluniau yn cynnal unrhyw ymchwiliadau eu hunain i ddigwyddiad amheus o gam-drin plentyn. Pan yn darganfod honiad o ddigwyddiad o gamdriniaeth fe fydd y Cydlynydd Amddiffyn Plant yn cyfeirio’r achos ar unwaith i’r asiantaethau amddiffyn plant statudol lleol.

Ymhellach i hyn, fe fydd yr egwyddorion canlynol yn llywodraethu unrhyw amheuaeth neu adroddiad o achos o gamdriniaeth:

* Lle mae amheuaeth o gamdriniaeth neu gamdriniaeth gwirioneddol yn dod i sylw’r staff, fe fyddan nhw yn adrodd ar hyn i’r Rheolwr a’r swyddog Amddiffyn Plant ar y cyfle cynharaf posibl.
* Anogir a chefnogir staff i ymddiried yn eu barn broffesiynol ac os ydyn nhw’n amau bod camdriniaeth yn digwydd, neu ei fod wedi digwydd, i adrodd ar hyn.
* Caiff cofnodion ysgrifenedig llawn o bob digwyddiad yr adroddir amdanyn nhw eu cynhyrchu a’u cadw. Fe fydd y wybodaeth a gofnodir yn cynnwys manylion llawn am y digwyddiadau honedig; unrhyw dystiolaeth neu esboniadau a gynigir gan y partïon dan sylw; dyddiadau perthnasol; amseroedd a lleoliadau ac unrhyw wybodaeth gefnogi neu dystiolaeth gan aelodau o’r staff. Fe fydd y Cynlluniau yn arddangos gofal mawr wrth wahaniaethu rhwng ffaith a barn wrth gofnodi achosion dan amheuaeth o gam-drin plant.
* Y Rheolwr a’r swyddog Amddiffyn Plant fydd yn gyfrifol am sicrhau bod cofnodion ysgrifenedig wedi eu dyddio, llofnodi a’u cadw’n gyfrinachol.
* Os caiff honiad o gamdriniaeth ei wneud yn erbyn y Rheolwr neu’r Swyddog Amddiffyn Plant, hysbysir y Person Cofrestredig cyn gynted â phosibl. Yna fe fyddan nhw’n cymryd cyfrifoldeb dros y sefyllfa neu yn dirprwyo’r rôl yma i uwch aelod o’r staff.
* Fe fydd staff yn sicrhau bod yr holl bryderon a honiadau yn cael eu trin yn sensitif ac yn gyfrinachol.
* Caiff unrhyw blant sydd yn rhan o ddigwyddiadau honedig eu cysuro.

Gweithdrefnau

Yn gymwys i staff a gwirfoddolwyr:

Mewn amgylchiadau lle mae plentyn yn gwneud honiad neu ddatgeliad fe fydd yr aelod o staff dan sylw yn :

* aros yn ddigyffro;
* gwrando’n ofalus ar beth sy’n cael ei ddweud;
* darganfod y cyfle cynnar priodol i esbonio y bydd yn rhaid rhannu’r wybodaeth gydag eraill – peidiwch ag addo cadw cyfrinach;
* rhoi cyfle i’r plentyn barhau yn ei amser ei hun;
* gofyn cwestiynau ar gyfer eglurhad yn unig ac osgoi gofyn cwestiynau sy’n awgrymu ateb neilltuol;
* sicrhau’r plentyn eu bod nhw wedi gwneud y peth cywir wrth ddweud wrthych chi;
* dweud wrthyn nhw beth fyddwch chi’n wneud nesaf a gyda phwy y byddwch yn rhannu’r wybodaeth;
* cofnodi mewn ysgrifen beth a ddywedwyd gan ddefnyddio geiriau’r plentyn ei hun cyn gynted â phosibl – nodwch y dyddiad, amser, unrhyw enwau a grybwyllwyd, i bwy y rhoddwyd y wybodaeth a sicrhewch bod y cofnod wedi’i lofnodi a’i ddyddio.

Cyfeirio Honiadau at Asiantaethau Plant

Os oes gan y Rheolwr neu’r Arweinydd sail rhesymol dros gredu bod plentyn wedi cael – neu mewn perygl dwys o gael - ei gam-drin dylid cychwyn y weithdrefn ganlynol :

* Cysylltir, ar y cyfle cynharaf posibl, gyda’r Pwynt Mynediad Plant, a hefyd AGC;
* Fe fydd y Rheolwr neu’r swyddog Amddiffyn Plant yn cyfathrebu gwybodaeth o’r fath am yr honiad a digwyddiadau perthynol fel ag sy’n gyson gyda’r cyngor a roddwyd gan y gwasanaethau cymdeithasol a’r heddlu;
* Ar bob amser, fe fydd diogelwch, amddiffyniad a buddiannau’r plentyn yn cymryd blaenoriaeth. Fe fydd y Rheolwr a’r staff yn gweithio gyda, ac yn cefnogi rhieni/gofalwyr cyn belled ag y gallant yn gyfreithiol;
* Fe fydd y Cynlluniau yn cynorthwyo’r gwasanaethau cymdeithasol a’r heddlu cyn belled ag y gallant, yn ystod unrhyw ymchwiliad i gamdriniaeth neu esgeulustod. Fe fydd hyn yn cynnwys datgelu gwybodaeth a thystiolaeth ysgrifenedig a llafar;
* Caiff AGC (Arolygiaeth Gofal a Gwasanaethau Cymdeithasol Cymru2) eu hysbysu am unrhyw honiadau o gamdriniaeth yn erbyn aelod o staff, myfyriwr neu wirfoddolwr neu unrhyw gamdriniaeth yr honnir sydd wedi digwydd ar yr eiddo neu yn ystod ymweliad neu daith.

Cymorth a Hyfforddiant i Staff

Mae’r Cynlluniau wedi ymrwymo i sicrhau eu bod yn diwallu eu cyfrifoldebau mewn perthynas ag amddiffyn plant trwy ddarparu cymorth a hyfforddiant i staff. Felly fe fydd y Cynlluniau yn sicrhau bod:

* Yr holl staff wedi eu recriwio yn ofalus, bod ganddyn nhw eirda wedi’u dilysu a gwiriadau DBS wedi’i ddiweddaru. Caiff myfyrwyr a gwirfoddolwyr eu dilysu trwy eirda.
* Yr holl staff yn derbyn copi o’r polisi Amddiffyn Plant yn ystod eu hanwytho a bod y goblygiadau yn cael eu hegluro iddyn nhw.
* Yr holl staff yn derbyn hyfforddiant a goruchwyliaeth rheolaidd mewn materion amddiffyn plant ac yn derbyn unrhyw wybodaeth ac arweiniad perthnasol.
* Yr holl staff yn derbyn cymorth rheolaeth a goruchwyliaeth yn gymesur â’u cyfrifoldebau mewn perthynas ag amddiffyn plant, a’u gofyniad i gynnal perthynas llawn gofal a diogel gyda phlant.
* Yr holl staff yn ymwybodol o’r prif ddangosyddion o gamdriniaeth plant.
* Yr holl staff yn ymwybodol o’u gofyniadau statudol mewn perthynas â datgelu neu ddarganfod camdriniaeth plant a’r weithdrefn i wneud hynny. Mae’r holl fyfyrwyr a gwirfoddolwyr wedi’u cyfarwyddo i adrodd am ddatgeliad neu ddarganfyddiad o gamdriniaeth plant i’r Rheolwr.
* Fe fydd y Cynlluniau yn cymryd camau priodol mewn perthynas â chanfyddiadau unrhyw ymchwiliad i honiadau o gamdriniaeth, yn gyson gyda’u dyletswyddau i amddiffyn diogelwch plant a chynnal prosesau teg i staff, myfyrwyr a gwirfoddolwyr.
* Fe fydd unrhyw aelod o staff, myfyriwr neu wirfoddolwr sydd dan ymchwiliad am y gamdriniaeth honedig o blentyn yn destyn darpariaethau’r Polisi Disgyblu Staff.

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**Pwynt Mynediad Plant**

**Gofal Cymdeithasol ac Iechyd**

**Blwch PO 97**

**Caerdydd**

**CF11 1BP**

***AGC.***

***Adeiladau’r Llywodraeth, Parc Busnes Rhydycar, Merthyr Tudful.***

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**Gofal, Dysgu a Chwarae**

Nod y rhaglen o weithgareddau ac amgylchedd ein Cynlluniau ydy annog hyder, annibyniaeth a mwynhad. Yn ei hanfod, nod ein gwaith ydy galluogi plant i ddatblygu eu sgiliau emosiynol, cymdeithasol, gwybyddol, rhyngbersonol a chorfforol a’u hawydd i archwilio, darganfod a bod yn greadigol.

Fe fydd y Cynllun yn darparu amgylchedd chwarae wedi’i drefnu a’i gynllunio’n dda sy’n cynnig profiadau cyfoethog a chymhelliol i blant ochr yn ochr â chyfle i archwilio, arbrofi, cynllunio a gwneud eu penderfyniadau eu hunain. Fe fydd y rhaglen o weithgareddau yn cydnabod ac yn cymryd i ystyriaeth y gwahanol oedrannau, diddordebau, cefndiroedd a galluoedd y plant.

Mae gweithgareddau’n cael eu cynllunio’n ofalus i alluogi plant i adeiladu ar eu cywreinrwydd naturiol, i hyrwyddo eu meddwl, defnyddio eu dychymyg ac i ddatblygu cysylltiadau cymdeithasol cadarnhaol. Ar bob adeg fe fydd y Cynlluniau yn cydnabod hunaniaeth, ymdrech a chyflawniad plentyn.

Lle bynnag mae’n briodol, fe fydd plant yn rhan o’r broses o gynllunio gweithgareddau fel bod y rhaglen yn adlewyrchu eu barn ac fel bod modd i blant deimlo perchnogaeth o’u Cynlluniau. Caiff prosesau o’r fath eu llywodraethu gan y gweithdrefnau a nodir yn y polisi Cynnwys ac Ymgynghori â Phlant.

Fe fydd trefniadau staffio yn rhoi cyfle i:

* Fyfyrio ar ymarfer.
* Cydnabod bod gwaith gyda phlant yn waith cymhleth a heriol ac nad oes atebion hawdd yn aml.
* Mae dysgu yn broses o rannu ac mae plant yn dysgu yn fwyaf effeithiol pan maen nhw, gyda chymorth oedolyn gwybodus y maen nhw’n ymddiried ynddyn nhw, yn cymryd rhan ac yn dangos diddordeb.

Fe fydd staff yn arddangos arddulliau hyblyg o arwain ac ymateb yn briodol i blant yn ôl oedran, dealltwriaeth ac anghenion.

Fe fydd staff yn cefnogi, adnabod, a hyrwyddo cyflawniadau pob plentyn.

Fe fydd y Cynlluniau yn rhoi amrediad o offer ac adnoddau i’r plant sy’n briodol i’w hoedran a’u diddordebau yn unol â darpariaethau’r polisi Offer.

Caiff plant fynediad i chwarae awyr agored bob dydd, yn amodol i gyflwr y tywydd.

Ni fydd yr un plentyn yn cael ei adael heb oruchwyliaeth yn ystod gweithgareddau yn y Cynlluniau.

Caiff y rhaglen weithgareddau ei harddangos mewn man sy’n hygyrch i’r holl blant a’u rhieni/gofalwyr, yn cynnwys amseroedd dechrau a gorffen.

Fe fydd y Cydlynydd/Arweinydd yn sicrhau bod amser yn cael ei reoli’n gywir er mwyn gwerthuso sesiynau.

**POLISI CHWARAE**

Cafodd y datganiad polisi ei lunio i adlewyrchu'r gwerth y mae Llywodraeth Cymru yn ei roi ar chwarae a phlant yn ein cymdeithas. Mae'n adlewyrchu ein hymrwymiad i sicrhau bod plant a'u hanghenion yn ganolog i'n polisÏau a bod darpariaeth ar gael i ddiwallu'r anghenion hynny.

Mae'r datganiad wedi'i seilio ar egwyddor Confensiwn y Cenhedloedd Unedig ar Hawliau'r Plentyn, a gadarnhawyd gan Lywodraeth y DU ym mis Rhagfyr 1991, fod chwarae yn bwysig i'r plentyn.

Mae’r Cynllun yn dilyn yr 8 Egwyddor Chwarae, a’r ddau cyntaf ydy:-

Egwyddor Chwarae 1: Mae pob plentyn a pherson ifanc angen chwarae. Mae'r awydd i chwarae'n un greddfol. Mae chwarae'n angenrhaid biolegol, seicolegol a chymdeithasol, ac mae'n hanfodol i ddatblygiad iach a lles unigolyn a chymunedau.

Egwyddor Chwarae 2: Mae chwarae yn broses a ddewisir yn rhydd, a gyfarwyddir yn bersonol ac a gymhellir yn gynhenid. Hynny yw, y plant a'r bobl ifanc fydd yn penderfynu a’n rheoli cynnwys a bwriad eu chwarae, trwy ddilyn eu greddfau, eu syniadau a'u diddordebau eu hunain, yn eu ffordd eu hunain ac am eu rhesymau eu hunain.

Yn y polisi chwarae rydym wedi canolbwyntio ar yr egwyddorion:

* bod hawl gan bob plentyn i ennyn parch am y cyfuniad unigryw o'i briodoleddau a'i alluoedd;
* y dylid parchu canfyddiadau, safbwyntiau a barn y plentyn bob amser gan fod pob plentyn yn perthyn i ddiwylliant ehangach;
* bod cael rhyddid i ddewis ei chwarae ei hun yn un o'r ffactorau pwysicaf o ran cyfoethogi;
* dysgu'r plentyn a chyfrannu at ei les a'i ddatblygiad.

Mae’r Cynlluniau yn cydnabod arwyddocâd a gwerth chwarae yn natblygiad y plentyn a bod gan blant awydd cynhenid i chwilio am gyfleoedd i fentro mwy. Mae hyn yn rhan hanfodol o'u chwarae a'u dysgu. Mae'n gofyn inni ymateb yn bositif drwy ehangu'r amrywiaeth o amgylcheddau a chyfleoedd sydd ar gael ar gyfer chwarae plant tra'n parhau i roi ystyriaeth briodol i'w lles corfforol a seicolegol, gan edrych ar Bob Hughes - 16 Mathau o Chwarae.

Mae’r Cynlluniau hefyd wedi wedi ymrwymo i sicrhau bod cyfle i blant fod mewn amgylcheddau llawn her, sy'n eu cyfoethogi a'u hysgogi ond nad ydynt yn eu peryglu mewn ffordd amhriodol, gan roi cyfle iddynt felly ddod i wybod mwy am eu hunain a'r byd drwy chwarae'n rhydd o'u gwirfodd, ac mae’r Cynlluniau yn dod ar draws fel llais y plentyn.

**Cynnwys ac Ymgynghori gyda Phlant**

Mae ein Cynlluniau, a holl aelodau’r staff, wedi ymrwymo i’r egwyddor o gynnwys ac ymgynghori gyda phlant pryd bynnag y bydd penderfyniadau sy’n effeithio arnyn nhw yn cael eu gwneud yn y Cynlluniau.

Mae ymrwymiad y Cynlluniau i gynnwys ac ymgynghori gyda phlant yn deillio o’r darpariaethau ‘gwrando ar blant’ a nodir yn Erthyglau 12 a 13 yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau’r Plentyn, sef:

* Dylid cymryd barn plentyn i ystyriaeth ym mhopeth sy’n effeithio arnyn nhw.
* Dylid lledaenu gwybodaeth i blant mewn modd sy’n eu galluogi i wneud dewisiadau a phenderfyniadau.

I blant, mae cyfranogi ac ymgynghori yn eu helpu i ddatblygu sgiliau newydd fel trafod, rhannu a deall persbectifau eraill. Mae’n eu helpu i ddeall sut y caiff penderfyniadau eu gwneud ac yn cydnabod bod eu barn yn bwysig.

I’r staff ac i’r Cynlluniau, mae sawl mantais i ddull gweithredu o’r fath fel gwell ymddygiad, perthynas gyda phlant yn seiliedig ar bartneriaeth, amgylchedd mwy cydlynol a gweithgareddau a phenderfyniadau y mae’r plant yn teimlo sy’n berchen iddyn nhw.

Fe fydd yr arweinydd a’r staff yn gweithio gyda phlant i lunio siarter a fydd yn nodi disgwyliadau a chyfrifoldebau’r Cynlluniau, y staff a’r plant mewn perthynas ag ymgynghori a chyfranogiad. Caiff y rhieni eu hannog hefyd i lunio a gweithredu’r siarter.

Bydd pob plentyn yn cael llais ac yn cael eu hymgynghori. Fe fydd hyn ar sawl ffurf, yn cynnwys:

* Gwrando ar yr hyn y maen nhw’n ei ddweud ar lafar a thrwy ffurfiau eraill o gyfathrebu.
* Arsylwi ar iaith y corff ac ymddygiad.
* Drama a chwarae rôl.
* Trwy chwarae a mynegiant creadigol a’r defnydd o gynorthwyon gweledol.
* Trwy drafodaethau grŵp rheolaidd a sesiynau holi ac ateb.
* Holiaduron a gweithgareddau adborth rheolaidd.
* Hysbysfyrddau gyda gwybodaeth bwysig am weithgareddau yn y Cynlluniau.
* Cyfarfodydd rheolaidd gyda’r plant, rhwng plant a staff, i drafod gweithgareddau’r Cynlluniau ac unrhyw bynciau perthnasol eraill.

Fe fydd oedran, aeddfedrwydd a’r math o benderfyniad a wneir yn penderfynu ar raddau a natur cyfranogiad plant. Ond, dylai’r pwyslais fod bob amser yn gryf o blaid cynnwys plant.

Caiff ymgynghori a chyfranogi eu monitro’n rheolaidd gan weithredu arnyn nhw fel bod y plant yn gallu gweld bod eu mewnbwn wedi arwain at ganlyniadau gweledol. Fe fydd y Cynlluniau a’r staff hefyd yn gwybod pa benderfyniadau y bydd y plant yn rhan ohonyn nhw ac yn ceisio cynnig esboniadau clir os a phryd y tybir bod ymgynghori a chyfranogi yn amhriodol.

**Staffio**

Mae ein Cynlluniau wedi ymrwymo i osod buddiannau gorau, lles, gofal a datblygiad plant yng nghanol pob mater staffio.

* Fe fydd y Cydlynydd yn trefnu cyfarfodydd staff rheolaidd lle y gall yr holl staff drafod a chyfrannu mwn dull cadarnhaol. Dylai’r Cydlynydd annog staff i gyfrannu at ddatblygiad ac ansawdd y rhaglen o weithgareddau a ddarperir.
* Mae disgwyl i aelodau’r staff ymddwyn bob amser yn broffesiynol, cwrtais, defnyddiol, cynnes a chyson.
* Mae disgwyl i aelodau’r staff arddangos gwybodaeth a dealltwriaeth o faterion aml ddiwylliannol ac ymrwymiad i drin plant fel unigolion a gyda’r un consyrn a pharch.
* Fe fydd aelodau’r staff yn gwisgo’n briodol ar gyfer gweithio gyda phlant a gydag ymwybyddiaeth o faterion iechyd a diogelwch.
* Ni ddylid defnyddio ffonau symudol yn ystod oriau gwaith ac eithrio mewn argyfwng. Os oes rhaid i staff dderbyn galwad brys dylai’r person sy’n eu ffonio ddefnyddio prif rhif ffôn y Cynlluniau.
* Fe fydd yr Arweinydd yn sicrhau bod gofod ar gael yn ystod y diwrnod gwaith i staff gael egwyl rheolaidd, a sicrhau nad oes yr un aelod o’r staff yn mynd dros y cyfyngiad cyfreithiol o 6 awr o waith heb egwyl.

Telerau ac Amodau

Mae’r Cynlluniau wedi ymrwymo i hyrwyddo ymarferion cyflogaeth hawdd i deuluoedd i gynorthwyo staff i gydbwyso ymrywmiadau gwaith a theulu. Fe fydd y Cynlluniau yn gwneud pob ymdrech i fod yn hyblyg gyda staff ac i hyrwyddo cysylltiadau gwaith cytun, trwy undebau llafur a chyrff eraill.

Yn eu tro, mae’r Cynlluniau yn disgwyl gonestrwydd, ffyddlondeb, cywirdeb gan eu staff.

Cyfrifoldeb y Person Cofrestredig ydy manylion ysgrifenedig y contractau cyflogaeth, yn cynnwys cyfraddau a lefelau cyflogau a thelerau ac amodau eraill.

Cymwysterau, Profiad a Gwiriadau Diogelwch

Fe fydd y Cydlynydd, a’r holl staff yn gymwysedig, gyda’r profiad perthnasol ac fe fydd ganddyn nhw wiriadau Cofnodion Troseddol llawn.

Ni fydd y Cynlluniau yn cyflogi staff na gwirfoddolwyr sydd wedi’u collfarnu o drosedd neu sydd wedi bod yn destun gorchymyn sy’n eu datgymhwyso rhag cofrestriad o dan y rheoliadau a wnaethpwyd o dan atodlen 9A o Ddeddf Plant 1989. Caiff gwiriadau Cofnodion Troseddol eu diweddaru pob tair blynedd.

Ni chaiff yr un person sydd heb dderbyn gwiriadau Cofnodion Troseddol llawn, ond sydd ar yr eiddo (fel aelod o staff sy’n disgwyl am gliriad cofrestru), gael eu gadael ar eu pen eu hunain gyda phlentyn.

Fe fydd gan yr Arweinydd gymhwyster NVQ Lefel 3 o leiaf yn briodol i’r swydd a dwy flynedd o leiaf o brofiad o weithio mewn lleoliad gofal dydd.

Safonau Ymddygiad

Ni ddylai unrhyw ddadlau nac anghytuno ddigwydd rhwng aelodau o’r staff o dan urhyw amgylchiadau ym mhresenoldeb plant na rhieni/gofalwyr.

Nid yw ysmygu, defnyddio alcohol na chyffuriau yn cael ei ganiatau ar eiddo’r Cynlluniau. Ni chaiff bwlio, rhegi, aflonyddu nac erledigaeth eu dioddef ar eiddo’r Cynlluniau.

Ni chaiff ymddygiad tramgwyddus fel iaith rywiol neu hiliol neu aflonyddu eu dioddef.

Mae disgwyl i’r staff drin pawb yn barchus bob amser a gall ymddygiad amhriodol arwain at gamau disgyblu.

Cyfraddau Staff i Blant

Mae’r Cynlluniau yn ymwybodol o bwysigrwydd cynnal cyfraddau staff i blant digonol a sicrhau bod plant yn derbyn gofal diogel ac yn derbyn digon o sylw a chymorth. Ym mhob achos yr isafswm cyfradd staffio i blant 4 -7 oed fydd 1:8. I blant dros 8 oed fe fydd y Cynlluniau yn gwneud pob ymdrech i gynnal cyfradd staff i blant o 1:10 o leiaf.

Fe fydd y Cydlynydd yn sicrhau bod o leiaf dau aelod o’r staff ar ddyletswydd yn yr eiddo bob amser.

Fe fydd y Cydlynydd hefyd yn sicrhau bod cynlluniau wrth gefn addas a digonol ar gael ar gyfer argyfwng, absenoldebau staff annisgwyl, egwyl staff a salwch.

Cyfrinachedd

Mae gan staff hawl i breifatrwydd fel ag sydd gan blant a’u rhieni/gofalwyr. Ni ddylid trafod manylion personol ac eithrio mewn amgylchiadau eithriadol.

Ni fydd staff yn siarad am achosion unigol nac am ymddygiad plant gerbron rhieni/gofalwyr a phlant eraill.

Ni ddylai staff o dan unrhyw amgylchiadau roi unrhyw wybodaeth am blant i unrhyw gangen o’r cyfryngau. Dylid trosglwyddo unrhyw ymholiadau gan y cyfryngau yn y lle cyntaf i’r Rheolwr.

(Mae manylion pellach am weithdrefnau cyfrinachedd y Cynlluniau ar gael yn y polisi Dogfennaeth a Gwybodaeth)

Absenoldebau

Os nad ydy staff yn gallu dod i’r gwaith oherwydd salwch neu gyflwr meddygol arall rhaid iddyn nhw gysylltu gyda’r Cydlynydd a’r Arweinydd cyn dechrau‘r diwrnod gwaith.

Dylai staff nodi pam nad ydyn nhw’n gallu dod i’r gwaith a phryd maen nhw’n disgwyl dychwelyd.

Wrth ddychwelyd i’r gwaith, dylai staff lenwi ffurflen hunan ardystio am unrhyw absenoldeb salwch.

Am absenoldebau hirach na saith diwrnod rhaid cael tystysgrif meddyg.

Fe fydd y Cydlynydd yn cadw cofnodion o bob absenoldeb salwch, absenoldebau eraill a bod yn hwyr.

Amgylchedd Ffisegol

Mae ein Cynlluniau wedi ymrwymo i ddarparu amgylchedd gymhelliol a diogel i blant. Fe wnawn popeth posibl i wneud ein heiddo yn groesawgar a chyfeillgar i blant, eu rhieni/gofalwyr ac unrhyw ymwelwyr eraill.

Mae eiddo’r Cynlluniau yn ddiogel ac mae digon o le i’w dibenion. Mae amgylchedd ac awyrgylch y Cynlluniau yn groesawgar i blant ac mae mynediad i’r cyfleusterau angenrheidiol ar gyfer rhaglen eang ac amrywiol o weithgareddau.

Mae’r Cynlluniau wedi ymrwymo i gymryd pob cam posibl i sicrhau bod gan blant fynediad cyfartal i gyfleusterau, gweithgareddau a chyfleoedd chwarae, yn cynnwys plant ag anghenion addysgol arbennig ac/neu anableddau (am ragor o fanylion gweler y polisi Anghenion Arbennig).

Fe fydd eiddo’r Cynlluniau yn cydymffurfio gyda holl ofynion y Ddeddf Gwahaniaethu ar Sail Anabledd 1999 a gyda phob rheoliad a chanllaw perthnasol arall.

Y Cydlynydd/Arweinydd sydd yn gyfrifol am sicrhau bod eiddo’r Cynlluniau yn lân, wedi’u goleuo’n dda, wedi’u hawyru’n ddigonol ac wedi’u cadw ar dymheredd priodol. Cynhelir asesiadau risg dyddiol yn unol â’r polisi Asesu Risg i sicrhau bod y cyfleusterau yn cael eu cadw mewn cyflwr addas o drwsio ac addurno.

Yn ystod oriau agor mae’r eiddo yn cael ei ddefnyddio gan, ac ar gael yn unig i’r Cynlluniau, ei staff a’r plant cyn belled ag y mae hyn yn bosibl.

Fe fydd y Cynlluniau yn gwneud popeth posibl i gynnal cynllun ystafell agored fel bod plant yn gallu dewis amrywiaeth o chwarae a rhyngweithio’n rhydd (isafswm o ofod 2.3 metr sgwâr i bob plentyn).

Mae digon o ofod i storio offer y Cynlluniau yn ddiogel.

O dan amgylchiadau arferol, fe fydd y staff yn sicrhau bod un toiled a basin ymolchi gyda dŵr poeth ac oer ar gael i bob 10 plentyn a sicrhau cydbwysedd digonol rhwng cyfleusterau gwrywaidd a benywaidd.

Ni fydd unrhyw blentyn yn cael ei adael heb oruchwyliaeth yn ardal y gegin.

Fe fydd gan aelodau’r staff fynediad at ffôn ar eiddo’r Cynlluniau bob amser.

Chwarae yn yr Awyr Agored

Fe fydd unrhyw chwarae yn yr awyr agored yn digwydd mewn gofod diogel gyda goruchwyliaeth. Cyn i unrhyw weithgaredd awyr agored ddigwydd cynhelir gwiriad diogelwch ac asesiad risg trylwyr.

Caiff ardaloedd chwarae awyr agored eu cynnal a’u cadw ac ni fydd yno unrhyw dyllau, bympiau nac arwynebedd anwastad. Caiff pyllau, draeniau neu unrhyw ddŵr annaturiol eu cadw’n ddiogel neu yn anhygyrch i blant.

Caiff unrhyw nodweddion dŵr awyr agored eu cadw’n ddiogel ac yn anhygyrch i blant heb eu goruchwylio. Os ydy plant yn cymryd rhan mewn chwaraeon dŵr fe fydd staff yn sicrhau bod achubwr bywyd cymwysedig yn eu goruchwylio.

Os oes eira neu rew ar lwybrau allanol fe fydd staff yn sicrhau bod y rhain yn cael eu glanhau a’u cadw’n ddiogel yn rheolaidd.

Fe fydd staff yn sicrhau bod cyflenwad rheolaidd o ddŵr ar gael bob amser, yn enwedig mewn tywydd poeth. Mewn amgylchiadau o’r fath fe fydd staff hefyd yn sicrhau bod y plant wedi’u hamddiffyn yn ddigonol rhag yr haul, yn unol â’r darpariaethau a nodir yn y polisi Iechyd, Salwch ac Argyfwng.

**Offer**

Mae ein Cynlluniau wedi ymrwymo i ddarparu mynediad i blant i amrediad eang o offer sy’n annog mwynhad, dysgu a datblygu, dan do ac yn yr awyr agored.

Mae’r holl ddodrefn, teganau ac offer yn cael eu cadw’n lân, ac mewn cyflwr da yn unol â safonau diogelwch BS EN neu’r Rheoliadau (Diogelwch) Teganau (1995) lle mae’n gymwys.

Caiff offer ei gynnal a’i gadw a’i arolygu yn unol â chyfarwyddiadau’r gwneuthurwr. Mae pob tegan ac offer trydanol yn destun PAT (Profi Offer Cludadwy), ac mae’r staff perthnasol wedi eu hyfforddi ar y defnydd cywir o gyfrifiaduron ac offer TG.

Fe fydd lefelau goruchwyliaeth staff yn ddigonol i sicrhau diogelwch y plant ac wedi’i osod yn ôl y math o offer a ddefnyddir, ynghyd ag oedran a nifer y plant sy’n cymryd rhan mewn gweithgaredd neilltuol.

Caiff yr holl offer a’r adnoddau eu dethol yn ofalus, a chynelir asesiadau risg cyn prynu teganau ac offer newydd, yn unol ag egwyddorion y polisi Asesu Risg.

Mae gan y Cynlluniau offer ac adnoddau sy’n addas i’r holl blant sydd yn mynychu ar hyn o bryd, yn cynnwys y rhai ag anghenion addysgol arbennig, anableddau corfforol ac i’r rhai nad ydy Saesneg yn famiaith iddyn nhw.

Mae offer ac adnoddau’r Cynlluniau yn adlewyrchu delweddau cadarnhaol o ran diwylliant, ethnigrwydd, rhywedd ac anabledd.

Fe fydd adnoddau, lle bynnag mae’n bosibl, yn dangos dynion a menywod mewn amrywiol rolau a swyddi, a phobl â galluoedd gwahanol yn weithgar a chreadigol. Fe fydd enghreifftiau o fywyd beunyddiol yn dangos amrywiaeth o grwpiadau teuluol a chefndiroedd diwylliannol mewn amrediad o rolau nad ydyn nhw’n stereoteipiau.

Mae’r Cynlluniau yn darparu detholiad eang o lyfrau sy’n cael eu diweddaru’n rheolaidd, yn ôl yr adnoddau ariannol. Fe fydd y detholiad bob amser yn cynnwys llyfrau cyfeirio, llyfrau iaith ddeuol ac amrediad o fformatau’n briodol i oedran. Anogir staff i ddethol llyfrau sy’n adlewyrchu cymdeithas amlddiwylliannol, yn herio stereoteipiau ac sy’n diwallu anghenion addysgol plant.

Y tu allan i oriau agor y Cynlluniau, caiff yr holl offer ei gadw mewn man addas a diogel; yn ddiogel rhag mynediad neu ddefnydd anawdurdodedig. Pan fydd offer â nam arno neu wedi torri caiff ei symud a’i storio mewn lleoliad diogel oddi wrth wres ac/neu fflamau noeth..

Fe fydd aelod o staff penodedig yn gyfrifol am gynllunio ac adolygu’r stoc offer bob tri mis a diweddaru Rhestr Cyflenwadau’r Cynlluniau bob blwyddyn. Rhaid i’r Rhestr Gyflenwadau gynnwys pob eitem trydanol, pob eitem gwerth £50 neu ragor ac unrhyw eitem heb ei gynnwys a ystyrir mewn perygl o gael ei ddwyn. Caiff y Rhestr Gyflenwadau ei chadw ar gofnodion y Cynlluniau a’i diweddaru pan fo eitem newydd yn cael ei ychwanegu neu pan fod hen eitem yn peidio â chael ei ddefnyddio.

Fe fydd y Cydlynydd/Arweinydd neu aelod penodedig o’r staff yn cadw cofnod ffurfiol o unrhyw eitem o offer sy’n cael ei fenthyg i aelod o staff, corff gwirfoddol neu i riant/gofalwr i sicrhau ei fod yn cael ei ddychwelyd ar amser ac mewn cyflwr da.

**Iechyd a Diogelwch**

Mae ein Cynlluniau yn cymryd cynnal a chadw iechyd a diogelwch yn hynod o ddifrifol fel mater o bwysigrwydd cyfreithiol a moesol. Fe fydd yr holl staff yn gyfarwydd gyda’r darpariaethau sydd yn y polisi yma fel rhan o’u hanwytho ac fe fydd disgwyl iddyn nhw weithredu yn unol â nhw bob amser.

Nod y Cynlluniau ydy sicrhau iechyd, diogelwch a lles yr holl staff, plant, ymwelwyr ac unigolion eraill sy’n cael eu heffeithio gan y Cynlluniau a chan weithgareddau’r Cynlluniau. Cydymffurfir bob amser gyda’r Ddeddf Iechyd a Diogelwch yn y Gwaith 1974 a Rheoliadau (Iechyd, Diogelwch a Lles) yn y Gweithle 1992 a’u Côd Ymarfer Cymeradwy cysylltiedig (AcoP) a chanllawiau. Fe fydd yr Arweinydd a’r staff yn ceisio mynd y tu hwnt i’r isafswm safonau statudol bob amser i sicrhau bod iechyd a diogelwch yn parhau’n flaenoriaeth gyntaf.

Fe weithredir ar y camau canlynol fel mater o drefn:

* Creu amgylchedd sy’n ddiogel ac heb risg i iechyd.
* Atal damweiniau ac achosion o salwch yn berthynol i waith.
* Defnyddio, cynnal a storio offer yn ddiogel.
* Sirchau bod yr holl staff yn alluog yn y gwaith y maen nhw’n ei wneud.

Cyfrifoldebau’r Person Cofrestredig, yr Arweinydd a’r Staff

Mae adnabod, asesu a rheoli peryglon yn y Cynlluniau yn hanfodol i leihau damweiniau a digwyddiadau. Yr Arweinydd ac un person dynodedig arall sy’n gyfrifol am asesu risg i iechyd a diogelwch yn deillio o weithgareddau’r Cynlluniau a chyflwyno camau addas i ddileu neu i reoli unrhyw risg o’r fath a nodir.

Mae’n hanfodol sicrhau bod materion iechyd a diogelwch yn cael eu cymryd o ddifrif gan yr holl staff a phersonau eraill sy’n cael eu heffeithio gan weithgareddau’r Cynlluniau. Fe fydd staff sydd wedi anwybyddu cyfarwyddiadau diogelwch neu ymarferion diogel cydnabyddedig yn destun y gweithdrefnau yn y polisi Gweithdrefnau Disgyblu Staff.

Y **Person Cofrestredig** sydd â’r cyfrifoldeb a’r atebolrwydd yn y pen draw dros sicrhau bod y Cynlluniau yn gweithredu mewn dull diogel a heb beryglon. Y **Person Cofrestredig** – a’r Rheolwr – sy’n gyfrifol am sicrhau bod y staff yn deall ac yn derbyn eu cyfrifoldebau mewn perthynas â gweithdrefnau iechyd a diogelwch.

Fe fydd y **Person Cofrestredig** yn sicrhau bod trefniadau digonol ar gael i’r canlynol:

* Monitro effeithlonrwydd y polisi Iechyd a Diogelwch ac awdurdodi unrhyw ddiwygiadau angenrheidiol i’w ddarpariaethau.
* Darparu adnoddau digonol, yn cynnwys adnoddau ariannol, fel bod angen i ddiwallu cyfrifoldebau iechyd a diogelwch y Cynlluniau.
* Darparu hyfforddiant iechyd a diogelwch digonol i’r staff.
* Sicrhau bod pob damwain, digwyddiad a digwyddiadau peryglus yn cael eu hadrodd a’u cofnodi yn ddigonol (yn cynnwys hysbysu’r Weithrediaeth Iechyd a Diogelwch ac AGC lle mae’n briodol).
* Adolygu’r holl ddamweiniau, achosion a digwyddiadau peryglus yr adroddwyd amdanyn nhw, ac ymateb y Cynlluniau, er mwyn gweithredu mesurau i’w cywiro.
* Sicrhau bod gan yr holl staff sy’n dod i gysylltiad gyda phlant wiriadau Cofnodion Troseddol priodol a chyfredol.
* Sicrhau bod gan yr holl fyfyrwyr, gwirfoddolwyr ac oedolion sy’n dod i gysylltiad gyda phlant wiriadau Cofnodion Troseddol priodol a chyfredol.

Yr **Arweinydd** sy’n gyfrifol am weithrediad, rheolaeth a monitro’r polisi Iechyd a Diogelwch o ddydd i ddydd. Mae’n ofynnol i’r **Arweinydd** adrodd am unrhyw fater o bryder ynghylch y polisi Iechyd a Diogelwch wrth y Person Cofrestredig. Fe fydd yr **Arweinydd** yn sicrhau bod:

* Aelod penodedig ychwanegol o’r staff yn gyd gyfrifol gydan nhw am y darpariaethau iechyd a diogelwch ac asesu risg yn y Cynlluniau, fel a nodir yn hwn ac mewn polisïau.
* Cynhelir arolygon diogelwch rheolaidd gan gofnodi’r adroddiadau’n gywir.
* Unrhyw weithredu sy’n angenrheidiol oherwydd arolwg iechyd a diogelwch yn cael ei gymryd cyn gynted â phosibl.
* Gwybodaeth am faterion iechyd a diogelwch yn cael ei ddosbarthu i’r Person Cofrestredig ac i’r holl staff.
* Cynnal ymchwiliad ar bob damwain, achos a digwyddiad peryglus yr adroddir amdanyn nhw.
* Hyfforddiant digonol i staff i gyflawni eu rolau o fewn y polisi Iechyd a Diogelwch.

**Y Staff**  sy’n gyfrifol am sicrhau bod darpariaethau’r polisi Iechyd a Diogelwch yn cael eu cynnal bob amser. Ac felly mae’n ofynnol iddyn nhw:

* Talu sylw i’r polisi Iechyd a Diogelwch a’u cyfrifoldebau mewn perthynas ag ef.
* Talu sylw i unrhyw ganllaw Iechyd a Diogelwch a gyhoeddir gan y Rheolwr neu’r aelod penodedig o staff a gweithredu arno lle bynnag mae’n briodol.
* Cymryd gofal cyfrifol dros eu hiechyd a’u diogelwch eu hunain yn ogystal â phersonau eraill gallai gael eu heffeithio gan eu gweithredoedd neu hepgoriadau yn y gwaith.
* Cymryd pob gofal rhesymol i weld bod yr offer a’r eiddo a ddefnyddir gan blant a’r gweithgareddau yn y Cynlluniau yn ddiogel.
* Adrodd am unrhyw ddamwain, achos neu ddigwyddiad peryglus sydd wedi arwain at, neu y gall yn y dyfodol arwain at anaf neu ddifrod, a chynorthwyo gyda’r ymchwiliad i unrhyw ddigwyddiadau o’r fath.
* Derbyn hyfforddiant iechyd a diogelwch perthnasol pan fydd y Cydlynydd yn eu cyfarwyddo i wneud hynny.

Yswiriant

Mae Deddf Plant 2004 a’r Ddeddf Iechyd a Diogelwch yn y Gwaith 1974 yn gosod nifer o gyfrifoldebau cyfreithiol ar y Cynlluniau. Felly mae gan y Cynlluniau yswiriant yn briodol i’w dyletswyddau o dan y ddeddfwriaeth yma, yn cynnwys Yswiriant Rhwymedigaeth Cyflogwr. Fel rheol fe fydd y cyfrifoldeb yn gorwedd gyda’r Cynlluniau ond fe fydd staff yn cymryd gofal rhesymol drostynt eu hunain a phobl eraill allai gael eu heffeithio gan eu gweithredoedd neu eu hepgoriadau yn y gwaith. Os mai’r Cynlluniau sy’n gyfrifol am unrhyw ddigwyddiad all ddigwydd, fe fydd yswiriant rhwymedigaeth cyhoeddus yn talu iawndal.

Rhwymedigaeth

O dan y darpariaethau yn y Ddeddf Meddianwyr Rhwymedigaeth 1957 mae’n ddyletswydd ar y Cynlluniau i sicrhau bod plant ac unrhyw ymwelwyr yn cael eu cadw’n rhesymol ddiogel. Y partïon a enwir yng ngeiriad contract yr eiddo sy’n gyfrifol am y dyletswydd yma.

**Mae cyfrifoldebau a gweithdrefnau llawn y Cynlluniau mewn perthynas ag Iechyd a Diogelwch wedi’u cynnwys yn y polisi hwn, ochr yn ochr â’r adrannau perthnasol o’r polisïau canlynol:**

* Staffio
* Amgylchedd ffisegol
* Offer
* Asesu Risg
* Diogelwch y Safle
* Diogelwch Tân
* Ymweliadau a Thripiau
* Iechyd, Salwch ac Argyfwng
* Glanweithdra
* Rheoli Ymddygiad
* Amddiffyn Plant
* Dogfennaeth a Gwybodaeth

**Asesu Risg**

Rydym yn deall pwysigrwydd sicrhau bod systemau’n bodoli i wirio bod ein Cynlluniau yn fannau diogel i blant, staff ac ymwelwyr iechyd. Mae ein gweithdrefnau asesu risg yn rhan o broses barhaus i atal unrhyw ddigwyddiad peryglus. Maen nhw’n gyfrifoldeb i’r holl staff fel rhan o’u dyletswyddau beunyddiol.

Yn unol â’n dyletswyddau o dan y Rheoliadau Rheolaeth Iechyd a Diogelwch yn y Gwaith 1999, mae’n ofynnol i’r Cynlluniau gynnal asesiadau risg rheolaidd a chymryd unrhyw gamau angenrheidiol yn deillio o’r rhain yn unol â’r darpariaethau a nodir yn y polisi Iechyd a Diogelwch ac mewn mannau eraill.

Y Cydlynydd/Arweinydd sy’n gyfrifol am sicrhau bod yr asesiadau risg wedi’u cwblhau, eu cofnodi a’u monitro’n effeithiol. Cynhelir adolygiadau pan fod unrhyw newidiadau i offer neu adnoddau, unrhyw newidiadau i eiddo’r Cynlluniau neu pan fod anghenion neilltuol plentyn neu ymwelydd arall yn galw am hynny.

Y Cydlynydd sydd hefyd yn gyfrifol am gynnal unrhyw adolygiadau angenrheidiol neu am wneud newidiadau i bolisïau neu weithdrefnau’r Cynlluniau yng ngoleuni unrhyw risgiau potensial y maen nhw neu aelod arall o’r staff yn eu darganfod.

Cynhelir arolwg gweledol o’r offer a’r holl eiddo – dan do ac yn yr awyr agored – yn ddyddiol. Fel rheol yr aelod dynodedig o’r staff fydd yn gwneud hyn wrth gyrraedd y Cynlluniau ac fe gaiff ei gwblhau cyn i’r plant gyrraedd.

Yn ystod y sesiwn fe fydd y staff yn wyliadwrus ac yn ymwybodol drwy’r amser o unrhyw risgiau potensial i iechyd a diogelwch yn deillio o:

* Amgylchedd y Cynlluniau, dan do ac yn yr awyr agored
* Pob arwynebedd, dan do ac yn yr awyr agored
* Yr holl offer a ddefnyddir gan blant neu staff

Pan yn darganfod perygl fe fydd y staff yn cymryd pob cam angenrheidiol i ddiogelu eu hunain a phawb arall. Yna fe fyddan nhw’n hysbysu’r Cydlynydd ac yn sicrhau bod cofnod yn cael ei nodi yn y Llyfr Cofnodi Digwyddiadau.

Y Cydlynydd/Arweinydd sydd wedyn yn gyfrifol am sicrhau bod unrhyw gamau angenrheidiol yn cael eu cymryd.

Cofnodi Damweiniau, Achosion a Digwyddiadau Peryglus

Fe fydd pob damwain, achos neu ddigwyddiad peryglus yn cael eu cofnodi naill ai yn y Ffeil Cofnodi Digwyddiad neu yn y Ffeil Cofnodi Damweiniau ar yr un diwrnod ag y digwyddodd y digwyddiad. Rhaid i gofnodion gynnwys:

* Amser, dyddiad a natur y ddamwain, achos neu ddigwyddiad peryglus.
* Manylion y bobl oedd yn rhan o hynny.
* Math, natur a lleoliad unrhyw anaf a gafwyd.
* Y camau a gymerwyd a chan bwy.
* Llofnod yr aelod o staff a ddeliodd gyda’r digwyddiad, unrhyw dystion ac os y tybir bod angen, cydlofnod rhieni/gofalwyr y plentyn neu’r plant dan sylw.

Dylai staff hysbysu rhieni/gofalwyr y plentyn neu’r plant dan sylw ar ddiwedd y sesiwn lle y digwyddodd y ddamwain, achos neu ddigwyddiad peryglus. Lle nad ydy hynny’n bosibl caiff y wybodaeth ei throsglwyddo ar y cyfle cynharaf posibl.

**Diogelwch y Safle**

Mae ein Cynlluniau wedi ymrwymo i ddarparu gofal a dysgu i blant mewn amgylchedd ddiogel. Mae gan ein staff gyfrifoldeb unigol ac ar y cyd dros sicrhau eu bod yn talu sylw parhaus i ddiogelwch yr holl blant yn y Cynlluniau.

Anogir rhieni/gofalwyr i siarad gyda’u plant am bwysigrwydd aros yn ddiogel a pheidio â gadael eiddo’r Cynlluniau yn ystod sesiynau. Caiff y neges hon ei hatgyfnerthu gan y Cynlluniau a’r staff.

Caiff gweithdrefnau diogelwch eu hadolygu’n rheolaidd gan y Rheolwr mewn ymgynghoriad gyda staff a rhieni/gofalwyr.

Fe fydd y staff ac unrhyw bersonau awdurdodedig eraill sy’n ymweld yn rheolaidd â’r Cynlluniau yn cael naill ai bathodyn adnabod neu ddillad sy’n dangos yn hawdd pwy ydyn nhw, ac mae disgwyl iddyn nhw eu gwisgo trwy’r amser tra’u bod ar eiddo’r Cynlluniau.

Goruchwyliaeth

Ni fydd plant yn cael eu gadael heb oruchwyliaeth ar unrhyw adeg yn ystod sesiynau gweithgaredd. Os oes prinder staff caiff y lleoedd sydd ar gael eu cyfyngu i sicrhau bod goruchwyliaeth digonol, yn unol â’r darpariaethau cyfraddau staff a nodir yn y polisi Staffio.

Fe fydd yr Arweinydd yn dyrannu cyfrifoldeb i aelodau unigol o’r staff i gadw golwg ac i oruchwylio’r prif fynedfa a’r allanfeydd ar ddechrau a diwedd y sesiwn.

Ymwelwyr

Mae gan y Cynlluniau Lyfr Ymwelwyr a gedwir yn agos at y brif fynedfa ac mae ymwelwyr yn ei lofnodi pan yn cyrraedd ac yn rhoi’r wybodaeth ganlynol:

* Enw
* Dyddiad ac amser cyrraedd
* Rheswm dros eu hymweliad
* Amser gadael disgwyliedig

Ni fydd ymwelwyr i’r Cynlluniau yn cael eu gadael heb oruchwyliaeth gyda’r plant ar unrhyw adeg.

Mae’n ddyletswydd ar staff i fynd at unrhyw ymwelydd ar yr eiddo sydd heb lofnodi’r Llyfr Ymwelwyr. Rhaid iddyn nhw gyflwyno eu hunain a chael gwybod pwy ydy’r ymwelydd ar unwaith a pham eu bod ar eiddo’r Cynlluniau. Os nad oes gan yr ymwelydd reswm addas dros fod ar eiddo’r Cynlluniau, yna gofynnir iddyn nhw adael ar unwaith a’u tywys o’r safle. Os ydy’r ymwelydd yn gwrthod gadael yn barhaus, rhaid ffonio’r heddlu ar unwaith.

Cofnodir pob digwyddiad o’r fath yn y Ffeil Cofnod Digwyddiadau ac fe hysbysir y Rheolwr ar unwaith.

**Diogelwch Tân**

Mae ein Cynlluniau yn deall pwysigrwydd bod yn ymwybodol o beryglon diogelwch tân. Mae gan y Cynlluniau dystysgrif tân cyfredol a hysbysiadau yn esbonio’r gweithdrefnau tân ger pob allanfa dân. Mae’r holl staff, myfyrwyr, gwirfoddolwyr a’r plant yn ymwybodol o’r gweithdrefnau diogelwch tân a nodir yn y polisi hwn.

Mae’r holl staff yn ymwybodol o leoliad yr allanfeydd tân, y man ymgynnull tân a ble mae’r offer diogelwch tân wedi ei storio. Mae pawb wedi eu hyfforddi i ddefnyddio offer ymladd tân sylfaenol. Telir sylw arbennig i wahaniaethu rhwng yr amrywiol fathau o ddiffoddwyr tân a’r dull o’u gweithio.

Fe fydd y plant yn ymwybodol o’r gweithdrefnau diogelwch tân yn ystod eu cyfnod setlo’i mewn ac yn rheolaidd wedi hynny. Fe fydd yr holl blant yn cael gwybod ble mae’r allanfeydd tân a’r man ymgynnull tân.

Mae’r drysau tân a’r allanfeydd tân wedi’u nodi’n glir a does dim rhwystrau iddyn nhw ar unrhyw adeg ac maen nhw’n hawdd i’w hagor o’r tu mewn.

Mae’r allanfeydd tân wedi eu cau bob amser, ond heb eu cloi. Mae diffoddwyr tân a systemau larymau tân yn cael eu profi yn rheolaidd yn unol â chanllaw’r gwneuthurwyr.

Yr Arweinydd ydy’r Swyddog Diogelwch Tân dynodedig a fydd yn gyfrifol am drefnu driliau a phrofion tân. Cynhelir driliau tân yn rheolaidd a hysbysir y staff pryd y bydd hynny’n digwydd.

Fe fydd yn Cynlluniau yn cynnal dril tân ddwywaith y flwyddyn heb rybudd o flaen llaw.

Caiff pob dril tân, achosion o dân a gwiriadau offer eu cofnodi yn y Ffeil Cofnodi Digwyddiadau.

Atal Tân

Fe fydd y Cynlluniau yn cymryd pob cam posibl i atal tân. Felly, mae’r Arweinydd a’r staff yn gyfrifol am:

* Sicrhau nad ydy’r pwyntiau pwer wedi eu gorlwytho gydag addasyddion.
* Sicrhau bod polisi Dim Ysmygu’r Cynlluniau yn cael ei gynnal bob amser
* Gwirio am weirs wedi gwisgo neu yn llusgo ar y llawr.
* Gwirio bod ffiwsys wedi’u hailosod yn ddiogel
* Dadblwgio’r holl offer cyn gadael yr eiddo
* Storio unrhyw ddeunyddiau fflamadwy potensial yn ddiogel.

Fe fydd y Rheolwr yn esbonio gweithdrefnau diogelwch tân i staff newydd, myfyrwyr a gwirfoddolwyr fel rhan o’r broses anwytho.

Pe bai tân yn digwydd

Fe fydd aelod o’r staff yn cynnau’r larwm ar unwaith a gelwir y gwasanaethau brys ar y cyfle cynharaf posibl.

Caiff yr holl blant eu tywys allan o’r adeilad ar unwaith ac at y man ymgynnull gan ddefnyddio’r allanfa agosaf. Ni wneir nrhyw ymdrech i gasglu eiddo personol na mynd yn ôl i mewn i’r adeilad ar ôl ei wagio.

Fe fydd y Swyddog Diogelwch Tân yn gwirio’r holl eiddo a chaiff y gofrestr ei chasglu, cyn belled nad ydy hynny’n rhoi unrhyw un mewn perygl. Wrth adael yr adeilad fe fydd y Swyddog Diogelwch Tân yn cau pob drws a ffenestr sy’n hygyrch i atal y tân rhag lledaenu.

Caiff y gofrestr ei chymryd gan gyfrif yr holl blant a’r staff. Os oes unrhyw berson ar goll o’r gofrestr hysbysir y gwasanaethau brys ar unwaith. Os, am unrhyw reswm, nad yw’r gofrestr ar gael, dylai’r Rheolwr ddefnyddio’r rhestr cysylltiadau brys sydd yn cael ei gadw oddi ar yr eiddo (am fanylion pellach gweler y polisi Dogfennaeth a Gwybodaeth).

**Ymweliadau a Thripiau**

Mae ein Cynlluniau yn credu bod ymweliadau a thripiau yn chwarae rhan bwysig a chyffrous yn y rhaglen o weithgareddau yr ydym yn ei darparu i blant. Ond yn ystod digwyddiadau o’r fath mae diogelwch plant yn parhau’n holl bwysig.

Cyn ymweliad neu drip, os yn rhesymegol bosibl, fe fydd aelod o’r staff yn mynd ar ymweliad archwilio i’r gyrchfan arfaethedig er mwyn rhagweld unrhyw anawsterau potensial.

Fe fydd y Cydlynydd yn sicrhau bod asesiad risg trylwyr wedi ei gynnal cyn ymweliad neu drip arfaethedig yn unol â’r darpariaethau a nodir yn y polisi Asesiad Risg. Dylai hyn gynnwys ystyriaeth o’r daith ac unrhyw drafnidiaeth. Os nad yw’n bosibl cynnal ymweliad o flaen llaw, fe fydd y Cydgysylltydd yn ysgrifennu at y lleoliad yn gofyn am yr holl wybodaeth berthnasol ac asesiad risg lle mae un ar gael.

Fe fydd y Cynlluniau yn gwneud pob ymdrech i gynnwys plant yng nghynllunio ymweliad neu drip. Fe fydd staff yn esbonio i’r plant beth ydy nodau ac amcanion y digwyddiad, ynghyd â’r hyn a ddisgwylir ganddynt o ran ymddygiad a chyfraniad.

Fe fydd y plant yn cael gwybodaeth am unrhyw beryglon diogelwch potensial a ddywedir wrthyn nhw i aros gyda’r staff trwy’r amser. Fe fydd y staff yn esbonio wrth y plant beth i’w wneud mewn argyfwng, yn cynnwys penodi man cyfarfod addas.

Caniatâd Rhieni

Mae angen caniatâd rhieni ar gyfer pob ymweliad a thrip o’r safle.

Mae gan rieni/gofalwyr berffaith hawl i wrthod caniatâd ar gyfer ymweliad neu drip arfaethedig. Ni chaiff unrhyw blentyn sydd heb ffurflen ganiatâd wedi ei llofodi gymryd rhan.

Yn ystod ymweliadau a thripiau

Ar ymweliadau a thripiau rydym yn ceisio cael cyfradd staff i blentyn o 1:6 yn amodol ar natur y weithgaredd a’r asesiad risg, a hefyd faint o blant sydd dan 8 oed.

* Fe fydd plant yn cael eu goruchwylio’n agos trwy’r amser.
* Fe fydd yr Arweinydd yn sicrhau bod pecyn Cymorth Cyntaf llawn ar gael yn unol â darpariaethau perthnasol y polisi Iechyd, Salwch ac Argyfwng.
* Fe fydd gan yr Arweinydd ffôn symudol bob amser .
* Caiff aelodau o’r staff eu rhoi gyda grwpiau o 6/8 o blant ar gyfer y trip ac fe fydd yn eu cyfrif yn rheolaidd.
* Cedwir rhestr o’r holl staff a’r plant sydd ar yr ymweliad neu’r trip ynghyd â rhifau ffonau symudol perthnasol yn y swyddfa.

**Iechyd, Salwch ac Argyfwng**

Mae ein Cynlluniau wedi ymrwymo i annog a hyrwyddo iechyd da ac i ddelio’n effeithiol gyda salwch ac argyfyngau all godi tra bod y plant yn ein gofal.

COVID: Bydd y Cynlluniau yn dilyn Rheoliadau ac argymhellion diweddaraf Covid 19 Llywodraeth Cymru.

Cymorth Cyntaf

O dan y dyletswyddau a nodir yn y Rheoliadau Iechyd a Diogelwch (Cymorth Cyntaf) 1981, mae’r Cynlluniau yn cydnabd eu cyfrifoldebau i ddarparu offer, cyfleusterau a phersonel digonol ac addas fel bod modd rhoi cymorth cyntaf addas yn y Cynlluniau.

Mae gan y Cynlluniau aelod dynodedig o’r staff sy’n gyfrifol am Gymorth Cyntaf. Mae gan y person yma dystysgrif Cymorth Cyntaf cyfredol. Maen nhw’n gyfrifol am gynnal a chadw cynnwys cywir y blychau Cymorth Cyntaf a rhoi Cymorth Cyntaf sylfaenol pan fo angen a phan fo’n briodol.

Fe fydd y Rheolwr a’r aelod dynodedig o’r staff yn sicrhau bod Swyddog Cymorth Cyntaf hyfforddedig ar gael bob amser yn ystod sesiynau’r Cynlluniau. Y Rheolwr fydd yn gyfrifol am alluogi’r aelodau o’r staff dan sylw i dderbyn hyfforddiant cymorth cyntaf digonol.

Caiff y blwch Cymorth Cyntaf ei wirio’n rheolaidd i sicrhau bod ei gynnwys yn gyfredol, mewn cyflwr da ac yn cyflawni’r meini prawf a nodir yn y Rheoliadau Iechyd a Diogelwch (Cymorth Cyntaf) 1981.

Dylai’r blwch gynnwys:

* Cerdyn neu daflen yn rhoi arweiniad cyffredinol
* Rhwymynnau triong sterilaidd
* Plasteri gludiog
* Pad llygad sterilaidd gydag atodyn
* Rhwymynnau crepe
* Lliain rhwyllog sterilaidd
* Micropôr
* Cornelog sterilaidd i glwyfau difrifol
* Amrywiol rwymynnau wedi’u lapio’n unigol
* Menyg tafladwy dal dŵr
* Bag tafladwy i ddal deunydd brwnt
* Pinnau Cau

Fe fydd y blwch Cymorth Cyntaf wedi’i leoli yn ardal cegin y Cynlluniau Gofal. Gall yr Arweinydd symud yr ardal ddynodedig gan mai’r Arweinydd ydy’r prif swyddog cymorth.

Fe gaiff offer Cymorth Cyntaf penodol ei gludo ar bob ymweliad neu drip oddi ar y safle. Cyfrifoldeb yr Arweinydd ydy hyn.

Damwain, Digwyddiad neu Salwch Mawr

Mae’r Cynlluniau yn gofyn i rieni/gofalwyr lenwi a llofnodi’r Ffurflen Triniaeth Feddygol Brys (gweler Atodiad 2) fel bod modd i’r Cydlynydd neu unrhyw aelod o’r staff wneud hynny, rhoi caniatâd i roi triniaeth feddygol brys i’w plentyn pe bai yna ddamwain, digwyddiad neu salwch mawr yn digwydd yn y Cynlluniau.

Mewn digwyddiad o’r fath, fe fydd y gweithdrefnau canlynol yn berthnasol:

* I ddechrau caiff y Swyddog Cymorth Cyntaf (fel rheol yr Arweinydd) ei hysbysu ac fe fydd yn cymryd cyfrifoldeb dros benderfynu ar y camau priodol.
* Fe fydd y Swyddog Cymorth Cyntaf yn asesu’r sefyllfa ac yn penderfynu a oes angen i’r plentyn fynd ar unwaith i’r ysbyty neu a ydy hi’n ddiogel aros hyd nes y bydd y rhiant/gofalwr yn cyrraedd.
* Os nad oes angen triniaeth ysbyty ar y plentyn a’i fod yn gallu aros yn ddiogel yn y Cynlluniau, fe fydd y Swyddog Cymorth Cyntaf yn tynnu’r plentyn o weithgareddau ac os yn briodol, yn trin yr anaf/salwch ei hun.
* Os oes angen i’r plentyn fynd ar unwaith i’r ysbyty caiff ambiwlans ei galw. Cysylltir hefyd gyda’r rhiant/gofalwr. Hysbysir AGC. Fe fydd aelod o’r staff yn mynd gyda’r plentyn i’r ysbyty ac yn rhoi caniatâd i gychwyn triniaeth feddygol cyn belled â bod y Ffurflen Triniaeth Feddygol Brys wedi’i llenwi a’i llofnodi.
* Os nad oes angen i’r plentyn fynd ar unwaith i’r ysbyty ond bod eu cyflwr yn golygu bod rhaid iddyn nhw fynd gartref, cysylltir â’r rhiant/gofalwr a gofynnir iddyn nhw ddod i gasglu eu plentyn. Yn y cyfamser, fe wneir y plentyn mor gyfforddus â phosibl a’u cadw dan oruchwyliaeth agos (o’r pwynt yma ymlaen, fe fydd polisi Clefydon Heintus a Throsglwyddadwy’r Cynlluniau yn llywodraethu dychweliad y plentyn i’r Cynlluniau).
* Os a phan fydd y plentyn yn teimlo’n ddigon da caiff ei ail setlo yn y Cynlluniau, ond cedwir golwg agos arno am weddill y sesiwn.
* Fe gaiff rhieni/gofalwyr eu hysbysu’n llawn am unrhyw ddigwyddiadau yn ymwneud â iechyd a diogelwch eu plentyn ac unrhyw gamau a gymerir gan y Cynlluniau a’i staff. Ar ddiwedd y sesiwn fe fydd y Swyddog Cymorth Cyntaf yn hysbysu’r rhiant/gofalwr am y digwyddiad neu’r ddamwain ac unrhyw driniaeth a roddwyd.
* Caiff unrhyw ddamwain neu ddigwyddiad o’r fath eu cofnodi yn y Ffeil Cofnodi Digwyddiadau neu’r Ffeil Cofnodi Damweiniau. Gofynnir i’r rhieni/gofalwyr lofnodi’r adran berthnasol o’r ddalen i gydnabod y digwyddiad neu’r ddamwain ac unrhyw gamau a gymerwyd gan y Cynlluniau a’i staff. Hysbysir AGC am unrhyw ddamwain neu ddigwyddiad. Os oes angen caiff adroddiad ei gwblhau o dan ganllawiau RIDDOR.
* Dylai’r Cydlynydd ac aelodau eraill perthnasol o’r staff ystyried a ydy’r ddamwain neu’r digwyddiad yn amlygu unrhyw wendidau gwirioneddol neu botensial ym mholisÏau neu weithdrefnau’r Cynlluniau, a gweithredu yn unol â hynny gan wneud addasiadau addas lle mae angen.

Meddyginiaeth

* Lle bynnag mae’n bosibl, dylai plant sydd yn derbyn meddyginiaeth gael eu dosau gartref. Os oes angen cymryd meddyginiaeth yn ystod sesiynau yn y Cynlluniau, dylid annog y plant i gymryd cyfrifoldeb personol dros hynny lle mae’n briodol. Dylai rhieni/gofalwyr a staff drafod sefyllfaoedd o’r fath ar y cyfle cynharaf posibl a phenderfynu gyda’i gilydd beth sydd orau i’w wneud.
* Dim ond pan fydd meddyginiaeth wedi’i ragnodi gan Feddyg Teulu y gall staff roi meddyginiaeth i blentyn ac os ydy rhiant neu ofalwr y plentyn wedi gofyn mewn ysgrifen ar ddechrau’r sesiwn, gan ddatgan amlder a maint y dos. Gall rhieni/gofalwyr wneud cais trwy gwblhau a llofnodi’r Ffurflen Rhoi Meddyginiaeth (gweler Atodiad 3)
* Mae gan staff yr hawl i wrthod cais o’r fath gan riant/gofalwr os ydyn nhw’n anghyfforddus mewn unrhyw ffordd ynghylch hyn. Mae’r Cynlluniau yn debygol o wrthod cais gan rieni/gofalwyr i roi meddyginiaeth pan fo hynny’n cynnwys gwybodaeth neu hyfforddiant technegol.

Mae’r weithdrefn ar gyfer rhoi meddyginiaeth yn y Cynlluniau fel â ganlyn:

Ni chaiff meddyginiaeth fyth ei roi heb gais ysgrifenedig blaenorol y rhieni/gofalwyr a chyfarwyddyd wedi’i ysgrifennu a’i lofnodi gan Feddyg Teulu’r plentyn, yn cynnwys amlder, dos a sgil effeithiau posibl ac unrhyw wybodaeth berthnasol arall (gweler y Ffurflen Rhoi Meddyginiaeth – Atodiad 3).

Caiff aelod o’r staff ei enwi i roi meddyginiaeth i bob plentyn unigol dan sylw. Fe fyddan nhw hefyd yn gyfrifol am sicrhau bod:

* Caniatâd blaenorol wedi’i drefnu.
* Yr holl wybodaeth angenrheidiol wedi’i gofnodi.
* Y feddyginiaeth wedi’i labelu’n gywir ac wedi’i storio’n ddiogel yn ystod y sesiwn.
* Aelod arall o’r staff yn gweithredu fel tyst i sicrhau bod y dos cywir wedi’i roi.
* Rhieni/gofalwyr yn llofnodi’r Cofnod Meddyginiaeth i gydnabod bod y feddyginiaeth wedi’i rhoi.

Os ydy’r plentyn yn gwrthod cymryd meddyginiaeth am unrhyw reswm, ni fydd y staff yn ceisio eu gorfodi i wneud hynny yn groes i’w dymuniadau. Os a phan y bydd sefyllfa o’r fath yn digwydd, hysbysir y Cydlynydd a rhiant/gofalwr y plentyn ac fe gofnodir y digwyddiad yn y Cofnod Meddyginiaeth.

Ni fydd staff yn rhoi meddyginiaeth ‘dros y cownter’ dim ond yr hyn a ragnodir gan Feddyg Teulu’r plentyn.

Lle mae plant yn cario eu meddyginiaeth eu hunain (pwmp asthma neu insiwlin er enghraifft) dylai ei rhieni hysbysu’r Arweinydd. Argymhellir ei fod yn cael ei gadw ym mag y plentyn a bod aelod o’r staff yn cadw llygad ar y bag. Dylid labelu anadlydd gydag enw’r plentyn. Caiff inswlin dim ond ei rhoi i blentyn os fydd yr Arweinydd neu staff penodol wedi cael hyfforddiant yn y maes yma, ac mi fydd yn cael ei egluro i’r rhiant/gwarchodydd o flaenllaw.

Os oes yna unrhyw newid yn y math o feddyginiaeth – o ran dos neu newidiadau eraill i’r wybodaeth a roddir ar y Ffurflen Rhoi Meddyginiaeth – rhaid llenwi ffurflen newydd.

Caiff manylion llawn o’r holl feddyginiaeth a roddir yn y Cynlluniau, eu nodi ar Ffurflen Rhoi Meddyginiaeth, eu cofnodi a’u storio yn y Ffeil Cofnodion Meddyginiaeth.

Amddiffyn rhag yr haul

Mae’r arweinydd a’r staff yn deall y peryglon os ydyn nhw a’r plant yn cael gormod o haul.

Mewn tywydd poeth anogir rhieni/gofalwyr i ddarparu eli haul i’w plant. Caiff eli haul ei gadw hefyd ar yr eiddo. Anogir y plant i wisgo het pan yn chwarae allan yn yr haul.

Pan dybir bod hynny’n angenrheidiol gall y staff roi eli haul ar y plant na allan nhw wneud hynny eu hunain lle mae’r rhieni/gofalwyr wedi rhoi caniatâd o flaen llaw ar y Ffurflen Derbyniadau.

Mewn tywydd poeth fe fydd y staff yn annog y plant i yfed dŵr yn aml. Dylai staff hefyd sicrhau bod yna leoedd cysgodol ar gael bob amser i blant pan fyddan nhw’n chwarae yn yr awyr agored.

Cau’r ganolfan mewn argyfwng

Mewn amgylchiadau eithriadol iawn efallai y bydd angen cau’r Cynlluniau ar fyr rybudd oherwydd argyfwng annisgwyl. Gallai digwyddiadau o’r fath gynnwys:

* Amodau tywydd difrifol (a methiant yn y system wresogi).
* Pibellau dŵr wedi byrstio.
* Darganfod difrod strwythurol peryglus.
* Tân neu ffrwydriad.
* Marwolaeth aelod o’r staff.
* Ymosodiad difrifol ar aelod o staff gan y cyhoedd.
* Damwain neu salwch difrifol.

Mewn amgylchiadau o’r fath fe fydd y Cydlynydd, Arweinydd a’r staff yn sicrhau bod pob cam yn cael ei gymryd i gaw’r plant a nhw’u hunain yn ddiogel. Fe fydd yr holl staff a’r plant yn ymgynnull yn y lleoliad a drefnwyd o flaen llaw, lle caiff cofrestr ei gymryd.

Yna fe gaiff camau eu cymryd i hysbysu rhieni/gofalwyr a chymryd y camau angenrheidiol mewn perthynas â’r rheswm dros gau. Caiff yr holl blant eu goruchwylio hyd nes y byddan nhw wedi cael eu casglu’n ddiogel gan eu rhieni/gofalwyr.

**Glanweithdra**

Mae ein Cynlluniau yn cydnabod pwysigrwydd cynnal y safonau uchaf posibl o lanweithdra yn ac o gwmpas yr eiddo er mwyn lleihau’r risgiau i’r plant, staff ac ymwelwyr eraill .

Mae’r Cydgysylltydd a’r Arweinydd wedi ymrwymo i gymryd pob cam ymarferol i atal a rheoli lledaeniad germau heintus ac i gynnal safonau uchel o lanweithdra personol er mwyn lleihau’r risg o ddal neu ledaenu heintiau.

COVID: Bydd y Cynlluniau yn dilyn Rheoliadau ac argymhellion diweddaraf Covid 19 Llywodraeth Cymru.

Glanweithdra Personol

Ym mhob sefyllfa fe fydd y staff yn cadw at yr enghreifftiau canlynol o lanweithdra da:

* Ymolchi dwylo cyn ac ar ôl trafod bwyd neu ddiod
* Ymolchi dwylo ar ôl defnyddio’r toiled.
* Annog y plant i wneud yr un fath.
* Cymryd camau eraill sy’n debygol o leihau’r risg o ledaenu heintiau.

Glanweithdra yn y Cynlluniau

Fe fydd yr Arweinydd a’r holl staff yn cadw golwg ar unrhyyw fygythiadau potensial i lanweithdra da yn y Cynlluniau. I’r perwyl hwn fe fydd amgylchedd glân a thaclus yn sicrhau bod y toiledau’n cael eu glanhau bob dydd a bod digon o sebon a chyfleusterau sychu dwylo ar gael i’r staff ac i’r plant. Fe fydd staff hefyd yn wyliadwrus o unrhyw wrthrychau miniog fel gwydr, sbwriel etc all fod ar yr eiddo.

Delio gyda Gorlifoedd

Fe fydd gorlif o unrhyw sylweddau sy’n debygol o esgor ar ledaenu heintiau yn cael eu trafod yn gyflym a gofalus. Caiff gwaed, chwd, wrin a charthion eu glanhau ar unwaith a’u gwaredu’n ddiogel a glân. Fe fydd staff yn gwisgo menyg plastig tafladwy a ffedog tra’n defnyddio cannydd neu ddiheintydd ac ymolchi’n drwyadl wedyn. Fe fydd y plant yn cael eu cadw i ffwrdd tra bod y staff yn delio gyda sylweddau o’r fath.

Cymorth Cyntaf a Glanweithdra

Ymhellach i’r darpariaethau a nodir yn y polisi Iechyd, Salwch ac Argyfwng, fe fydd yr Arweinydd dynodedig yn ymwybodol o’r angen i gynnal y safonau uchaf o lanweithdra personol tra’n rhoi unrhyw driniaeth i blant.

Fe fyddan nhw felly yn ymolchi eu dwylo yn drwyadl cyn ac ar ôl rhoi cymorth cyntaf a sicrhau eu bod yn gwisgo menyg tafladwy bob amser.

Glanweithdra yn y Gegin

Mae pob ardal lle mae bwyd a diod yn cael eu storio, paratoi a bwyta yn agored i ledaenu heintiau. Felly rhaid i’r staff fod yn arbennig o ofalus o ran cynnal safonau uchel o lanweithdra mewn achosion o’r fath. I’r perwyl hwn caiff y camau canlynol eu cymryd:

* Dylid gwaredu gwastraff yn ddiogel a chaiff pob bin ei orchuddio
* Caiff cyfleusterau cadw bwyd eu glanhau’n drylwyr ac yn rheolaidd.
* Caiff offer cegin ei lanhau’n drylwyr bob tro ar ôl ei ddefnyddio.
* Fe fydd staff a’r plant yn ymolchi a sychu eu dwylo yn drylwyr cyn dod i gysylltiad â bwyd.
* Os ydy coginio yn rhan o weithgaredd fe gaiff pob arwynebedd ac offer eu glanhau’n drylwyr cyn ac ar ôl y sesiwn.

Fe fydd staff wedi derbyn hyfforddiant ar Ddiogelwch Bwyd mewn Arlwyo, Lefel 2 ac fe fydd staff yn ymwybodol o’r darpariaethau a nodir yn y polisi Bwyd a Diod pan yn trafod, paratoi, coginio a gweini bwyd neu ddiod yn y Cynlluniau.

Anifeiliaid

Ni chaiff yr un anifail ddod ar yr eiddo heb ganiatâd a gwybodaeth flaenorol y Cydlynydd/Arweinydd. Anogir y plant yn gryf rhag dod ag anifeiliaid anwes neu anifeiliaid eraill i’r Cynlluniau a gofynnir i rieni/gofalwyr helpu i orfodi’r rheol yma. Os am unrhyw reswm mae anifail yn dod ar yr eiddo, caiff yr Arweinydd ei hysbysu ar unwaith.

**Clefydon Heintus a Throsglwyddadwy**

Mae ein Cynlluniau wedi ymrwymo i iechyd a diogelwch yr holl blant a staff sy’n chwarae, dysgu a gweithio yma. Fe fydd felly yn angenrheidiol weithiau i gasglu plentyn sy’n sâl o sesiwn yn gynnar neu ei gadw gartref tra’n gwella. Mewn achosion o’r fath fe gaiff darpariaethau’r polisi Iechyd, Salwch ac Argyfwng eu gweithredu.

Yn unol â’r gweithdrefnau a nodir yn y polisi Iechyd, Salwch ac Argyfwng fe hysbysir rhieni/gofalwyr ar unwaith os ydy plentyn yn sâl ac angen mynd gartref. Caiff plant sâl eu cysuro, eu cadw’n ddiogel a dan oruchwyliaeth agos hyd nes y daw rhieni/gofalwyr i’w casglu.

Os oes rhaid i blentyn fynd adref yn gynnar oherwydd salwch, fe ddylen nhw aros gartref hyd nes eu bod yn well am 24 awr oleiaf neu yn unol â’r amseroedd a nodir yn y tabl isod. Os ydy aelod o’r staff yn mynd yn sâl yn y gwaith fe fydd cyfyngiadau tebyg ar eu dychweliad yn berthynol.

Os ydy plentyn neu aelod o’r staff yn mynd yn sâl y tu allan i oriau’r Cynlluniau, fe ddylen nhw hysbysu’r Cynlluniau cyn gynted â phosibl. Yna fe ddaw’r isafswm cyfnodau eithrio a nodir yn y tabl isod i rym.

Os caiff unrhyw glefydau heintus neu drosglwyddadwy eu hadnabod ar eiddo’r Cynlluniau, fe fydd y Cynlluniau yn hysbysu’r rhieni/gofalwyr yn bersonol mewn ysgrifen cyn gynted â phosibl. Mae’r Cynlluniau wedi ymrwymo i rannu cymaint o wybodaeth ag sy’n bosibl am ffynhonnell y clefyd a’r camau sy’n cael eu cymryd i ddelio â hynny. Hysbysir AGC hefyd am unrhyw clefydau heintus neu drosglwyddadwy a ddarganfyddir ar eiddo’r Cynlluniau.

COVID: Bydd y Cynlluniau yn dilyn Rheoliadau ac argymhellion diweddaraf Covid 19 Llywodraeth Cymru.

Llau Pen

Pan ddarganfyddir achos o lau pen yn y Cynlluniau, caiff y sefyllfa ei thrafod yn ofalus a diogel. Ni chaiff y plentyn dan sylw ei ynysu oddi wrth blant eraill a does dim angen eu heithrio oddi wrth y plant eraill a does dim angen iddyn nhw gael eu heithrio oddi wrth weithgareddau neu sesiynau yn y Cynlluniau.

Pan ddaw rhywun i gasglu’r plentyn dan sylw, hysbysir eu rhieni/gofalwyr mewn dull sensitif.

Hysbysir y rhieni/gofalwyr eraill cyn gynted â phosibl mewn ysgrifen, gan gynnwys cyngor ac arweiniad ar drin llau pen.

Dylai staff wirio eu hunain yn rheolaidd am lau pen a’u trin pan fo angen.

|  |  |
| --- | --- |
| **Clefyd** | **Cyfnod eithrio** |
| Rhagnodi gwrthfiotig | 24 awr cyntaf |
| Brech yr ieir | 7 diwrnod o pan ymddangosodd y frech i ddechrau |
| Llid ar y llygaid | 24 awr neu pan fydd y llygaid wedi stopio ‘crio’ |
| Dolur rhydd | 24 awr |
| Diphtheria | 2-5 diwrnod |
| Gastro-enteritis, gwenwyn bwyd, Salmonella a Dysenteri | 24 awr neu tan y cynghorir gan y meddyg |
| Twymyn y chwarennau | Hyd nes y pennir eu bod wedi gwella |
| Clefyd dwylo, traed a cheg | Yn ystod y cyfnod aciwt a thra bod y frech a’r doluriau yn bresennol |
| Hepatitis A | 7 diwrnod o ddechrau’r clefyd melyn ac ar ôl gwella |
| Hepatitis B | Hyd nes yn glinigol well |
| Tymheredd uchel | 24 awr |
| Impetigo | Hyd nes y bydd y croen wedi gwella |
| Hepatitis heintus | 7 diwrnod o’r cychwyn |
| Y Frech Goch | 7 diwrnod o pan ymddangosodd y frech i ddechrau |
| Llid yr Ymennydd | Hyd nes y pennir eu bod wedi gwella |
| Clwyf Pennau | 7 diwrnod o leiaf neu hyd nes y bydd y chwyddo wedi diflannu |
| Pediculosis (llau) | Hyd nes y bydd triniaeth wedi’i rhoi |
| Defaid gwadnol | Dylid eu trin a’u gorchuddio |
| Poliomyelitis | Hyd nes y pennir eu bod wedi gwella |
| Tarwden croen pen | Hyd nes y bydd wedi gwella |
| Tarwden y corff | Hyd nes y bydd triniaeth wedi’i rhoi |
| Rubella (Y Frech Almaenig) | 4 dwirnod o gychwyn y frech |
| Sgabies | Hyd nes y bydd triniaeth wedi’i rhoi |
| Y Dwymyn goch a haint streptococcal y gwddf | 3 diwrnod o ddechrau triniaeth |
| Tuberculosis | Hyd nes y bydd meddyg yn datgan eu bod yn rhydd o’r haint |
| Twymyn Teiffoid | Hyd nes y bydd meddyg yn datgan eu bod yn rhydd o’r haint |
| Defaid (yn cynnwys Verrucae) | Does dim angen cadw draw. Dylid gorchuddio’r traed |

**Ysmygu, Alcohol a Chyffuriau**

Mae ein Cynlluniau yn gwahardd yn gryf y defnydd neu feddiant sigarennau, alcohol a chyffuriau anghyfreithlon ar ein heiddo ar unrhyw adeg. Os ydy staff, myfyrwyr, gwirfoddolwyr neu blant wedi torri’r rheolau mewn perthynas â’r polisi hwn, caiff ei drin yn fater disgyblu difrifol.

Fe fydd yr holl staff yn ymwybodol o ddarpariaethau’r polisi hwn yn ystod eu hanwytho, yn cynnwys pwysigrwydd gosod esiampl dda i blant. Fe fydd yr holl blant yn ymwybodol o’r rheolau yn ystod y cyfnod setlo’i mewn. Caiff unrhyw dorri ar ddarpariaethau’r polisi hwn ei drin o dan bolisïau Gweithdrefnau Disgyblu a Rheolaeth Ymddygiad y Cynlluniau.

Cyffuriau

Gofynnir i staff, myfyrwyr, gwirfoddolwyr neu blant sy’n cyrraedd y Cynlluniau yn amlwg dan ddylanwad cyffuriau anghyfreithlon adael ar unwaith a gweithredir y gweithdrefnau disgyblu.

Os caiff plentyn ei ddal gyda chyffuriau anghyfreithlon ar yr eiddo, hysbysir eu rhieni/gofalwyr ar ddiwedd y sesiwn. Os caiff staff eu dal gyda chyffuriau anghyfreithlon, fe fydd camau disgyblu difrifol yn dilyn.

Mewn achosion lle mae staff yn cymryd cyffuriau wedi’u rhagnodi all effeithio ar eu gallu i weithredu’n effeithiol yn y gwaith, rhaid hysbysu’r Cydlynydd cyn gynted â phosibl.

Os oes gan aelod o staff reswm da dros amau bod rhiant/gofalwr dan ddylanwad cyffuriau anghyfreithlon pan fyddan nhw’n dod â’u plentyn i’r Cynlluniau neu yn eu casglu o’r Cynlluniau, mae’n ddyletswydd arnyn nhw i hysbysu’r Aarweinydd a’r Cydlynydd, yn unol â darpariaethau polisi Amddiffyn Plant.

Mewn amgylchiadau o’r fath fe fydd yr Arweinydd a’r Cydlynydd wedyn yn gyfrifol am benderfynu ar y camau priodol i’w cymryd, a sicrhau bod diogelwch y plentyn yn parhau’n hollbwysig bob amser.

Fe fydd staff yn gwneud pob ymdrech posibl i sicrhau na chaiff plant deithio mewn cerbyd sy’n cael ei yrru gan rhywun sydd yn amlwg dan ddylanwad cyffuriau anghyfreithlon.

Alcohol

Lle mae amheuaeth bod gweithred anghyfreithlon wedi digwydd, caiff yr heddlu eu galw. Gofynnir i staff, myfyrwyr, gwirfoddolwyr neu blant sy’n cyrraedd y Cynlluniau yn amlwg dan ddylanwad alcohol adael ar unwaith ac fe fydd gweithdrefnau disgyblu yn dilyn.

Os caiff plentyn ei ddal gydag alcohol ar yr eiddo, hysbysir eu rhieni/gofalwyr ar ddiwedd y sesiwn. Cynghorir staff yn gryf i beidio â dod ag alcohol ar eiddo’r Cynlluniau.

Os oes gan aelod o staff reswm da dros amau bod rhiant/gofalwr dan ddylanwad alcohol pan fyddan nhw’n dod â’u plentyn i’r Cynlluniau neu yn eu casglu o’r Cynlluniau, i’r graddau bod diogelwch y plentyn mewn perygl, mae’n ddyletswydd arnyn nhw i hysbysu’r Arweinydd a’r Cydlynydd, yn unol â darpariaethau polisi Amddiffyn Plant.

Mewn amgylchiadau o’r fath fe fydd yr Arweinydd a’r Cydlynydd wedyn yn gyfrifol am benderfynu ar y camau priodol i’w cymryd, a sicrhau bod diogelwch y plentyn yn parhau’n hollbwysig bob amser.

Fe fydd staff yn gwneud pob ymdrech posibl i sicrhau na chaiff plant deithio mewn cerbyd sy’n cael ei yrru gan rhywun sydd yn amlwg dan ddylanwad alcohol.

Lle mae amheuaeth bod gweithred anghyfreithlon wedi digwydd, caiff yr heddlu eu galw.

Ysmygu

Mae ysymygu wedi’i wahardd ymhob man ar yr eiddo. Mae’r rheol yma’n berthnasol i staff, myfyrwyr, gwirfoddolwyr, plant, rhieni/gofalwyr neu ymwelwyr eraill.

Os ydy plentyn yn cael ei ddal gyda sigarennau ar yr eiddo, fe gaiff y sigarennau eu cymryd oddi arnyn nhw ac fe hysbysir y rhieni/gofalwyr ar ddiwedd y sesiwn.

**Bwyd a Diod**

Mae ein Cynlluniau wedi ymrwymo i ddarparu bwyd iach, blasus a maethlon i blant yn ystod ein sesiynau. Fe fydd yr Arweinydd a’r staff yn gwneud pob ymdrech i sicrhau bod bwyd a diod yn cael eu paratoi’n ddiogel ac yn sensitif i ofynion deietegol, crefyddol a diwylliannol pob plentyn.

Wrth baratoi bwyd a diod fe fydd staff yn ymwybodol o ddarpariaethau’r polisi Glanweithdra er mwyn sicrhau bod diogelwch staff a phlant yn holl bwysig. Yn ogystal â’r darpariaethau hyn fe fydd staff yn sicrhau diogelwch eu hunain a’r plant wrth ddefnyddio offer miniog neu beryglus pan yn paratoi bwyd a diod.

Mae’r Arweinydd a’r staff yn ymwybodol o’u cyfrifoldebau a’u rhwymedigaethau o dan y Ddeddf Diogelwch Bwyd 1990. Mae’r Cynlluniau wedi cofrestru gyda’r Asiantaeth Safonau Bwyd. Mae gan yr holl staff sydd yn trafod neu yn paratoi bwyd Lefel 2 cyfredol mewn Diogelwch Bwyd mewn Arlwyo ac maen nhw wedi’u hyfforddi mewn storio, paratoi, coginio a diogelwch bwyd. Darperir storfeydd bwyd priodol i sicrhau nad yw bwyd yn difetha. Fe fydd oergell ar gael i fwydydd sydd angen eu cadw’n oer a chaiff yr holl fwyd arall ei gadw allan o olau haul uniongyrchol mewn man oer.

Fel rhan o gyfnod setlo i mewn y plant, mae’n ofynnol i’r rhieni a’r gofalwyr lenwi Ffurflen Dderbyn yn cynnwys gwybodaeth am unrhyw ofynion deietegol arbennig neu alergeddau sydd gan blentyn, ynghyd â’u dewis o fwyd a diod. Fe fydd yr Arweinydd a’r staff yn sicrhau bod y bwyd a’r diod a gynnigir i’r plant yn cymryd y wybodaeth hon i ystyriaeth er mwyn diogelu iechyd a diwallu – cyn belled ag sy’n bosibl – eu dewisiadau neilltuol.

Ni chaiff yr un plentyn ei orfodi i fwyta neu yfed rhywbeth yn groes i’w ewyllys ac ni chaiff atal neu roi bwyd neu ddiod fyth ei ddefnyddio fel cosb neu wobr.

Bwyta’n Iach

Mae’r Cynlluniau yn cydnabod pwysigrwydd bwyta’n iach a deiet cytbwys a maethlon. Oherwydd hynny fe fydd y Cynlluniau yn ceisio sicrhau bod amrywiaeth o fwydydd ar gael yn cynnwys dewisiadau cig, llysieuol a fegan, digon o ffrwythau a bwydydd isel mewn brasder a siwgr. Gellir gwneud brechdanau bara gwyn neu frown yn dibynnu ar ddewis y plentyn.

Ni fydd y Cynlluniau yn darparu losin yn rheolaidd i’r plant ac fe fyddan nhw’n osgoi gormod o fwydydd gyda brasder a siwgr. Fe fydd y Cynlluniau yn darparu dewis o ddiodydd heb siwgr ac yn sicrhau bod dŵr ffres ar gael bob amser.

Amrywiaeth Diwylliannol a Chrefyddol

Mae’r Cynlluniau a’r staff wedi ymrwymo i gwmpasu amrywiaeth diwylliannol a chrefyddol y teuluoedd sy’n defnyddio ein gwasanaethau. Fe fydd yr Arweinydd, y Cydlynydd a’r staff yn gweithio gyda rhieni/gofalwyr i sicrhau bod unrhyw ofynion deietegol neilltuol yn cael eu diwallu. Mae’r Cynlluniau hefyd yn awyddus i helpu i gyflwyno plant i wahanol wyliau a digwyddiadau crefyddol a diwylliannol trwy wahanol fathau o fwydydd a diodydd.

**Cyfle Cyfartal**

Mae ein Cynlluniau wedi ymrwymo i gymryd camau cadarnhaol a rhagweithiol i sicrhau ein bod yn darparu amgylchedd ddiogel a gofalgar, yn rhydd o wahaniaethu, i bawb yn ein cymuned.

Nod gweithdrefnau cyfle cyfartal y Cynlluniau ydy helpu pawb sy’n rhan o’r Cynlluniau i atal a dileu gwahaniaethu uniongyrchol ac anuniongyrchol wrth wneud penderfyniadau, mewn arferion cyflogaeth a darpariaeth gwasanaethau a sicrhau bod ein gwasanaethau yn ceisio cyflawni cyfle cyfartal i bawb.

Nod y Cynlluniau ydy darparu amgylchedd groesawgar a gofalgar sy’n hyrwyddo ac adlewyrchu amrywiaeth diwylliannol a chymdeithasol ac sydd yr un mor hygyrch i bawb. Mae’r Cynlluniau yn ceisio herio unrhyw ymddygiad, iaith neu agweddau tramgwyddus mewn perthynas â hil, ethnigrwydd, cenedligrwydd, dosbarth, crefydd, diwylliant, rhywedd, iaith, cyfeiriadedd rhywiol ac anabledd.

Mae’r Cynlluniau yn cydnabod bod cyflawni amcanion ein polisi cyfle cyfartal yn dibynnu ar gyfranogiad gweithredol rhieni/gofalwyr fel a nodir yn y polisi Partneriaeth gyda Rhieni/Gofalwyr. Fe fydd y Cynlluniau felly yn croesawu ac yn annog rhieni a gofalwyr i gymryd rhan mewn rhedeg a rheoli’r Cynlluniau ac i wneud sylwadau ar effeithiolrwydd eu polisïau a’u gweithdrefnau.

Fe fydd y Cynlluniau yn hwyluso cyfleoedd rheolaidd i ymgynghori gyda rhieni/gofalwyr am y gwasanaethau a ddarperir gan y Cynlluniau, fel dull o fonitro effeithlonrwydd y polisi Cyfle Cyfartal.

Gweithdrefnau Cyfle Cyfartal

I wireddu amcanion y Cynlluniau o greu amgylchedd sy’n rhydd o wahaniaethu ac sy’n groesawgar i bawb, fe fydd y Cynlluniau yn:

* Sicrhau bod eu gwasanaethau yn agored ac ar gael i’r holl rieni/gofalwyr a phlant yn y gymuned leol;
* Sicrhau nad ydy materion hil, ethnigrwydd, cenedligrwydd, dosbarth, crefydd, rhywedd, iaith, cyfeiriadedd rhywiol ac anabledd yn atal plant rhag cael mynediad i wasanaethau’r Cynlluniau;
* Trin pob plentyn a’u rhieni/gofalwyr gyda’r un consyrn a gwerth;
* Talu sylw i hyrwyddo dealltwriaeth, parch ac ymwybyddiaeth o faterion amrywiaeth a chyfle cyfartal wrth gynllunio a gweithredu rhaglen weithgareddau’r Cynlluniau;
* Helpu’r holl blant i ddathlu a mynegi eu hunaniaeth diwylliannol a chrefyddol trwy ddarparu amrediad eang o adnoddau a gweithgareddau priodol;
* Sicrhau bod polisïau a gweithdrefnau recriwtio’r Cynlluniau yn agored, teg ac nad ydyn nhw’n wahaniaethol;
* Ceisio recriwtio tîm o staff sy’n adlewyrchu cymuned leol y Cynlluniau;
* Sirchau bod holl aelodau’r staff yn ymwybodol ohono ac yn deall y polisi Cyfle Cyfartal fel ag y mae’n berthynol i holl agweddau ei waith;
* Annog a chefnogi’r staff i weithredu fel modelau rôl cadarnhaol i blant trwy arddangos a hyrwyddo ymddygiad, iaith ac agweddau goddefgar a pharchus a herio unrhyw ddigwyddiad gwahaniaethol yn unol â’r darpariaethau a nodir yn y polisïau Disgyblu Staff, Rheolaeth Ymddygiad a Delio gydag Aflonyddu Hiliol;
* Trin unrhyw aelod o’r staff sy’n gweithredu, neu wedi bod yn gweithredu mewn dull gwahaniaethol, yn ddifrifol yn unol â darpariaethau’r polisi Disgyblu Staff;
* Gweithio i gyflawni holl ofynion cyfreithiol y Ddeddf Gwahaniaethu ar sail Rhyw 1975, y Ddeddf Gwahaniaethu ar sail Anabledd 1995, y Ddeddf Hawliau Dynol 1998 a’r Ddeddf Cysylltiadau Hiliol (Diwygiad) 2000.

Fe fydd yr Arweinydd a’r Cydlynydd yn gyfrifol am sicrhau bod y polisi Cyfle Cyfartal yn cael ei weithredu a bod ei effeithlonrwydd yn cael ei fonitro’n rheolaidd. Fe fyddan nhw’n gyfrifol am sicrhau bod:

* Y staff yn derbyn hyfforddiant priodol;
* Y polisi Cyfle Cyfartal yn gyson gyda deddfwriaeth a chanllawiau cyfredol ar Ddeddf Cyfle Cyfartal 2010;
* Gweithredu’n briodol lle bynnag y mae ymddygiad, iaith neu agweddau gwahaniaethol yn dod i’r amlwg

Adolygir holl bolisïau a gweithdrefnau’r Cynlluniau i sichrau nad ydyn nhw’n gweithredu mewn dull gwahaniaethol nac mewn unrhyw ffordd yn groes i’w ymrwymiad i gyfle cyfartal.

**Delio gydag Aflonyddwch Hiliol**

Mae ein Cynlluniau wedi ymrwymo i hyrwyddo goddefgarwch a thegwch tuag at holl aelodau’r staff, myfyrwyr, gwirfoddolwyr, plant a rhieni/gofalwyr. Rydym yn cadw’n llwyr at ysbryd a manylion Deddf Cysylltiadau Hiliol 1976 a Deddf Cysylltiadau Hiliol (Diwygiad) 2000 sy’n gwahardd gwahaniaethu yn erbyn unrhyw un ar sail hil, lliw, cenedligrwydd neu ethnigrwydd.

Mae’r Cynlluniau yn derbyn eu dyletswydd i geisio dileu gwahaniaethu a hyrwyddo cyfle cyfartal a chysylltiadau hiliol da. Mae gan yr holl staff a’r plant yn y Cynlluniau hawl i amgylchedd sy’n rhydd o aflonyddu a gwahaniaethu, fel yr amlinellir yn y polisi Cyfle Cyfartal.

Atal Aflonyddu a Gwahaniaethu Hiliol

Gellir cymryd camau rhagweithiol i atal aflonyddu a gwahaniaethu hiliol ac mae’r Cynlluniau yn credu bod hyn yn fwy effeithiol na delio gyda’r sefyllfa ar ôl iddo ddigwydd.

Felly ochr yn ochr â’r gweithdrefnau a amlinellir yn nes ymlaen yn y polisi hwn i ddelio gyda digwyddiadau o aflonyddu a gwahaniaethu hiliol, fe fydd y Cynlluniau yn:

* Sicrhau bod plant yn cael eu gwerthfawrogi, waeth beth fo’u hil, lliw, cenedligrwydd nac ethnigrwydd.
* Annog unigolion i drin ei gilydd â pharch waeth beth fo’u hil, lliw, cenedligrwydd nac ethnigrwydd.
* Cydnabod bodolaeth hiliaeth mewn cymdeithas a chymryd camau i hyrwyddo cysylltiadau hiliol cytun yn ein cymuned.
* Hyrwyddo cysylltiadau da rhwng gwahanol grwpiau ethnig a diwylliannol yn y Cynlluniau ac yn y gymuned ehangach.
* Sicrhau bod anghenion diwylliannol a chrefyddol gwahanol yn cael eu diwallu, eu deall a’u cyfathrebu i bob unigolyn sy’n rhan o’r Cynlluniau.

Enghreifftiau o Aflonyddu a Gwahaniaethu Hiliol

Gall aflonyddu a gwahaniaethu hiliol ymddangos ar sawl ffurf, rhai yn amlwg a rhai yn llai felly. Mae rhai enghreifftiau o ymddygiad annerbyniol yn cynnwys:

* Defnyddio geiriau neu weithredoedd nawddoglyd tuag at unigolyn am resymau hiliol – yn cynnwys galw enwau, sarhau a jôcs hiliol.
* Bygythiadau yn erbyn person neu grŵp o bobl oherwydd eu hil, lliw, cenedligrwydd neu ethnigrwydd.
* Graffiti hiliol neu unrhyw sarhad ysgrifenedig arall neu ddosbarthu llenyddiaeth hiliol.
* Ymosodiad neu gamdriniaeth corfforol yn erbyn person neu grŵp o bobl oherwydd eu hil, lliw, cenedligrwydd neu ethnigrwydd.

Dylid annog yr holl staff a’r plant i gymryd cyfrifoldeb dros hyrwyddo goddefgarwch hiliol ac i amddiffyn ei gilydd rhag aflonyddu a gwahaniaethu hiliol trwy adrodd am unrhyw ddigwyddiad i’r Cydgysylltydd/Arweinydd.

Delio gydag Aflonyddu a Gwahaniaethu Hiliol

Os daw aelod o’r staff neu blentyn yn ymwybodol o ddigwyddiad o aflonyddu neu wahaniaethu hiliol yn y Cynlluniau, fe’u hanogir i adrodd am y digwyddiad wrth y Cydlynydd/Arweinydd.

Caiff unrhyw honiad a wneir yn erbyn aelod o’r staff neu blentyn ei ymchwilio’n drwyadl. Dywedir wrth yr unigolyn dan sylw na chaiff ymddygiad o’r fath ei ddioddef yn y Cynlluniau ac y bydd camau’n cael eu cymryd i sicrhau nad yw’n digwydd eto.

Caiff pob digwyddiad ei ymchwilio’n llawn a chaiff y manylion eu cofnodi mewn adran ar wahân yn y Ffeil Cofnodi Digwyddiadau.

Yn achos **plant** fe fydd digwyddiadau’n cael eu hadrodd wrth eu rhieni/gofalwyr a chytunir ar ddull i ddatrys y sefyllfa yn unol â darpariaethau’r polisi Rheolaeth Ymddygiad. Ond os nad oes modd cael datrysiad yna efallai y bydd rhaid i’r Cynlluniau hysbysu’r plentyn – a’u rhieni/gofalwyr – nad ydyn nhw’n gallu mynychu’r Cynlluniau yn unol â’r polisi Atal dros dro a Gwaharddiadau.

Yn achos **staff**, caiff y darpariaethau yn y Gweithdrefnau Disgyblu Staff eu gweithredu a chedwir cofnod o’r digwyddiad a’i roi i’r awdurdodau statudol os yn briodol.

Y Cydlynydd/Arweinydd sy’n gyfrifol am sicrhau bod pob digwyddiad yn cael ei drin yn broffesiynol a sensitif, Cedwir pob digwyddiad yn gyfrinachol a defnyddir llythrennau blaen yn hytrach nag enwau llawn yn y Ffeil Cofnodi Digwyddiadau. Os yw’r Arweinydd yn rhan o honiad, fe fydd y Person Cofrestredig yn trafod y digwyddiad neu yn enwebu aelod o’r staff i wneud hynny.

Ym mhob achos, fe fydd aflonyddu neu wahaniaethu hiliol parhaus gan unrhyw unigolyn yn esgor ar eu heithrio o’r Cynlluniau, lle mae pob ymdrech arall wedi methu â chael datrysiad boddhaol.

**Anghenion Penodol**

Mae ein Cynlluniau yn ymwybodol bod gan rai plant anghenion penodol neu anableddau corfforol sydd angen cymorth a chefnogaeth neilltuol. Rydym wedi ymrwymo i gymryd camau priodol i sicrhau bod pob plentyn yn gallu cael mynediad i’n gwasanaethau, yn gwybod bod croeso iddyn nhw a bod ein gweithgareddau yn hyrwyddo eu lles a’u datblygiad.

Mae’r Cynlluniau wedi ymrwymo i integreiddio pob plentyn ag anghenion penodol neu anabledd corfforol a bod ganddyn nhw hawl i chwarae, dysgu a datblygu i’w llawn botensial ochr yn ochr â phlant eraill. Lle bynnag mae’n bosibl, fe fydd gan blant ag anghenion penodol neu anabledd corfforol fynediad i’r un cyfleusterau, gweithgareddau a chyfleoedd chwarae â’u cyfoedion. Mae pawb ar eu hennill os ydy plant yn cael rhannu’r un cyfleoedd ac yn cael cymorth i oresgyn unrhyw anfanteision y gallant eu wynebu.

Mae polisïau, gweithdrefnau ac arferion y Cynlluniau mewn perthynas â phlant ag anghenion penodol neu anabledd corfforol yn gyson gyda deddfwriaeth a chanllawiau cyfredol. Mae’r rhain yn cynnwys Deddf Anghenion Addysgol Arbennig ac Anableddau 2001 a’r Ddeddf Gwahaniaethu ar sail Anabledd 1995.

Mae’r Cynlluniau yn credu y dylai pob plentyn allu chwarae rhan llawn a chyfartal yng ngweithgareddau’r Cynllun trwy adnabod anghenion penodol a chymryd camau rhagweithiol ochr yn ochr â rhieni/gofalwyr a gweithwyr proffesiynol statudol ac asiantaethau eraill.

Cydlynydd Anghenion Penodol Arbennig ac Anableddau

Fe fydd y Cydlynydd yn penodi aelod o’r staff ar gyfer darpariaeth 1:1 i blant ag anghenion penodol ac/neu anabledd corfforol a thrafodaeth gyda’r rhieni/gofalwyr am yr aelod o’r staff. Fe fydd yr unigolyn yma wedi derbyn hyfforddiant llawn a bydd yn meddu ar brofiad yng ngofal ac asesiad plant o’r fath.

Disgwylir i holl aelodau’r staff gynorthwyo’r Cydlynydd ADY ac Anabledd Corfforol i ofalu am blant ag Anghenion Penodol ac/neu anabledd corfforol. Fe fydd cyfrifoldebau’r Cydlynydd yn cynnwys:

* Gweithio ochr yn ochr â’r Arweinydd i sicrhau bod yr holl staff yn ymwybodol o’r holl ddeddfwriaeth, rheoliadau a chanllawiau eraill ar weithio gyda phlant ag Anghenion Penodol ac/neu anabledd corfforol.
* Gweithio gyda’r Arweinydd i sicrhau bod y staff sy’n gweithio gyda phlant ag Anabledd Penodol ac/neu anabledd corfforol yn meddu ar sgiliau a hyfforddiant priodol.
* Cydgysylltu monitro ac adolygiadau rheolaidd o gynnydd plant, yn cynnwys rhieni/gofalwyr, aelodau eraill o’r staff, cynrychiolwyr o asiantaethau statudol ac os yn briodol y plentyn ei hun. Fe fyddan nhw, gyda’r Arweinydd, yn gyfrifol am sicrhau bod unrhyw gamau yn dilyn adolygiadau o’r fath yn cael eu gweithredu.
* Asesu anghenion penodol pob plentyn ac addasu cyfleusterau, gweithdrefnau, arferion a gweithgareddau’r Cynlluniau fel bo’n briodol.
* Sicrhau bod systemau’n bodoli i gynllunio, gweithredu, monitro, adolygu a gwerthuso’r polisi Anghenion Penodol yn ddigonol.
* Sicrhau bod plant ag Anghenion Penodol ac/neu anabledd corfforol yn cael eu hystyried yn llawn pan fo gweithgareddau’n cael eu cynllunio a’u paratoi.
* Cydgysylltu gyda rhieni/gofalwyr am anghenion eu plant ac am gynlluniau a gweithgareddau’r Cynlluniau yn ogystal â bod yn bwynt cyswllt i rieni/gofalwyr.
* Cydgysylltu gydag asiantaethau eraill a gofyn am gyngor, cymorth a hyfforddiant iddyn nhw’u hunain a’r staff fel bo angen.
* Cefnogi aelodau eraill o’r staff i ddod yn fwy medrus a phrofiadol yng ngofal plant ag Anghenion Penodol.
* Sicrhau os ydy aelod o staff yn amau fod plentyn gyda anghenion penodol angen ei ddilyn trwyddo gyda’r Arweinydd, ac yna yr Arweinydd yn dilyn twryddo i’r Person Cofrestredig ac yna’r Person Cofrestredig yn ei ddilyn trwyddo gyda’r rhieni/gwarchodwr.
* Sicrhau bod pob plentyn yn cael eu trin gyda’r un consyrn a pharch a’u hannog i gymryd rhan ym mhob gweithgaredd.
* Sicrhau bod arsylwadau ac asesiadau cywir o gynnydd plant yn cael eu cynnal yn rheolaidd ac yn cael eu cofnodi’n gywir.

**Rheoli Ymddygiad**

Mae ein Cynlluniau yn cydnabod pwysigrwydd strategaethau rheolaeth ymddygiad cadarnhaol ac effeithiol wrth hyrwyddo lles, dysgu a boddhad plant. Nodau ein polisi Rheolaeth Ymddygiad ydy helpu plant i:

* Datblygu synnwyr o ofalu a pharchu ei gilydd.
* Adeiladu perthynas ofalgar a chydweithredol gyda phlant eraill ac oedolion.
* Datblygu amrediad o sgiliau cymdeithasol a’u helpu i ddeall beth ydy ymddygiad derbyniol.
* Datblygu hyder, hunan ddisgyblaeth a hunan barch mewn amgylchedd o gyd-barchu ac anogaeth.

Strategaethau Rheolaeth Ymddygiad

Fe fydd y Cynlluniau, y Rheolwr a’r staff yn rheoli ymddygiad yn ôl strategaethau clir, cyson a chadarnhaol. Anogir rhieni/gofalwyr i gyfrannu at y strategaethau hyn, a chodi pryderon neu awgrymiadau.

Fe fydd rheolaeth ymddygiad yn y Cynlluniau wedi’u strwythuro o gwmpas yr egwyddorion canlynol:

* Fe fydd staff a phlant yn cydweithio i sefydlu set clir o ‘reolau sylfaenol’ i lywodraethu pob ymddygiad yn y Cynlluniau. Caiff y rhain eu hadolygu’n rheolaidd fel bod gan blant newydd lais yn sut y mae rheolau’r Cynlluniau’n gweithredu.
* Fe fydd ‘rheolau sefydlog’ y Cynlluniau yr un mor berthnasol i’r plant ac i’r staff.
* Caiff ymddygiad cadarnhaol ei atgyfnerthu gyda chanmoliaeth ac anogaeth.
* Caiff ymddygiad negyddol ei herio mewn dull tawel ond pendant. I ddechrau fe fydd y staff yn ceisio ailgyfeirio egni plant trwy gynnig dewisiadau amgen a chadarnhaol iddyn nhw. Fe fydd staff yn agored wrth ddatgan ac esbonio materion nad oes dadl yn eu cylch.
* Wrth ddelio gydag ymddygiad negyddol fe fydd y staff bob amser yn cyfathrebu mewn dull clir, tawel a chadarnhaol.
* Fe fydd staff yn gwneud pob ymdrech i osod esiampl cadarnhaol i blant trwy ymddwyn mewn dull cyfeillgar a goddefgar eu hunain a hyrwyddo awyrgylch lle mae plant ac oedolion yn parchu ac yn gwerthfawrogi ei gilydd.
* Fe fydd staff yn osgoi gweiddi yn y gwaith.
* Fe fydd staff yn hwyluso trafodaethau rheolaidd ac agored gyda phlant am eu hymddygiad. Fe fydd hyn yn eu helpu i ddeall agweddau negyddol eu hymddygiad a’u galluogi i gael dweud eu dweud a chael cymorth i feddwl am achos ac effaith eu gweithredoedd.
* Fe fydd staff yn gweithio fel tîm trwy drafod digwyddiadau a phenderfynu gweithio ar y cyd ac yn gyson.
* Fe fydd staff yn ceisio trafod pryderon gyda rhieni/gofalwyr ar y cyfle cynharaf posibl i geisio adnabod achosion ymddygiad negyddol a rhannu strategaethau i ddelio gyda hynny.
* Caiff plant sy’n dioddef bwlio, hiliaeth neu ymddygiad annerbyniol arall yr hyder i siarad am hynny.
* Fe fydd staff yn annog ac yn hwyluso cyfryngu rhwng plant a cheisio datrys anghydfodau trwy drafodaeth.
* Fe fydd gweithgareddau’n amrywiol, wedi eu cynllunio a’u strwythuro’n dda fel nad ydy plant yn diflasu.

Delio gydag Ymddygiad Negyddol

Pan yn wynebu ymddygiad negyddol fe fydd staff yn glir i wahaniaethu rhwng ymddygiad ‘datgysylltiedig’, ‘aflonyddol’ ac ‘annerbyniol’.

Gall **ymddygiad ‘datgysylltiedig’** fod yn arwydd bod plentyn wedi diflasu, heb setlo neu yn anhapus. Gydag ymyriadau sensitif fe fydd staff yn aml yn gallu ailgysylltu plentyn mewn gweithgaredd defnyddiol.

Mae **ymddygiad ‘aflonyddol’** yn disgrifio plentyn y mae ei ymddygiad yn atal plant eraill rhag mwynhau eu hunain. Fe fydd staff yn cyd-drafod digwyddiadau ac yn cytuno ar y ffordd orau i ddelio â hynny.

Mae **ymddygiad ‘annerbyniol’** yn cyfeirio at weithredoedd nad oes dadl yn eu cylch a gall gynnwys sylwadau gwahaniaethol, trais, bwlio neu ddinistrio offer. Fe fydd y staff yn glir y bydd canlyniadau’n dilyn o ymddygiad o’r fath, yn cynnwys i ddechrau tynnu’r plentyn allan o’r sesiwn neu’r weithgaredd.

Pan fydd achos o ymddygiad negyddol fe fydd staff yn gwrando ar y plentyn neu’r plant dan sylw a gwrando ar eu rhesymau dros eu gweithredoedd. Yna fe fydd y staff yn esbonio i’r plentyn neu’r plant beth oedd yn negyddol am eu hymddygiad a bod gan weithrediadau o’r fath ganlyniadau iddyn nhw’u hunain ac i bobl eraill.

Fe fydd staff yn gwneud pob ymdrech i sicrhau bod plant yn deall yr hyn sy’n cael ei ddweud wrthyn nhw. Caiff plant gyfle bob amser i wneud iawn am eu hymddygiad ac oni bai y tybir bod hynny’n amhriodol, i ailymuno gyda’r gweithgaredd.

Os ydy’r ymddygiad annerbyniol yn parhau efallai y bydd yn rhaid cymryd camau mwy difrifol yn unol â’r polisi Atal dros dro a Gwaharddiadau. Esbonir i’r plant bob amser beth fydd canlyniadau potensial eu gweithredoedd.

Defnyddio Ymyriadau Corfforol

Fe fydd staff yn defnyddio ymyriadau corfforol fel y dewis olaf a’r adeg hynny dim ond os oes ganddyn nhw sail rhesymol dros gredu bod angen gweithredu ar unwaith i atal plentyn rhag anafu eu hunain neu eraill yn sylweddol neu i atal difrod difrifol i eiddo.

Cyn cyrraedd y cam hwn fe fydd y staff wedi defnyddio pob gweithred anghorfforol posibl fel deialog a thynnu sylw, i ddelio gyda’r ymddygiad. Caiff y plentyn neu’r plant dan sylw eu rhybuddio ar lafar y caiff ymyriad corfforol ei ddefnyddio os nad ydyn nhw’n stopio.

Cynhelir deialog gyda’r plentyn neu’r plant yn gyson fel bod modd i’r aelod o staff esbonio beth maen nhw’n ei wneud a pham. Fe fydd staff yn gwneud pob ymdrech i osgoi’r defnydd o ymyriadau corfforol os ydyn nhw ar eu pennau eu hunain gyda’r plentyn neu blant.

Dim ond yr isafswm grym angenrheidiol i atal anaf neu ddifrod y dylid ei ddefnyddio. Er enghraifft, tynnu sylw’r plentyn trwy eu harwain i ffwrdd yn gafael yn eu llaw neu roi braich am eu hysgwyddau.

Fe fydd staff yn defnyddio ymyriad corfforol fel gweithred o ofal a rheolaeth ac nid fel cosb. Ni chaiff ymyriadau corfforol eu defnyddio i orfodi plentyn i wneud yr hyn a ddywedwyd wrthyn nhw i’w wneud a lle nad oes risg i bobl neu i eiddo.

Cyn gynted ag y mae’n ddiogel, dylid yn raddol llacio’r ymyriad corfforol fel bod y plentyn neu’r plant yn adennill hunan reolaeth.

Fe fydd grym yr ymyriad corfforol bob amser yn briodol i oedran, maint a chryfder y plentyn neu’r plant dan sylw.

Os nad ydy’r staff yn hyderus am eu gallu i gynnal sefyllfa neu fath neilltuol o ymddygiad, rhoddir ystyriaeth i alw’r Rheolwr, neu mewn achosion eithafol, yr heddlu.

Lle mae aelod o’r staff wedi gorfod ymyrryd yn gorfforol i atal plentyn, fe hysbysir y Cydlynydd/Arweinydd a chofnodir y digwyddiad yn y Ffeil Cofnodi Digwyddiadau. Trafodir y digwyddiad gyda’r rhieni/gofalwyr ar y cyfle cynharaf posibl.

Os ydy aelod o’r staff yn cyflawni unrhyw weithred o drais neu gamdriniaeth tuag at blentyn yn y Cynlluniau fe weithredir camau disgyblu difrifol, yn unol â darpariaethau’r polisi Gweithdrefnau Disgyblu Staff.

**Bwlio**

Mae ein Cynlluniau wedi ymrwymo i ddarparu amgylchedd i blant sy’n ddiogel, yn groesawgar ac yn rhydd o fwlio. Mae bwlio ar unrhyw ffurf yn annerbyniol yn ein Cynlluniau, os ydy’r troseddwr yn blentyn neu yn oedolyn. Dydy’r dioddefwr byth yn gyfrifol am fod yn darged bwlio.

Fe fydd pawb sy’n rhan o’r Cynlluniau; staff, plant a rhieni/gofalwyr, yn ymwybodol o safiad y Cynlluniau ar fwlio. Ni chaiff ymddygiad o’r fath ei ddioddef na’i esgusodi o dan unrhyw amgylchiadau.

Mae’r Cynlluniau yn diffinio bwlio fel aflonyddu parhaus ar eraill trwy gamdriniaeth emosiynol, corfforol, llafar neu seicolegol. Mae enghreifftiau o ymddygiad o’r fath yn cynnwys:

**Emosiynol:** Bod yn fwriadol angharedig, anwybyddu neu eithrio person arall o grŵp sy’n eu harteithio. Er enghraifft gorfodi person arall i gael eu ‘gadael allan’ o gêm neu weithgaredd, trosglwyddo nodiadau am eraill neu wneud hwyl am berson arall.

**Corfforol:** Gwthio, crafu, poeri, cicio, taro, cymryd neu ddifrodi eiddo, baglu, pwnio neu ddefnyddio unrhyw fath arall o drais yn erbyn person arall.

**Llafar:** Galw enwau, sarhau, bychanu neu ddefnyddio geiriau i ymosod, bygwth neu sarhau. Er enghraifft lledaenu straeon neu wneud hwyl am olwg person arall.

**Seicolegol:** Ymddygiad sy’n debygol o greu ofn neu bryder mewn person arall.

Atal Bwlio

Fe fydd y Cydlynydd/Arweinydd yn gwneud pob ymdrech i greu amgylchedd oddefgar a gofalgar yn y Cynlluniau lle nad ydy bwlio yn dderbyniol. Fe fydd staff yn trafod materion bwlio yn agored, gan gynnwys pam na chaiff bwlio ei ddioddef a beth fydd canlyniadau bwlio.

Delio gyda Bwlio

Er gwaethaf pob ymdrech i’w atal, mae bwlio yn debygol o ddigwydd weithiau ac mae’r Cynlluniau yn cydnabod hynny. Os oes achosion o’r fath yn digwydd fe fydd yr egwyddorion canlynol yn llywodraethu ymateb y Cynlluniau:

* Caiff pob achos o fwlio ei drin yn drylwyr ac yn sensitif.
* Anogir y plant i adrodd ar unwaith am unrhyw achos o fwlio y maen nhw’n ei weld. Caiff yr hyn y maen nhw’n ei ddweud ei drin yn ddifrifol a’i drafod yn ofalus.
* Mae’n ddyletswydd ar y staff i hysbysu’r Rheolwr os ydyn nhw’n gweld achos o fwlio yn cynnwys plant neu oedolion yn y Cynlluniau.
* Os ydy plentyn neu aelod o’r staff yn dweud wrth rhywun eu bod yn cael eu bwlio, fe fyddan nhw’n cael amser i esbonio beth sydd wedi digwydd a sicrwydd eu bod wedi bod yn gywir i adrodd am hynny.
* Caiff yr unigolyn sydd wedi bod yn ddioddefwr bwlio ei gadw dan oruchwyliaeth agos ac fe fydd y staff yn gwirio eu lles yn rheolaidd.
* Yn y rhan fwyaf o achosion gellir delio gyda bwlio yn ôl y strategaethau a nodir yn yn polisi Rheolaeth Ymddygiad. Caiff y bwli ei annog i drafod ei ymddygiad a meddwl am ganlyniadau ei weithredoedd. Lle mae’n briodol fe’i hanogir i siarad am y digwyddiad gyda’r person arall dan sylw.
* Lle mae bwlio’n parhau efallai y bydd yn rhaid cymryd camau mwy difrifol fel a nodir yn y polisi Atal dros dro a Gwaharddiadau.
* Fe fydd aelod o’r staff yn hysbysu rhieni/gofalwyr yr holl blant sy’n rhan o ddigwyddiad o fwlio ar y cyfle cynharaf posibl. Os yn briodol fe fydd staff yn hwyluso cyfarfod rhwng y rhieni/gofalwyr perthnasol. Fe fydd y staff bob amser yn trafod achosion o’r fath yn ofalus ac yn sensitif.
* Caiff pob achos o fwlio ei adrodd i’r Cydlynydd/Arweinydd a’i gofnodi yn y Ffeil Cofnodi Digwyddiadau. Yng ngoleuni achosion a adroddwyd amdanyn nhw fe fydd y Cydlynydd/Arweinydd a staff perthnasol eraill yn adolygu gweithdrefnau’r Cynlluniau mewn perthynas â bwlio.

**Atal dros dro a Gwaharddiadau**

Mae ein Cynlluniau wedi ymrwymo i ddelio gydag ymddygiad negyddol mewn dull nad yw’n creu gwrthdaro ac sy’n adeiladol. Lle bynnag mae’n bosibl caiff ymddygiad aflonyddol neu heriol ei drafod ar y cyd rhwng staff a phlant yn y Cynlluniau. Amlinellir gweithdrefnau o’r fath yn y polisi Rheolaeth Ymddygiad.

Ond, mae yna achosion lle na fydd strategaethau o’r fath eu hunain yn newid nac yn atal ymddygiad negyddol. Mewn achosion o’r fath, fe fydd angen cymryd camau pellach, yn cynnwys adolygu lle’r plentyn yn y Cynlluniau, naill ai ar sail dros dro neu barhaol.

Fe fydd ymddygiad annerbyniol parhaus gan blentyn yn esgor ar rybudd ffurfiol gan staff am eu gweithredoedd. Fe fydd y staff yn esbonio wrth y plentyn pam bod eu hymddygiad yn annerbyniol a chanlyniadau unrhyw ddigwyddiadau pellach o’r fath. Caiff plant eu hannog i drafod eu hymddygiad, esbonio eu gweithredoedd a’u helpu i ddatblygu strategaethau i osgoi ailadrodd digwyddiadau.

Caiff manylion am bob rhybudd, atal dros dro a gwaharddiadau eu cofnodi a’u cadw ar gofnodion y Cynlluniau. Dylid trafod pob rhybudd gyda’r plentyn dan sylw a’u rhieni/gofalwyr. Fe fydd yr holl staff yn ymwybodol o unrhyw rybuddion a roddir i blentyn. Fel y cam terfynol, mae gan y Cynlluniau yr hawl i atal plentyn dros dro neu ei wahardd yn barhaol os ydy’r ymddygiad annerbyniol yn parhau ac yn amhosibl i’w ddatrys.

Dim ond pan fod digwyddiad yn eithriadol o ddifrifol neu beryglus y caiff plentyn ei atal dros dro ar unwaith o’r Cynlluniau. Mewn amgylchiadau o’r fath cysylltir ar unwaith gyda rhiant/gofalwr y plentyn a gofynnir iddyn nhw ddod i gasglu eu plentyn, hyd yn oed os ydy’r plentyn fel rheol yn llofnodi ei hun allan. Ni chaiff plant adael yr eiddo hyd nes y daw rhiant/gofalwr i’w casglu.

Ar ôl atal dros dro ar unwaith fe fydd y Cydlynydd yn trefnu cyfarfod gyda’r plentyn dan sylw a’u rhieni/gofalwyr i drafod y digwyddiad ac i benderfynu a fydd hi’n bosibl iddyn nhw ddychwelyd i’r Cynlluniau.

Dylai ataliad dros dro a gwaharddiadau fod yn gyson, yn deg ac yn gymesur â’r ymddygiad dan sylw. Wrth osod sancsiwn o’r fath, dylid rhoi ystyriaeth i oedran ac aeddfedrwydd y plentyn. Dylid hefyd ystyried unrhyw wybodaeth berthnasol arall am y plentyn a’i sefyllfa.

Dim ond fel y dewis terfynol y bydd plentyn yn cael ei atal dros dro neu ei wahardd, pan nad oes camau eraill i’w cymryd neu pan y teimlir bod plant eraill ac/neu staff mewn perygl potensial. Lle bynnag mae’n bosibl fe fydd y Cynlluniau yn rhoi amser i rieni/gofalwyr i wneud trefniadau eraill ar gyfer gofal eu plant yn ystod cyfnod yr atal dros dro.

Dylai staff hysbysu rhieni/gofalwyr bob amser am broblemau rheolaeth ymddygiad yn berthnasol i’w plentyn a cheisio gweithio gyda nhw i ddelio gydag achosion ymddygiad aflonyddol neu annerbyniol.

Ni all yr un aelod o staff atal plentyn dros dro o’r Cynlluniau heb drafodaeth flaenorol gyda’r Cydlynydd. Fe fydd staff yn ymgynghori gyda’r Cydlynydd a’r Arweinydd cyn gynted â phosibl os ydyn nhw’n credu bod ymddygiad plentyn yn debygol o esgor ar ataliad dros dro neu waharddiad.

Pan fod y cyfnod atal dros dro ar ben a chyn i’r plentyn gael dychwelyd i’r Cynlluniau, cynhelir trafodaeth rhwng y staff, y plentyn a’u rhieni/gofalwyr yn nodi amodau eu dychweliad.

**Partneriaeth gyda Rhieni a Gofalwyr**

Mae ein Cynlluniau yn cydnabod bod rhieni/gofalwyr yn chwarae rhan sylfaenol yn natblygiad plentyn a dylid cydnabod hyn fel sail ar gyfer y bartneriaeth rhwng y Cynlluniau a rhieni/gofalwyr.

Mae’r staff wedi ymrwymo i weithio mewn partneriaeth gyda rhieni/gofalwyr i ddarparu gofal a chyfleoedd chwarae a dysgu diogel o ansawdd uchel i blant. Mae’r Cynlluniau yn anelu at gyflawni hynny trwy:

* Sicrhau bod rhieni/gofalwyr yn teimlo bod croeso a gwerth iddyn nhw yn eu holl ymwneud â’r Cynlluniau.
* Sicrhau bod y Cynlluniau bob amser yn gwrando ar bryderon rhieni/gofalwyr pan fyddan nhw’n codi hynny. Fe fydd y Cydlynydd yn sicrhau bod rhieni/gofalwyr yn derbyn ymateb prydlon gan y Cynlluniau.
* Datblygu addewid i rieni/gofalwyr sy’n amlinellu beth y gallan nhw ei ddisgwyl oddi wrth y Cynlluniau. Rhoddir yr addewid yma i bob rhiant/gofalwr pan fydd eu plentyn yn cychwyn yn y Cynlluniau. Fe fydd copi ar gael ar eiddo’r Cynlluniau hefyd.
* Darparu’r wybodaeth a’r cofnodion sydd gan y Cynlluniau ar blentyn i rieini/gofalwyr oni bai ei fod yn destun ymchwiliad gan yr heddlu neu asiantaethau statudol eraill.
* Sicrhau bod polisïau a gweithdrefnau’r Cynlluniau ar gael i rieni/gofalwyr pan fyddan nhw’n gofyn.
* Annog rhieni/gofalwyr i wneud sylwadau ar bolisïau a gweithdrefnau’r Cynlluniau ac ymgynghori gydan nhw’n rheolaidd am y gweithgareddau a gynllunir ac a ddarperir ar gyfer plant.
* Sicrhau bod yna gyfleoedd rheolaidd i rieni/gofalwyr gyfarfod â’r staff a thrafod cynnydd eu plentyn ac unrhyw broblemau y maen nhw efallai yn eu gwynebu.
* Sicrhau bod unrhyw gwynion gan rieni/gofalwyr yn cael eu trafod ar unwaith ac yn effeithiol yn unol â darpariaethau’r polisi Gweithdrefn Cwyno.
* Annog rhieni/gofalwyr i gyflawni rolau cefnogi yn y Cynlluniau, fel gwirfoddoli neu gymryd rhan mewn gweithgareddau, ymweliadau neu dripiau.
* Annog rhieni/gofalwyr i helpu i redeg y Cynlluniau, yn cynnwys cymryd rhan yn ei bwyllgor rheoli lle mae’n briodol.
* Darparu dull cyfrinachol i rieni/gofalwyr i wneud sylwadau am waith y Cynlluniau. Fe fydd hyn yn cynnwys arolwg boddhad blynyddol.
* Rhoi’r newyddion diweddaraf i rieni/gofalwyr am unrhyw newidiadau i weithrediad y Cynlluniau, fel newidiadau i amseroedd agor neu ffioedd.

**Plant heb eu Casglu**

Mae ein Cynlluniau yn talu’r sylw mwyaf i ddiogelwch y plant yn ein gofal – o’r funud y maen nhw’n cyrraedd i’r funud y maen nhw’n gadael.

Ar ddiwedd pob sesiwn, fe fydd y Cynlluniau yn sicrhau bod rhiant, gofalwr neu oedolyn dynodedig yn casglu pob plentyn yn unol â’r polisi Cyrraedd a Gadael. Os, am unrhyw reswm, na chaiff plentyn ei gasglu ar ddiwedd sesiwn, caiff y weithdrefn yma ei dilyn:

* Os ydy rhiant, gofalwr neu oedolyn dynodedig dros 15 munud yn hwyr yn casglu eu plentyn, hysbysir y Cydlynydd.
* Fe fydd y Cydlynydd yn galw’r rhiant, gofalwr neu oedolyn dynodedig ac yn defnyddio unrhyw fanylion cyswllt brys i weld pam eu bod yn hwyr a phryd y byddan nhw’n cyrraedd. Caiff negeseuon eu gadael ar unrhyw beiriant ateb ffôn yn gofyn am ateb prydlon.
* Tra’n aros i gael ei gasglu caiff y plentyn ei oruchwylio gan oleiaf ddau aelod o staff a fydd yn cynnig cymaint o gymorth a sicrwydd iddyn nhw ag sydd ei angen.
* Os na fu unrhyw gysylltiad gyda’r rhiant, gofalwr neu oedolyn dynodedig ar ôl 30 munud arall fe fydd y Cydlynydd yn galw’r Adran Gwasanaethau Cymdeithasol leol am gyngor.
* Os ydy’r Gwasanaethau Cymdeithasol yn cael eu galw a chyfrifoldeb am y plentyn yn cael ei drosglwyddo i asiantaeth amddiffyn plant, fe fydd y Cydlynydd yn ceisio gadael neges ffôn arall ar beiriant ateb y rhiant/gofalwr neu’r oedolyn dynodedig. Caiff nodyn ei adael ar ddrws eiddo’r Cynlluniau hefyd yn hysbysu’r rhieni, gofalwyr neu oedolyn dynodedig o beth sydd wedi digwydd. Fe fydd y nodyn yn eu hysbysu am ddiogelwch y plentyn ac yn eu cyfarwyddo i gysylltu â’r Adran Gwasanaethau Cymdeithasol leol.
* Ni chaiff yr un plentyn fynd i gartref aelod o staff o dan unrhyw amgylchiadau na chwaith o eiddo’r Cynlluniau oni bai bod hynny’n gwbl angenrheidiol, tra’n aros iddyn nhw gael eu casglu ar ddiwedd y sesiwn.
* Fe fydd y plentyn yn parhau yng ngofal y Cynlluniau hyd nes y daw rhiant, gofalwr neu oedolyn dynodedig i’w casglu, neu fel arall fe fyddan nhw’n cael eu rhoi yng ngofal y Gwasanaethau Cymdeithasol.
* Caiff achosion o gasglu plant yn hwyr eu cofnodi gan y Cydlynydd a’u trafod gyda’r rhieni/gofalwyr ar y cyfle cynharaf posibl. Hysbysir rhieni/gofalwyr y gallan nhw gael dirwy neu y gall eu plentyn golli ei le yn y Cynlluniau os ydyn nhw’n gyson hwyr yn casglu eu plentyn.

**Plant ar Goll**

Mae ein Cynlluniau yn talu’r sylw mwyaf i ddiogelwch y plant yn ein gofal. Fe fydd staff bob amser yn hynod o ymwybodol o’r potensial i blant fynd ar goll yn ystod sesiynau.

Hyd yn oed pan fydd pob mesur posibl wedi’i gymryd, gall argyfwng godi. Felly fe fydd y staff yn cyfrif y plant yn rheolaidd, yn enwedig ar adeg newid rhwng sesiynau (yn ogystal â’r gweithdrefnau cofrestru a nodir yn y polisi Cyrraedd a Gadael). Os am unrhyw reswm nad ydy aelod o staff yn gwybod ble mae plentyn yn ystod sesiwn yn y Cynlluniau, caiff y weithdrefn ganlynol ei dilyn:

Fe fydd yr aelod o staff dan sylw yn hysbysu’r Cydlynydd a gweddill y staff bod y plentyn ar goll ac fe fydd yr holl eiddo’n cael ei chwilio’n drwyadl. Fe fydd y staff yn gofalu nad ydyn nhw’n creu panig ac fe fyddan nhw’n sicrhau bod y plant eraill yn ddiogel ac yn cael eu goruchwylio’n ddigonol.

* Fe fydd yr Arweinydd yn enwebu dau aelod o’r staff i chwilio’r ardal o gwmpas yr eiddo. Fe fydd yr holl staff yn cadw golwg manwl am unrhyw ymddygiad neu bersonau amheus yn ac o gwmpas y Cynlluniau.
* Os, ar ôl 15 munud o chwilio manwl, mae’r plentyn yn dal ar goll, fe fydd yr Arweinydd yn hysbysu’r heddlu ac yna rhiant/gofalwr y plentyn.
* Tra’n aros am yr heddlu a’r rhiant/gofalwr i gyrraedd, fe fydd y chwilio am y plentyn yn parhau. Yn ystod y cyfnod hwn, fe fydd yr aelodau eraill o’r staff yn cynnal trefn mor arferol â phosibl gyda gweddill y plant yn y Cynlluniau.
* Yr Arweinydd sy’n gyfrifol am gyfarfod yr heddlu a rhiant/gofalwr y plentyn sydd ar goll. Fe fydd yr Arweinydd yn cydlynu unrhyw gamau y mae’r heddlu yn eu cyfarwyddo ac yn gwneud popeth posibl i gysuro’r rhieni/gofalwyr.
* Unwaith y bydd y digwyddiad wedi’i ddatrys, fe fydd y Cydlynydd/Arweinydd a’r staff yn adolygu polisïau a gweithdrefnau perthnasol a gweithredu unrhyw newidiadau angenrheidiol (gan dalu sylw neilltuol i ddarpariaethau perthnasol polisïau Diogelwch Safle ac Asesiad Risg y Cynlluniau).
* Caiff pob achos o blentyn yn mynd ar goll o’r Cynlluniau ei gofnodi yn y Ffeil Cofnodi Digwyddiadau a phan fo’r heddlu neu’r Gwasanaethau Cymdeithasol wedi’u hysbysu, caiff AGC ei hysbysu hefyd, cyn gynted ag sy’n ymarferol.

**Gweithdrefn Cwyno**

Mae ein Cynlluniau wedi ymrwymo i ddarparu gwasanaeth hygyrch, cyson, cymhelliol a diogel i blant a’u rhieni/gofalwyr. Rydym bob amser yn anelu at ddarparu gwasanaethau o ansawdd uchel i bawb, ond yn derbyn nad ydy popeth yn berffaith bob amser. Mewn amgylchiadau o’r fath rydym eisiau gwybod er mwyn inni eu cywiro a dysgu oddi wrth ein camgymeriadau.

Mae’r polisi hwn yn cynnwys Gweithdrefn Cwyno ffurfiol y Cynlluniau. Caiff ei arddangos yn yr eiddo bob amser.

Mewn amgylchiadau arferol, y Cydlynydd fydd yn gyfrifol am reoli cwynion. Os caiff cŵyn ei gwneud yn erbyn yr Arweinydd, fe fydd y Person Cofrestredig yn cynnal yr ymchwiliad. Os caiff cŵyn ei wneud yn erbyn y Person Cofrestredig yna mae’n rhaid i’r Prif Weithredwr hysbysu AGC. Caiff yr holl gwynion am staff eu cofnodi’n fanwl yn y Ffeil Cofnodi Digwyddiadau.

Cam Un

Os oes gan riant/gofalwr gwyn am rhyw agwedd o weithgaredd y Cynlluniau, neu am ymddygiad aelod unigol o’r staff, yn aml fe fydd yn bosibl datrys y broblem trwy siarad gyda’r unigolyn dan sylw ac/neu gyda’r Arweinydd/Cydlynydd. Fel yr amlinellir yn y polisi Partneriaeth gyda Rhieni/Gofalwyr, mae’r Cynlluniau wedi ymrwymo i ddeialog agored a rheolaidd gyda rhieni/gofalwyr ac mae’r Cynlluniau yn croesawu sylwadau am y gwasanaethau, boed yn gadarnhaol neu yn negyddol.

I ddechrau, caiff rhieni/gofalwyr eu hannog i siarad yn uningyrchol gyda’r aelod perthnasol o’r staff, os tybir bod hynny’n briodol. Os na, dylid mynd at yr Arweinydd/Cydlynydd ac fe fyddan nhw’n ceisio datrys y broblem. Os nad oes modd cael datrysiad boddhaol yna fe weithredir Cam Dau o’r weithdrefn yn ffurfiol.

Cam Dau

Os nad ydy trafodaethau anffurfiol o gŵyn neu broblem wedi cynhyrchu datrysiad boddhaol i’r sefyllfa, dylai rhieni/gofalwyr roi eu cŵyn yn fanwl ac yn ysgrifenedig i’r Cydlynydd. Dylid cynnwys enwau, dyddiadau, tystiolaeth ac unrhyw wybodaeth berthnasol bwysig arall.

Fe fydd y Cynlluniau yn cydnabod eu bod wedi derbyn y gŵyn cyn gynted â phosibl – o fewn tri diwrnod gwaith oleiaf – gan ymchwilio’n drylwyr i’r mater o fewn 14 diwrnod gwaith. Os oes unrhyw oedi fe fydd y Cynlluniau’n hysbysu’r rhieni/gofalwyr ac yn cynnig esboniad. Y Cydlynydd fydd yn gyfrifol am ddanfon ymateb llawn a ffurfiol i’r gŵyn at yr achwynydd. Gellir ymestyn yr amserlen am 14 diwrnod arall gyda chytundeb yr achwynydd.

Os oes gan y Cydlynydd reswm da i gredu bod y sefyllfa angen Swyddog Amddiffyn Plant, fe fydd y Cydlynydd yn sicrhau eu bod yn cysylltu gyda’r Adran Gwasanaethau Cymdeithasol leol yn unol â’r gweithdrefnau a nodir yn y polisi Amddiffyn Plant. Os oes gan unrhyw barti sy’n rhan o’r gŵyn reswm da i gredu bod trosedd wedi’i chyflawni, yna fe fyddan nhw’n cysylltu gyda’r heddlu.

Caiff yr ymateb ffurfiol i’r gŵyn gan y Cynlluniau ei ddanfon at y rhieni/gofalwyr dan sylw a’i chopïo i’r holl aelodau perthnasol o’r staff os yn briodol. Fe fydd yr ymateb yn cynnwys argymhellion ar sut i ddelio gyda’r gŵyn ac am unrhyw newidiadau i bolisïau neu weithdrefnau’r Cynlluniau yn deillio o’r ymchwiliad.

Fe fydd y Cydlynydd yn trefnu amser i gyfarfod y rhieni/gofalwyr dan sylw ac unrhyw unigolion perthnasol eraill fel aelodau o’r staff, i drafod y gwyn ac ymateb y Cynlluniau iddi. Fe fydd y Cydgysylltydd yn penderfynu a ddylai’r holl bartïon gyfarfod gyda’i gilydd neu a ydy cyfarfodydd unigol yn fwy priodol..

Os, ar ddiwedd y broses hon, bod y rhieni/gofalwyr yn dal i fod yn anfodlon gyda’r ymateb y maen nhw wedi ei dderbyn, caiff y gŵyn wreiddiol ac ymateb y Cynlluniau eu trosglwyddo i’r Person Cofrestredig a Phrif Weithredwr Menter Bro Morgannwg i farnu’r achos.

Cwynion sy’n destun Ystyriaeth Gyfredol

1) Lle mae cŵyn yn berthynol i unrhyw fater;

1. mae’r achwynydd wedi datgan mewn ysgrifen ei fod yn bwriadu mynd â’r mater i unrhyw lys neu dribiwnlys; neu
2. mae’r Person Cofrestredig yn cymryd neu yn bwriadu cymryd camau disgyblu.
3. mae’r Person Cofrestredig wedi’i hysbysu bod ymchwiliad yn cael ei gynnal gan unrhyw berson neu gorff wrth ystyried camau troseddol; neu
4. mae cyfarfod yn cynnwys cyrff eraill yn cynnwys yr heddlu, wedi’i ymgynnull i drafod materion yn berthynol i amddiffyn plant neu oedolion hawdd i’w niweidio; neu
5. mae’r Person Cofrestredig wedi’i hysbysu bod ymchwiliadau cyfredol wrth ystyried camau o dan adran 59 o Ddeddf Safonau Gofal 2000, rhaid i’r Person Cofrestredig ystyried, mewn ymgynghoriad gyda’r achwynydd ac unrhyw berson neu gorff arall y maen nhw’n eu hystyried yn briodol i ymgynghori â nhw, sut y dylid trafod y gŵyn. Cyfeirir at gwynion o’r fath i ddibenion y rheoliad hwn fel ‘cwynion yn amodol i ystyriaeth gyfredol’.

2) Gellir rhoi’r gorau i ystyried cwynion sy’n destun ystyriaeth gyfredol ar unrhyw adeg y mae’n ymddangos i’r Person Cofrestredig y byddai parhau yn peryglu neu yn niweidio’r ystyriaeth arall.

1. Lle mae’r Person Cofrestredig yn penderfynu rhoi’r gorau i ystyried cŵyn o dan baragraff (2) rhaid i’r Person Cofrestredig roi rhybudd o’r penderfyniad hwnnw i’r achwynydd.
2. Lle mae’r Person Cofrestredig yn penderfynu rhoi’r gorau i ystyried unrhyw gŵyn o dan baragraff (2). Gellir ailgychwyn ystyried ar unrhyw adeg.
3. Lle mae ystyried cŵyn wedi’i atal o dan baragraff (2) rhaid i’r Person Cofrestredig wirio cynnydd yr ystyriaeth gyfredol a hysbysu’r achwynydd pan fydd wedi’i gwblhau.
4. Rhaid i’r Person Cofrestredig ailgychwyn ystyried unrhyw gŵyn lle mae’r ystyriaeth gyfredol wedi’i atal neu ei gwblhau o dan gais yr achwynydd bod y gŵyn i’w hystyried o dan y Rheoliadau hyn.

Gwneud Cŵyn i AGC

Gall unrhyw riant/gofalwr gyflwyno cŵyn i AGC ar unrhyw adeg am unrhyw agwedd o AGC cofrestredig – Dogfen – Gwella Gwasanaethau Gofal a Chymdeithasol yng Nghymru.

Dydy AGC ddim yn asiantaeth cwynion ac ni all ddelio gyda chwynion yn gysylltiedig gydag amgylchiadau unigol. Os na all AGC ddelio gyda’ch cwyn neilltuol, fe allan nhw eich cyfeirio at y corff sy’n gweddu orau i chi.

***AGC.***

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**Gwneud Cwyn – Awdurdod LLeol**

Os mae awdurdod lleol yn atgyfeirio plentyn i’r Cynlluniau Gofal a Chwarae mae hawl gan y rhiant gwyno i’r awdurdod lleol am y Cynllun

**Dogfennaeth a Gwybodaeth**

Mae’r Cynlluniau’n cydnabod pwysigrwydd cynnal cofnodion, polisïau a gweithdrefnau cyfredol a chywir angenrheidiol i weithredu’n ddiogel, yn effeithlon ac yn unol â’r gyfraith.

Mae’r Cynlluniau hefyd yn ymwybodol o’i rwymedigaethau mewn perthynas â storio a rhannu gwybodaeth o dan y Ddeddf Diogelu Data 1998, ac mae wedi ymrwymo i gydymffurfio gyda’i rheoliadau a’i chanllawiau. Mae’r Cydlynydd a’r staff yn ymwybodol o oblygiadau’r Ddeddf Diogelu Data 1998 cyn belled ag y mae’n effeithio ar eu rolau a’u cyfrifoldebau o fewn y Cynlluniau.

Mae’r Cynlluniau wedi ymrwymo i bolisi o fod yn agored gyda rhieni/gofalwyr yngylch ei bolisïau a’i weithdrefnau a’r wybodaeth sydd gan y Cynlluniau am eu plentyn. Fe fydd cofnodion a gwybodaeth ar gael i rieni/gofalwyr os ydyn nhw’n gwneud cais ac os caiff hynny ei wrthod yna caiff y penderfyniad a’r esboniad ei roi mewn ysgrifen.

Cadw Cofnodion

Fel rheol fe fydd gwybodaeth a gedwir am blentyn yn cynnwys:

* Enw geni (ac unrhyw enw arall y mae’r plentyn yn cael ei adnabod)
* Dyddiad geni
* Rhyw
* Ysgol a fynychir
* Cefndir ethnig
* Crefydd
* Ieithoedd a siaredir
* Cyfeiriadau cartref a rhifau ffôn
* Enw rhieni neu ofalwyr
* Gweithle a rhifau cyswllt rhieni neu ofalwyr
* Unrhyw enwau a rhifau cyswllt eraill mewn argyfwng
* Enw, cyfeiriad a rhif ffôn yr ymwelydd iechyd (os yn berthnasol)
* Manylion unrhyw broblemau iechyd arbennig (yn cynnwys datganiad o anghenion addysgol arbennig neu anabledd corfforol)
* Manylion am unrhyw ofynion deietegol arbennig, alergeddau a dewisiadau bwyd a diod
* Enwau pobl a awdurdodwyd gan y rhieni neu ofalwyr i gasglu plant, ynghyd â ffotograffau diweddar
* Unrhyw wybodaeth arall yn berthynol i’r plentyn y mae’r rhieni/gofalwyr neu’r staff yn tybio sy’n berthnasol ac yn arwyddocaol

Hefyd, ac yn unol â’n polisïau a’n gweithdrefnau, caiff y cofnodion a’r wybodaeth canlynol eu storio a’u cadw gan y Cynlluniau:

* Cofnodion cyfredol o’r holl staff a myfyrwyr sy’n gweithio yn y Cynlluniau yn cynnwys eu henwau, cyfeiriadau, rhifau ffôn, gwiriadau Cofnodion Troseddol, geirda, manylion cyflogaeth ac unrhyw wybodaeth arall (fel Cynllun Datblygiad Personol) a gasglwyd yn ystod eu cyfnod yn gweithio yn y Cynlluniau.
* Cofnod o unrhyw unigolyn arall sy’n preswylio neu yn ymweld/treulio amser yn rheolaidd yn y Cynlluniau, yn cynnwys manylion cyswllt.
* Cofrestrau presenoldeb dyddiol, fel a nodir yn y polisi Cyrraedd a Gadael.
* Cofnodion o’r gweithgareddau a gynlluniwyd ac a weithredwyd gan y Cynlluniau, yn cynnwys ymweliadau a thripiau o’r safle.
* Cofnodion o unrhyw feddyginiaethau y mae’r staff yn eu cadw ar ran y plant, ynghyd â Ffurflen Rhoi Meddyginiaeth wedi’i llofnodi, yn y Llyfr Cofnodi Meddyginiaeth (yn unol â’r polisi Iechyd, Salwch ac Argyfwng).
* Cofnodion o Ffurflenni Triniaeth Feddygol Brys yn rhoi awdurdod gan rieni i staff ganiatáu triniaeth frys i blant (yn unol â’r polisi Iechyd, Salwch ac Argyfwng).
* Cofnod/Rhestr o’r holl offer sydd yn eiddo i’r Cynlluniau neu a ddefnyddir ganddyn nhw yn cynnwys gwiriadau diogelwch a gwaith trwsio (yn unol â’r polisi Offer).
* Llyfr Cofnodi Damweiniau a Llyfr Cofnodi Digwyddiadau cyfredol wedi’u cwblhau yn llawn.
* Hefyd, caiff fersiwn gyfredol reolaidd o’r rhestr derbyniadau ei chadw oddi ar yr eiddo, ond yn agos, rhag ofn argyfwng fel tân.

Caiff gwybodaeth a chofnodion am blant eu cadw mewn man diogel a bydd mynediad iddo wedi ei gyfyngu i’r Cydlynydd, Arweinydd ac un aelod dynodedig arall o’r staff

Y Cydlynydd sydd â’r cyfrifoldeb cyffredinol dros gynnal a diweddaru cofnodion plant a sicrhau eu bod yn gywir.

Caiff yr holl gofnodion angenrheidiol yn berthynol i blant unigol eu cynnal a’u cadw am un flwyddyn ar ôl i’r plant fynychu’r Cynlluniau ddiwethaf. Caiff y rheol hon ei hanwybyddu lle mae rheoliadau a chanllawiau gan AGC neu asiantaethau statudol eraill yn bwysicach.

Hysbysu Newidiadau

Mae’r Cynlluniau yn cydnabod eu cyfrifoldebau dros hysbysu plant, rhieni/gofalwyr, staff ac AGC am unrhyw newidiadau i redeg neu reolaeth y Cynlluniau a fydd yn effeithio’n uniongyrchol arnyn nhw.

Lle bynnag mae’n bosibl, os gwneir newidiadau fe roddir cymaint o rybudd â phosibl i’r partïon fydd yn cael eu heffeithio. Os oes newidiadau arfaethedig o bwysigrwydd sylweddol, fe fydd y Cynlluniau yn cynnal ymgynghoriad gyda’r grwpiau neu’r unigolion a fydd yn cael eu heffeithio gan hynny.

Yn yr achosion canlynol mae’n orfodol i’r Cynlluniau hysbysu AGC ar y cyfle cynharaf posibl:

* Unrhyw newid mewn aelodau o’r staff ac/neu bobl sy’n byw ar yr eiddo.
* Unrhyw newid sylweddol i’r eiddo.
* Unrhyw newid arwyddocaol i gynllun gweithrediadol y Cynlluniau.
* Unrhyw honiad o gamdriniaeth gan aelod o staff neu wirfoddolwr neu unrhyw gamdriniaeth yr honnir ei fod wedi digwydd ar yr eiddo.

Cyfrinachedd

Fe fydd y Cydlynydd, Arweinydd, staff, gwirfoddolwyr ac unrhyw unigolion arall sy’n gysylltiedig gyda rhedeg neu reoli’r Cynlluniau yn parchu cyfrinachedd trwy:

* Peidio â thrafod materion cyfrinachol am blant gyda rhieni/gofalwyr eraill.
* Peidio â thrafod materion cyfrinachol am rieni/gofalwyr gyda phlant na rhieni/gofalwyr eraill.
* Peidio â thrafod gwybodaeth gyfrinachol am aelodau eraill o’r staff.
* Trosglwyddo gwybodaeth sensitif, yn ysgrifenedig neu ar lafar, i bobl berthnasol yn unig.
* Y ffeil gwybodaeth plant yn cael ei gloi mewn bocs ffeil yn y Cynlluniau.
* Diogelu dogfennau gyda gwybodaeth cyfrinachol ar y cyfrifiadur gyda chyfrinair.

Mewn amgylchiadau lle mae gan staff reswm da dros gredu bod plentyn mewn perygl, neu yn debygol o fod mewn perygl o gamdriniaeth neu esgeulustod, fe fydd y polisi Amddiffyn Plant yn bwysicach na chyfrinachedd ar sail ‘angen gwybod’.

Fe fydd staff sydd yn methu â thalu sylw dyledus i gyfrinachedd yn agored i gamau disgyblu o dan ddarpariaethau’r polisi Gweithdrefnau Disgyblu Staff.

**Derbyniadau a Ffioedd**

Mae ein Cynlluniau wedi ymrwymo i ddarparu system dderbyniadau agored a theg sy’n cynnig gwasanaeth cystadleuol o ran pris a gwerth da. Fel darparydd gofal plant cofrestredig rydym yn annog ac yn cefnogi rhieni/gofalwyr cymwys i hawlio a manteisio ar y Credyd Treth Gwaith gofal plant.

Derbyniadau

Pan fod rhiant/gofalwr yn cysylltu â’r Cynlluniau ynglŷn â lle i’w plentyn, fe fyddan nhw’n cael yr holl wybodaeth angenrheidiol yn cynnwys y polisi Derbyniadau a Ffioedd a dywedir wrthyn nhw os oes lle addas ar gael ar y pryd i’w plentyn.

Os oes lle addas ar gael gwahoddir y rhiant/gofalwr a lle mae’n bosibl, y plentyn i ymweld â’r Cynlluniau a siarad gyda’r staff. Os ydy’r rhiant/gofalwr yn cytuno i gadw at delerau ac amodau derbyn, yn cynnwys lefel y ffioedd a threfniadau talu, gofynnir iddyn nhw lenwi a llofnodi’r Ffurflen Derbyniadau i gadarnhau lle eu plentyn.

Anogir rhieni/gofalwyr hefyd i lenwi a llofnodi’r Ffurflen Triniaeth Feddygol Brys.

Unwaith mae lle wedi’i ddiogelu, fe fydd y Cydlynydd neu aelod dynodedig o’r staff yn cysylltu â’r rhieni/goflawyr dan sylw i drefnu dyddiad ar gyfer sesiwn gyntaf y plentyn yn y Cynlluniau. Ar y cam hwn fe ddaw darpariaethau’r polisi Setlo i Mewn i rym.

Rhestr Aros

Er mwyn sicrhau bod derbyniadau i’r Cynlluniau yn deg ac yn dryloyw, fe fydd y gweithdrefnau canlynol yn berthnsol i’r rheolaeth. Does gennym ni ddim rhestr aros; mae pob Cynllun Gofal Gwyliau ar sail y cyntaf i’r felin a phan fo’r diwrnod yn llawn, yna mae’n llawn.

Ffioedd

Mae’r Cynlluniau yn deall y gall cost gofal plant cofrestredig ymddangos yn ddrud i riant/gofalwr. Ond dydy darparu gwasanaeth cymhelliol, diogel o ansawdd uchel i blant ddim yn rhad ac er mwyn sicrhau safonau uchel parhaus a chynaliadwyedd y Cynlluniau, rhaid gofyn i’r rhieni/gofalwyr barchu’r polisi mewn perthynas â ffioedd.

* Caiff lefel y ffioedd ei osod gan y Person Cofrestredig a chaiff ei adolygu’n flynyddol yng ngoleuni sefyllfa ariannol y Cynlluniau, ei gynlluniau strategol i’r dyfodol ac unrhyw ystyriaethau ecnomaidd neu gymdeithasol ehangach a dybir sy’n berthnasol.
* Dylid talu ffioedd yn wythnosol neu yn fisol ar ddiwrnod y cytunwyd arno cyn dechrau’r wythnos neu’r mis dan sylw. Caiff trefniadau talu unigol eu trafod rhwng y Cydlynydd a’r rhiant/gofalwr.
* Fe fydd y Cynlluniau yn gydymdeimladol i geisiadau i dalu yn ddyddiol. Dylai rhieni/gofalwyr sydd yn dymuno trafod hyn neu unrhyw newid arall i’r polisi ffioedd safonol drefnu cyfarfod gyda’r Cydlynydd ar y cyfle cynharaf posibl.
* Os na chaiff y ffioedd eu talu’n brydlon, fe fydd y Cynlluniau yn hysbysu’r rhiant/gofalwr mewn ysgrifen a gofyn am daliad ar y cyfle cynharaf posibl.
* Mae gan y Cydlynydd yr hawl i roi rhybudd ffufiol i’r rhiant/gofalwr a’u hysbysu y bydd parhau i dalu’n hwyr yn golygu bod lle eu plentyn ar y Cynlluniau yn cael ei idlio.
* Os caiff ffioedd eu talu’n hwyr yn barhaus neu ddim o gwbl heb esboniad, fe fydd y Cynlluniau yn cael eu gorfodi i roi terfyn ar le’r plentyn.
* Anogir rhieni/gofalwyr i siarad gydag aelod o’r staff neu’r Arweinydd/Cydlynydd os oes ganddyn nhw unrhyw ymholiad am y polisi ffioedd neu os ydyn nhw, am rhyw reswm yn debygol o gael anhawster i dalu’n brydlon. Cynghorir rhieni/gofalwyr yn gryf i drefnu cyfarfod ar y cyfle cynharaf posibl i osgoi peryglu lle’r plentyn yn y Cynlluniau.

**Arolygiaeth Gwasanaeth Gofal Cymdeithasol Cymru**

***AGC.***

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**Adolygiad Ansawdd Gofal**

Mae’r Cynllun yn deall pwysigrwydd sefydlu a chynnal system i fonitro, adolygu a gwella ansawdd gofal y mae’r gwasanaeth yn ei gynnig nid yn unig i blant ond hefyd i rieni a’r Awdurdod Lleol.

Rydym yn bwriadu adolygu ansawdd ein gofal yn flynyddol yn y Cynlluniau Gofal. Fe fydd hyn yn digwydd yn ystod mis Tachwedd a phob 12 mis yn dilyn y dyddiad hwn. Fe fyddwn yn cymryd barn plant perthnasol, rhieni plant perthnasol a gofynion yr Awdurdod Lleol i ystyriaeth. Yn dilyn adolygiad a wneir gan y Person Cofrestredig fe fydd adroddiad ar gael o fewn 28 diwrnod ac fe fydd copi o’r adroddiad ar gael ar y wefan.

Rydym yn bwriadu adolygu ansawdd ein gofal trwy’r dulliau canlynol;

* Holiaduron wynebau hapus i blant ifanc ar ddiwedd gweithgaredd neu drip
* Rhoi camerau lluniau ar unwaith i blant hŷn i dynnu lluniau o’r gweithgareddau y maen nhw’n eu mwynhau
* Grwpiau trafod rheolaidd gyda’r holl blant a gynhelir gan y staff
* Trafodaethau unigol gyda’r holl staff ym mhob cynllun gan y person cofrestredig
* Holiaduron i rieni
* Arolygon blynyddol gan AGC mewn perthynas â’n gwasanaethau

MENTER CAERDYDD

**Childcare Scheme**

**Policies**



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**Staff Development and Training**

Staff are our Schemes’ most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so they are able to perform their roles both efficiently and effectively.

The Schemes recognise that regular training and monitoring of professional development is important for all staff. Staff development training is vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues. Additionally, with well-trained and motivated staff, Schemes are better able to meet the diverse and complex needs of children within its local community.

The Schemes are committed to providing for staff:

* a full induction process
* a regular system of appraisals
* an up to date record of staff qualifications and training

This will help ensure that staff development needs are being met and that staff training and qualifications are meeting the requirements of the Schemes and the National Standards.

Staff Inductions

New members of staff will be issued with a job description and a copy of the Schemes’ policies and procedures. Staff will also undergo an induction process during the first Scheme.

As part of the induction, the Play Leader will discuss and talk through everyday practices of the Schemes. These will include:

* Showing new staff around the premises, pointing out all fire exits, toilets and areas such as the staff room, kitchen and Scheme office.
* Explaining staff shifts, breaks and all aspects of the day-to-day management and running of the Schemes.
* Introducing the new member of staff to their colleagues, children and parent/carers where appropriate.
* Pointing out the practical implications of the Schemes’ policies and practices, including how they relate to the Schemes’ obligations under the National Standards.

Staff Appraisal and Supervision

The main objective of the Schemes’ appraisal and supervision system is to review employees’ performance and potential, and to identify suitable and appropriate training and development needs.

Appraisals will take form of annual meetings between staff and the Manager (usually at the end of the Summer Schemes), and will be an opportunity for reflecting on recent professional progress.

**Staff Disciplinary Procedures**

Our Schemes will maintain a well motivated, highly skilled and professional staff team. However, occasionally action will need to be taken to encourage improvement in individual behaviour and performance.

The Schemes will provide a fair and consistent method of dealing with disciplinary incidents. Our aim is always to support and encourage staff while promoting good employment relations.

If a member of staff is subject to disciplinary action, fair and consistent procedures will be employed:

* The incident will be fully investigated and the facts established.
* Investigations will be non-discriminatory and apply equally to all staff irrespective of sex, marital status, sexual preference, race or disability.
* At every stage, the member of staff concerned will be advised of the nature of the complaint and given an explanation for any penalty imposed.
* Staff will be given the opportunity to state their case, and be accompanied by a friend, colleague or Trade Union representative of their choice, during any part of the disciplinary process.
* Staff will not be dismissed for a first breach of discipline except in the case of gross misconduct (see below).
* Staff have a right to appeal against any disciplinary action taken against them.

Investigations will be conducted by either the Manager or the Registered Person.

The Staff Disciplinary Procedure operates as follows:

Informal Discussion

Before taking formal disciplinary action, the Manager will make every effort to resolve the matter by informal discussions with parties concerned. Only where this fails to bring about satisfactory improvement or outcomes will disciplinary procedures be formally implemented.

Formal Verbal Warning

Once a formal verbal warning has been given by the manager, the member of staff in question will be notified of this and given an explanation for the warning. They will be further informed of their right of appeal. A brief note of the warning will be kept on the Schemes’ records. This will be disregarded after 12 months, subject to satisfactory conduct and/or performance.

Disciplinary Procedure

Disciplinary action might be taken if staff fail to report incidents of abuse or suspected abuse.

Whistle Blowing Policy

The Public Interest Disclosure Act gives protection to Menter Caerdydd employees. If you have reasonable belief that one of the following events has occurred, is occurring or is likely to occur during the play scheme:

• A criminal offence;

• Child abuse;

• A failure to comply with legal obligation;

• A miscarriage of justice;

• A risk to someone’s health and safety;

• Damage to the environment;

• A concealment of any of the above events.

If you make a disclosure under the Act, you may well have to justify to a court that you acted in good faith in a genuinely-held belief that the event reported was true and that you were not motivated by personal gain.

**Routes for Disclosure**

The Act provides three routes for disclosure. The first is called “internal disclosure” and this protects employees if they make a disclosure to:

• The employer;

• The person responsible for the action, such as the client for whom an agency worker is working;

• A third party specified in an employer’s procedure;

• A Government Minister if the Company is appointed by that Minister;

• A legal advisor.

The second route is to “prescribed regulators” and this allows employees to report the offence to regulatory bodies prescribed by the Government – e.g. the Health and safety Executive.

The third route “external disclosure” is to bodies such as the Press, the Police or a Member of Parliament. In this case, employees will have to show that disclosure was reasonable and that other routes were impracticable for one of the following reasons:

The Company might take detrimental action against an employee;

The Company might destroy evidence; or

The matter has already been disclosed properly.

Any situation which causes concern because of a belief that an offence has been, is being, or is likely to be committed should be discussed with Sian Lewis (line manager) in the first instance.

The Whistle-blowing Policy is in addition to individual rights as outlined in Menter Caerdydd Grievance Policy Procedure.

Further advice on whistle blowing policies can be obtained from ACAS Tel 0845 474747 or [www.acas.org.uk](http://www.acas.org.uk)

**Students and Volunteers**

We believe that a placement for a student or volunteer at our Schemes is a valuable opportunity to build experience while learning about working within a childcare setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our Schemes.

However, at all times the needs of the children are paramount and therefore a Schemes needs to restrict the number of students and volunteers admitted at any particular time, in order to minimise disruption to the Schemes’ core activities.

The Manager is responsible for ensuring that all students and volunteers working at the Schemes are suitable and that they will not detrimentally affect the service provided for children and their parents/carers. The Manager has overall responsibility for supervising and supporting students and volunteers while they are at the Schemes.

All students and volunteers must be 16 years old or over, and have verified character references.

The Co-ordinator will enter into an informal written agreement with the students and volunteers at the start of the placement agreeing hours of work, dress code and expected behaviour within the Schemes. This agreement will also detail what the student or volunteers must read, understand and sign the conditions of work before accepting or making a commitment to voluntary work.

Students will be encouraged to discuss their individual learning needs with the Co-ordinator when they start at the Schemes, and at regular intervals during their placement.

Students required to conduct child studies beyond the Schemes’ normal activities (ie: conducting a survey or a group based activity) as part of their course will need to obtain appropriate written consent from the parents/carers of the children concerned.

The Co-ordiantor will ensure that students and volunteers undertake the full induction process given to permanent staff, as set out in the Schemes’ ‘Staffing’ policy.

New students and volunteers will be allocated a member of staff who will have day to day responsibility for them and their needs while at the Schemes.

Students and volunteers will be expected to adopt a professional manner at all times, and work within the Schemes’ existing policies and procedures.

While on the placement, students and volunteers will be both allowed- and expected – to participate in all aspects of work at the Schemes, unless otherwise instructed by the Manager. Students and volunteers will attend staff meetings and be encouraged to contribute ideas and share opinions.

Regular supervision and appraisal sessions with the Manager and the designated member of staff will be established as a means of monitoring progress.

Students and volunteers on placement should not be included in the staff to children ratio.

**Settling In**

All children are unique and the amount of time that a child takes to settle into our Schemes can vary enormously. Therefore, children will be given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

The Schemes strongly encourage parents/carers to visit the premises with their children if possible before they are due to start. During this, the Schemes requires that the parents/carers concerned both complete and return the Admission Form.

Children new to the Schemes will be greeted in a warm and friendly manner. They will be introduced to all members of staff and told about any other regular visitors to the Schemes.

Depending on the age and maturity of the child, the parent/carer will stay with the child while the rules and routines are being explained. The parent/carer will have the option of being part of the introduction process if they so wish.

Children will be informed about the Schemes’ routines and the programme of activities. They will be shown around the Schemes, told where they can and cannot go, and have both registration and signing out procedures made clear.

Ground rules will be explained to the child and they will be encouraged to ask questions and raise any concerns. The child will be told about the fire evacuation procedure and the locations of all fire exits, according to the provisions of the Fire Safety Policy.

Parents/carers are offered the opportunity to stay with their child for a period of time during their first week.

On their first day, children will be introduced to the other children at the Schemes. The child will then be encouraged to get to know the other children and settle into the group.

All staff will supervise children new to the Schemes to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child’s age, maturity and previous experiences.

Staff will ask on a regular basis how the child is feeling, what activities they enjoy and if they are unhappy about anything. The Leader will find time to talk to the child about how they are settling in.

If it seems that a child is taking a long time to settle in, this will be discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff will always be available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the Schemes. If parents/carers wish to meet with the Co-ordinator/Leader, they should make an appointment to come in for a chat.

**Arrivals and Departures**

Our Schemes will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

It is the responsibility of the Leader to ensure that an accurate record is kept of all children in the Schemes, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times (for exemption of this rule, see the Visits and Outgoings policy). This process will be supplemented by regular head counts during the day.

Records of daily registers should be kept by the Schemes for at least one year.

Arrivals

On arrival, a member of staff will immediately record the child’s attendance in the daily register, including the time of registration.

If the parent/carer wants their child to be given medicine during the day by a member of staff, they must complete and sign the Administering Medication Form. Further details of this procedure are contained in the Schemes’ Health, Illness and Emergency policy.

Departures

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded at the start of the session. The adult nominated to collect a child must be one of those named on the admissions form. Only adults – aged 16 years and over – and with suitable identification, will be authorised to collect children.

No child under will be allowed to leave the Schemes unaccompanied.

No adult other than those named on the Admissions Form will be allowed to leave the Scheme with a child, or unless prior arrangements have been discussed to the Co-ordinator/Leader. In the event that someone else should arrive without prior knowledge, the Scheme will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children policy will be activated.

Upon departure, the register will be marked to show that the child has left the premises. The time of departure will also be recorded.

Absences

If a child is going to be absent from a session, parents must indicate this to the Schemes in advance.

If a child is absent without explanation for more than three days concurrently, staff will contact the parents/carers to try to ascertain the reasons behind this.

Regular absences from the Schemes could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The Schemes and its staff will always try to discover the causes of prolonged and unexplained absences.

**Child Protection Policy**

Our Schemes aim to provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely. We aim to help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.

We will encourage children to have a positive attitude and respect for both themselves and other people. We aim to promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.

We aim to offer inclusive services that are accessible to all children in the community. We will also aim to undergo regular monitoring and evaluation of our services to ensure that the Schemes continues to meet the needs of children and parents/carers.

Code of Good Behaviour

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable. They should be taught and encouraged not to put up with any behaviour from adults or children within the organisation which makes them feel threatened. Some suggestions to include are to:

* treat all children and young people with respect.
* provide an example of good conduct the you wish others to follow.
* ensure that whenever possible there is more than one adult present during activites with children and young people, or at least that you are within sight or hearing of others.
* respect a young person’s right to personal privacy.
* be aware that even physical contact with a child or young person may be misinterpreted.
* recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
* operate within the organisation’s principles and guidance.
* challenge unacceptable behaviour and report all allegations/suspicions of abuse.

Child Protection

Our Schemes believe that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

The Schemes registered Person and Leader will be responsible for liasing with social services, Children’s Access Point and CSSIW in any child protection matter.

The Schemes’ child protection procedures will comply with all relevant legislation and other guidance or advice from the Cardiff – **Children’s Access Point – 029 20536490/029 20788570** (out of hours contact).

Children’s Access Point will help decide what to do next.

Cardiff Local Safeguarding Children Board (LSCB) was established in 2006 by the Welsh Government to make sure that agencies work together to safeguard and promote the welfare of children in the city. The board is made up of senior representatives of different agencies working for the best interests of children and families.

The Schemes are committed to reviewing its Child Protection policy and procedures at regular intervals. The policy and its procedures will be shared with parents/carers during their child’s settling in period.

Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

**Physical Abuse:** This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child’s ill health also constitutes physical abuse.

**Sexual Abuse:** This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

**Emotional Abuse:** Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

**Neglect:** Neglect is the persistent failure to meet a child’s basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of child.

Bullying and Discrimination

Whether by adults or by another person, bullying and discrimination are also abusive and can hurt you physically and emotionally. Bullying includes hitting, taking a person’s things, name-calling and racist bullying. Bullying, racism and discrimination are not acceptable. You should not suffer in silence or have to deal with these problems on your own.

Safe Caring

All staff understand the Schemes’ child protection procedures and have had approppriate training and guidance in the principles of safe caring. To this end:

* Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff should be informed.
* If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Record Book.
* Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misinterpreted.
* Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
* All allegations made by a child against a member of staff will be fully recorded, including any actions taken, in the Incident Record Book. In the event of there being a witness to an incident, they should sign the records to confirm this.

Dealing With Allegations

The Schemes are committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. The Schemes will not carry out any investigation themselves into a suspected child abuse incident. On discovering an allegation of abuse, the Child Protection Co-ordinator will immediately refer the case to the local statutory child protection agencies.

Further to this, the following principles will govern any suspected or reported case of abuse:

* Where actual or suspected abuse comes to the attention of staff, they will report this to the Manager and the Child Protection officer at the earliest possible opportunity.
* Staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
* Full written records of all reported incidents will be produced and maintained. Information recorded will include full details of the alleged incidents; details of all the parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. The Schemes will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
* The Manager and the Child Protection Officer will be responsible for ensuring that written records are dated, signed and kept confidentially.
* If an allegation of abuse is made against the Manager or the Child Protection Officer, the Registered Person will be informed as soon as posible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.
* Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality.
* Any children involved in alleged incidents will be comforted and reassured.

Procedures

Apply to all staff and volunteers:

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

* stay calm
* listen carefully to what is said
* find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
* allow the child to continue at his/her own pace
* ask questions for clarification only and at all times avoid asking questions that suggest a particular answer
* reassure the child that they have done the right thing in telling you
* tell them what you will do next and with whom the information will be shared
* record in writing what was said using the child’s own words, as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure the record is signed and dated.

Referring Allegations to Child Agencies

If the Manager or the Leader has reasonable grounds for believing that a child has been – or is in grave danger of being – subject to abuse, the following procedure will be activated:

* Contact will be made, at the earliest possible opportunity, with Children’s Access Point and CSSIW.
* The Manager or the Child Protection Officer will communicate as much information about the allegation and related incidents as is consistent with advice given by social services and the police.
* At all times, the safety, protection and interests of children concerned will take precedence. The Manager and staff will work with and support parents/carers as far as they are legally able.
* The Schemes will assist the social services and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
* CSSIW (Care Standards Inspectorate for Wales) will be informed of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing.

Staff Support and Training

The Schemes is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. Therefore, the Schemes will ensure that:

* All staff are carefully recruited, have verified references and have full and up to date Criminal Record Bureau checks. Students and volunteers are verified through refrences.
* All staff and volunteers are given a copy of the Child Protection policy during their induction, and have its implications explained to them.
* All staff receive regular training and supervision in child protection issues and are provided with any relevant information and guidance.
* All staff are provided with supervision and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children.
* All staff are aware of the main indicators of child abuse.
* All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Manager.
* The Schemes will take appropriate action in relation to the findings of any investiagtion into allegations of abuse, consistent with it’s duties to protect the safety of children and up hold fair processes for staff, students and volunteers.
* Any member of staff, a student volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Policy.

**Inface and Assessment (029) 20536400**

**Out of Hours (029) 20448360**

**Children’s Access Point**

**Social Care and Health**

**P O BOX 97**

**Cardiff**

**Cf11 1BP**

***CSSIW***

***Government Buildings, Rhydycar Business Park, Merthyr Tydfil.***

***Phone: 0300 062 8757***

***E mail: cssiwsoutheast@wales.gsi.gov.uk***

**Care, Learning and Play**

The program of activities and the atmosphere of our Schemes aim to encourage confidence, independence and enjoyment. Our work has, as its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

The Schemes will provide a well-planned and organised play environment that offers children rich and stimulating experiences alongside opportunities to explore, experiment, plan and make decisions for themselves. The programme of activities will recognise and take into account the differing ages, interests, backgrounds and abilities of the children.

Activities are carefully planned to allow children to build on their natural curiosity, advance their thinking, use their imagination and develop positive social relationships. At all times, the Schemes will recognise a child’s individuality, effort and achievement.

Wherever appropriate, children will be involved in the process of planning activities so that the programme reflects their opinions, and so that children feel some ownership over their Schemes. Such processes will be governed by the procedures set out in Involving and Consulting Children policy.

Staffing arrangements will provide opportunities for:

* Reflection on practice.
* Recognise that working with children is a complex, challenging and demanding task and that often there are no easy answers.
* That learning is a shared process and that children learn most effectively when, with the support of a knowledgeable and trusted adult, they are actively involved and interested.

Staff will display flexible styles of leadership and respond appropriately to children according to their age, understanding and needs.

Staff will support, recognise and promote achievements by all children.

The Schemes will provide children with a range of equipment and resources appropriate to their age and interests, according to the provisions of the Equipment policy.

Children will be offered access to outdoor play every day, subject to weather conditions.

No child will be left unsupervised during activities at the Schemes.

The programme of activities will be displayed in a place that is accessible to all children and to their parents/carers, including start and finish times.

The Co-ordinator/Leader will ensure that time is managed properly, so as to allow sessions to be evaluated.

**PLAY POLICY**

The Play Policy has been produced to reflect the value that the Welsh Assembly Government places on play and the importance of children in our society. It reflects the Care Scheme commitment to ensure thatcreating an environment for providing for childrens’ play needs.

The United Nations Convention on the Rights of the Child, ratified by the UK Government in December 1991, recognises the importance of play for the child.

The scheme follows the 8 Play Principles, and the first 2 are:-

Playwork Principle 1 – All children and young people need to play. The impulse to play is innate. Play is biological, psychological and social necessity, and is fundamental to the healthy development and well being of individuals and communities.

Playwork Principle 2 – Play is a process that is freely chosen, personally directed and intrinsically motivated. That is, children and young people determine and control the content and intent of their play, by following their own instincts, ideas and interests, in their own way for their own reasons.

In the play policy we predicated upon the principles that:

* Every child is entitled to respect for their own unique combination of qualities and capabilities.
* The perceptions of the child, their views and opinions should always be respected for each child is connected to, and a bearer of, a wider culture.
* The child’s free choice of their own play is a critical factor in enriching their learning and contributing to their well being and development.

The Scheme recognises the significance and value of play in children’s development and that children have an innate desire to seek out opportunities to take increasing risks. This is an essential part of their play and learning, extending their range of environment and opportunities available for children’s play while continunig to have due regard for their physical and psychological well being, looking at Bob Hughes – 16 Play Types.

The Scheme is also committed to ensuring that children have access to a stimulating environment, free from inappropriate risk, and full of challenge, and offering them the opportunity to explore through freely chosen play, and the Scheme comes across as the voice of the child.

**Involving and Consulting Children**

Our Schemes, and all its members of staff, are committed to the principle of involving and consulting children whenever decisions are made within the Schemes that affect them.

The Schemes’ commitment to involving and consulting children stems from the ‘listening to children’ provisions set out in Articles 12 and 13 of the United Nations Convention on the Rights of the Child. These state that:

* A child’s opinion should be taken into account in anything that affects them.
* Children should have information disseminated in a way that enables them to make choices and decisions.

For children, involvement and consultation helps them to develop new skills such as negotiating, sharing and understanding the perspectives of others. It helps them to understand how decisions are made, and recognises that their opinions are important.

For both staff and the Schemes, there are multiple benefits of such an approach such as improved behaviour, a relationship with children based on partnership, a more cohesive environment and activities and decisions that children feel a sense of ownership over.

The Leader and staff will work with children to draw up a charter that will set out the expectations and responsibilities of the Schemes, the staff team and the children in respect of consultation and involvement. Parental involvement in drawing up and implementing the charter will also be encouraged.

All children will be listened to and consulted actively. This will take a number of forms, including:

* Listening to what they say in speech and other forms of communication.
* Observing body language and behaviour.
* Drama and role play.
* Through play and creative expression and the use of visual aids.
* Via a regular group based discussions and Q and A sessions.
* Questionnaires and other regular feedback activities.
* Notice boards that carry important information about activities at the Schemes.
* Regular children’s meetings, between children and staff, discussing the Schemes’ activities and any other relevant topics.

Age, maturity and the type of decision being made will determine the extent and the nature of children’s involvement. However, the emphasis should always be strongly in favour of involving children.

Consultation and involvement will be regularly monitored and acted upon so that children are able to see that their input has led to visible outcomes. The Schemes and its staff will also be clear about what decisions children will be involved in and attempt to offer clear explanations if and when consultation and involvement is deemed inappropriate.

**Staffing**

Our Schemes are committed to placing the best interests of children’s welfare, care and development at the centre of all staffing matters.

* The Co-ordinator will arrange regular staff meeting where all staff are able to discuss and contribute in a positive manner. The Co-ordinator should encourage staff to contribute to the development and quality of the programme of activities provided.
* Members of staff are expected to conduct themselves at all time in a professional, courteous, helpful, warm and consistent manner.
* Members of staff are expected to display both knowledge and understanding of multi-cultural issues and a commitment to treating all children as individuals and with equal concern and respect.
* Members of staff will have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues.
* Personal mobiles not used during working hours, only in an emergency. If staff do need to receive an emergency call, the person calling them should use the main Scheme’s number.
* The Leader will ensure that a space is made during the working day for staff to take regular breaks, ensuring that no member of staff exceeds the legal limit of six hours consecutive work without a break.

Terms and Conditions

The Schemes are committed to promoting family friendly employment practises to help staff balance work and family commitments. The Schemes will make every effort to be flexible with staff and to promote harmonious working relations, through trade unions and other organisations.

In return, the Schemes expects honesty, loyalty and diligence from its staff.

The written detail of employment contracts, including rates and levels of pay and other terms and conditions, are the responsibility of the Registered Person.

Qualifications, Experience and Safety Checks

The Co-ordinator, Leader and all staff will be suitably qualified, have relevant experience and have undergone full Criminal Bureau checks.

The Schemes will not employ staff or volunteers that have been convicted of an offence or have been the subject of an order that disqualifies them from the registration under regulations made under schedule 9A of the Children’s Act 1989. Criminal record checks will be updated every three years.

No person who has not received full Criminal Records Bureau checks, but who is on the premises (such as a member of staff awaiting registration clearance) will be left alone with a child.

The Leader will have at least an NVQ Level Three qualification appropriate to the post, along with at least two years’ experience of working in a day care setting.

Standards of Behaviour

Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.

No smoking, alcohol or drug use is allowed on the Schemes’ premises. No bullying, swearing, harassment or victimisation will be tolerated on the Schemes’ premises.

Offensive behaviour such as sexist or racist language or harassment will not be tolerated.

All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

Staff to Children Ratios

The Schemes are conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support. In all cases the minimum staffing ratio for children aged 3-7 will be 1:8. For children aged over eight, the Schemes will make every effort to maintain a ratio of staff to children of at least 1:10.

The Co-ordinator will ensure that there are always at least two members of staff on duty at the premises at any given time.

The Co-ordinator will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, staff breaks, and sickness.

Confidentiality

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.

Staff will not talk about individual incidents or the behaviour of children in front of parents/carers and other children.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Manager.

(Further details of the Schemes’ confidentiality procedures are set out in the Documentation and Information policy)

Absences

If staff are unable to attend work due to illness or other medical condition, they must contact the Co-ordinator and Leader prior to the start of the working day.

Staff should indicate why they are unable to attend work and when they expect to return.

On returning to work, staff should complete a self-certification form for any sickness absence.

For absences of longer than seven days, a doctor’s certificate must be submitted.

The Co-ordinator will keep records of all sick-leave, other absences and lateness.

Physical Environment

Our Schemes are committed to providing children with a stimulating and safe environment. We will do all we can to make our premises welcoming and friendly to children, their parents/carers and any other visitors.

The Schemes’ premises are safe, secure and adequately spacious for its purpose. The environment and atmosphere of the Schemes is welcoming to children and access to the necessary facilities for a broad and varied programme of activities.

The Schemes are committed to taking every possible step to ensure that all children have equal access to facilities, activities and play opportunities; including children with the special educational needs and/or disabilities (for further details see the Special Needs policy).

The Schemes’ premises will comply with all the requirements of the Disability Discrimination Act 1995 and all the other relevant regulations and guidance.

The Co-ordinator/Leader is responsible for ensuring that the Schemes’ premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature. Daily risk assessments are carried out, in accordance with the Risk Assessment policy, to ensure that the facilities are maintained in a suitable state of repair and decoration.

During the opening hours, the premises are used by and solely available to the Schemes, its staff and the children, as far as this is possible.

The Schemes will do all it can to maintain an open room layout, allowing children to choose from a variety of play and interact freely (a minimum of 2.3 square meters’ space per child).

There is adequate space for storing all the Schemes’ equipment safely and securely.

Under normal circumstances, staff will ensure that there is one toilet and one wash basin with hot and cold water available for every 10 children, ensuring an adequate balance between male and female facilities.

No child will be left unsupervised in the kitchen area.

Members of staff will have access to a telephone on the Schemes’ premises at all times.

Outdoor Play

Any outdoor play will take place in safe secure and well-supervised spaces. Before any outdoor activities commence, a thorough safety check and risk assessment will take place.

Outdoor play areas will be maintained and free from holes, bumps or uneven surface areas. Ponds, drains, pools or any unnatural water will be kept safe, or inaccessible to children.

Any outside water features will be kept safe, and inaccessible to unsupervised children. If children are involved in water sports, staff will ensure that a qualified lifeguard supervises them.

In the event of snow or ice on external walkways, staff will ensure that this is regularly cleared and kept safe.

Staff will make sure there is regular supply of water available at all times, especially in hot conditions. In such circumstances, staff will also ensure that the children are adequately protected from the sun, according to the provisions set out in the Health, Illness and Emergency policy.

**Equipment**

Our Schemes are committed to providing children with access to a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors.

All furniture, toys and equipment are kept clean, well maintained and in good repair and in accordance with BS EN safety standards or the Toys (Safety) Regulations (1995) where applicable.

Equipment will be properly maintained and inspected in accordance with the manufacturer’s instructions. All electrical toys and equipment are subject to PAT (Portable Appliance Testing), and that relevant staff are trained on the correct use of computers and other IT equipment.

Levels of staff supervision will be sufficient to ensure that the safety of children is assured, and set according to the type of equipment being used, along with the ages and number of children involved in a given activity.

All equipment and resources will be selected with care, and risk assessments carried out before new toys and equipment are purchased, according to the principles of the Risk Assessment policy.

The Schemes have equipment and resources suitable for all children currently in attendance, including those with special educational needs, physical disabilities and for those that English is not their first language.

The Schemes’ equipment and resources reflect positive images with regard to culture, ethnicity, gender, and disability.

Resources will, whenever possible, show men and women in a variety of roles and jobs, and people with different abilities being both active and creative. Examples of every day life will portray from a variety of family groupings and cultural backgrounds in a range of non-stereotypical roles.

The Schemes provide a wide selection of books that are regularly updated, as financial resources allow. The selection will always include reference books, dual language books and a range of age-appropriate formats. Staff are encouraged to select books that reflect a multicultural society, challenge stereotypes, and which meet the educational needs of the children.

Outside a Schemes’ opening hours, all equipment will be kept in a suitable and secure location; safe from unauthorised access or use. When discovered, defective or broken equipment will be taken out of use and stored in a safe place before being disposed of. Flammable equipment will be stored in a safe location away from sources of heat and/or naked flames.

There will be a named member of staff with responsibility for planning and reviewing the stock of equipment every three months, and annually updating the Schemes’ Inventory Record. The Inventory Record must include all electrical items, all items valued at £50 or more and any item not otherwise included that is considered to be at high risk of theft. The Inventory Record will be kept on the Schemes’ records, and be updated whenever a new item is added or when an old item is removed from use.

The Co-ordinator/Leader or designated member of staff will keep a formal record of any item of equipment loaned to a member of staff, a voluntary organisation or a parent/carer to ensure that it is returned on time on time and in a good state.

**Health and Safety**

Our Schemes take the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as a part of their induction and be expected to act in accordance with them at all times.

The Schemes aim to ensure the health, safety and welfare of all staff, children, visitors and other individuals who are affected by the Schemes’ activities and actual existence. The Health and Safety at Work 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (AcoP) and guidance will be complied with at all times. The Leader and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

The steps below will be actioned as a matter of course:

* Create an environment that is safe and without risk to health.
* Prevent accidents and cases of work-related ill health.
* Use, maintain and store equipment safely.
* Ensure that all staff are competent in the work in which they are engaged.

Responsibilities of the Registered Person, the Leader and Staff

The identification, assessments and control of hazards within the Schemes is vital in reducing accidents and incidents. Both the Leader and one other designated member of staff are responsible for assessing risks to health and safety arising out of the Schemes’ activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the Schemes’ activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

The **Registered Person** holds ultimate responsibility and liability for ensuring that the Schemes operate in a safe and hazard free manner. The **Registered Person** – along with the Manager – is responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The **Registered Person** will ensure that adequate arrangements exist for the following:

* Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
* Providing adequate resources, including financial, as is necessary to meet the Schemes’ health and safety responsibilities.
* Providing adequate health and safety training for all staff.
* Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive and CSSIW, where appropriate).
* Reviewing all reported accidents, incidents and dangerous occurrences, and the Schemes’ response, to enable corrective measures to be implemented.
* Ensuring that all staff who come into contact with children at the Schemes have appropriate and up to date Criminal Record Bureau checks.
* Ensure that all students,volunteers and adults who come into contact with children at the Scheme have appropriate and up to date Criminal Record Bureau checks.

The **Leader** is responsible for the day to day implementation, management and monitoring of the Health and Safety policy. The **Leader** is required to report any matter of concern regarding the Health and Safety policy to the Registered Person. The **Leader** will ensure that:

* An additional designated member of staff is made jointly responsible with them for the health and safety and risk assessment provisions at the Schemes, as set out in this and other policies.
* Regular safety inspections are carried out and the reports accurately logged.
* Any action required as a result of a health and safety inspection is taken as rapidly as possible.
* Information received on health and safety matters is distributed to the Registered Person and all members of staff.
* An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
* Staff are adequately trained to fulfil their role within the Health and Safety policy.

**Staff** are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

* Have regard for the Health and Safety policy and their responsibilities under it.
* Have regard for any health and safety guidance issued by the Manager or the Designated member of staff, and act upon it whenever appropriate.
* Take responsible care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
* Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the Schemes, are safe.
* Report any accidents, incidents or dangerous occurrences that have lead to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
* Undergo relevant health and safety training when instructed to do so by the Co-ordinator.

Insurance

The Children Act 2004 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the Schemes. Therefore, the Schemes have insurance cover appropriate to its duties under this legislation, including Employer’ Liability Insurance. Responsibility will, in most cases, rest with the Schemes, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the Schemes are held responsible for any incident that may occur, public liability insurance will cover compensation.

Liability

Under provisions contained in the Occupiers Liability Act 1957, the Schemes has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

**The Schemes’ full responsibilities and procedures in respect of Health and Safety are contained in this policy, alongside the relevant sections of the following policies:**

* Staffing
* Physical Environment
* Equipment
* Risk Assessment
* Site Security
* Fire Safety
* Visits and Outings
* Health, Illness and Emergency
* Hygiene
* Managing Behaviour
* Child Protection
* Documentation and Information

**Risk Assessment**

We understand the importance of ensuring that systems are in place for checking that our Schemes are a safe and secure place for children, staff and other visitors. Our risk assessment procedures are part of a continuous process to prevent any dangerous incidents taking place. They are the responsibility of all staff as part of their daily duties.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the Schemes are required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The Co-ordinator/Leader is responsible for ensuring that the risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the Schemes’ premises, or when particular needs of a child or other visitor necessitates this. The Co-ordiantorr is further responsible for conducting any necessary reviews or making changes to the Schemes’ policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff on arrival at the Scheme and will be completed before any children arrive. During the session, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

* The Schemes’ environment, both indoors and outdoors
* All surfaces, both indoors and outdoors
* All equipment used by children or staff

On discovering a hazard, staff will take all steps necessary to making themselves and any other potentially affected safe. They will then notify the Co-ordinator/Leader and ensure that a record is made in the Incident Record File. The Co-ordinator/Leader is then responsible for ensuring that any necessary action is taken.

Recording Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences will be recorded in either the Incident Record File or the Accident Record File on the same day as the event took place. Records must contain:

* The time, date and nature of the incident, accident or dangerous occurrence.
* Details of the people involved.
* The type, nature and location of any injury sustained.
* The action taken and by whom.
* The signature of the member of staff who dealt with the event, any witnesses and, if deemed necessary, a countersignature by the parents/carers of the child or children involved.

Staff should inform the parents/carers of the child or children concerned at the end of the session in which the incident, accident or dangerous occurrence took place. Where this is not possible, the information will be passed on at the earliest possible opportunity.

**Site Security**

Our Schemes are committed to providing care and learning for children in a safe and secure environment. All staff have an individual and collective responsibility to ensure that they have continuous regard for the safety of all children at the Schemes.

Parents/carers are encouraged to talk to their children about the importance of remaining safe and not leaving the Scheme’s premises during the session. These messages will be re-enforced by both the Schemes and its staff.

Safety and security procedures will be regularly reviewed by the Manager in consultation with staff and parents/carers.

Staff and any other authorised persons who are regular visitors to the Schemes will be issued with either an identity badge or clearly identifiable clothing, which they are expected to wear at all times while on the Scheme’s premises.

Supervision

Children will not be left unsupervised at any time during activity sessions. In the event of staff shortages, available space will be restricted to ensure that children are adequately supervised, in accordance with the staff ratio provisions set out in the Staffing policy.

The Leader will allocate responsibility to individual members of staff for observing and supervising the main entrance and exit points at the beginning and end of the session.

Visitors

The Schemes have a Visitors Book which is kept close to the main entrance in which visitors must sign on arrival, alongside giving the following information:

* Their name
* The date and time of their arrival
* The reason for their visit
* Their expected departure time

Visitors to the Schemes will not be left unsupervised with children at any time.

Staff have a duty to approach any visitor on the premises who has not signed in. They must introduce themselves and establish immediately who the visitor is and the reason for them being on the Scheme’s premises. If the visitor has no suitable reason to be on the Scheme’s premises, then they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately.

A record will be made of any such incidents in the Incident Record File, and the Manager will be immediately notified.

**Fire Safety**

Our Schemes understand the importance of vigilance to fire safety hazards. The Schemes have an up to date fire certificate and notices explaining the fire procedures are positioned next to every fire exit. All staff, students, volunteers and children are aware of the fire safety procedures set out in this policy. All staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored. They are all trained in using basic fire-fighting equipment. Particular attention is paid to distinguishing between the various types of fire extinguisher and their methods of operation.

Children will be made aware of the fire safety procedures during their settling in period and on regular occasion from then on. All children will be made aware of the location of fire exits and the fire assembly point.

Fire doors and fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside. Fire exits are kept closed at all times but never locked. Fire extinguishers and fire alarm systems are regularly tested in accordance with manufacturer’s guidance.

The Leader is the designated Fire Safety Officer who will be responsible for arranging fire drills and tests. Fire drills will take place periodically and staff will be informed of when these will occur. Twice a year, the Schemes will hold a fire drill without prior warning. All fire drills, fire incidents and equipments checks will be recorded in the Incident Record file.

Fire Prevention

The Schemes will take all steps possible to prevent fires occurring. As such, the Ledaerand the staff team are responsible for:

* Ensuring that power points are not overloaded with adaptors.
* Ensuring that the Scheme’s No Smoking policy is always observed.
* Checking for frayed or trailing wires.
* Checking that fuses are replaced safely.
* Unplugging all equipment before leaving the premises.
* Storing any potentially flammable materials safely.

The Manager will explain fire safety procedures to new staff, students and volunteers as part of the induction process.  
  
In the event of a fire

A member of staff will raise the alarm immediately and the emergency services will be called at the earliest possible opportunity. All children will immediately be escorted out of the building and to the assembly point using the nearest marked exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.

The entire premises will be checked by the Fire Safety Officer and the register will be collected, providing that this does not put anyone at risk. On exiting the building, the Fire Safety Officer will close all accessible doors and windows to prevent the spread of fire.

The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. If for any reason the register is not to hand, the Manager should access the emergency contacts list that is kept off the premises (for further details see the Documentation and Information policy).

**Visits and Outings**

Our Schemes believe that visits and outings play an important and enriching role in the programme of activities that we provide for children. However, during such events, the safety of children remains paramount.

Prior to a visit or outing, if logistically possible, a member of staff will carry out an exploratory visit of the proposed destination so as to pre-empt any potential difficulties.

The Co-ordinator will ensure that a thorough risk assessment has been carried out prior to the proposed visit of an outing, according to the provisions set out in the Risk Assessment policy. This should include consideration of the journey and any transportation involved. If a prior visit is not possible, the Co-ordinator will write to the venue requesting all relevant information and a risk assessment where available.

The Schemes will make every effort to involve children in the planning of a visit or outing. Staff will explain to the children the aims and objectives of the event, along with what is expected of them in terms of their behaviour and contribution.

Children will be talked through any potential safety hazards and told to remain with staff at all times. Staff will explain to children what to do in an emergency, including designating a suitable meeting point.

Parental Consent

Parental consent is needed for all off-site visits and outings.

Parents/carers have the absolute right to withhold consent for a proposed visit or outing. No child who does not have a signed consent form will be allowed to participate.

During visits and outings

On visits or outings , we endeavour the staff to child ratio to be 1:6, subject to the nature of the activity and the risk assessment, as well as how many children are under the age of 8.

* Children will remain under close supervision at all times.
* The Ledaer will ensure that a full First Aid kit is on hand, in compliance with the relevant provisions of the Health, Illness and Emergency policy.
* The Leader will keep a mobile phone with them at all times.
* Staff members will be specifically allocated a group of 6/8 children for the trip, and will keep a regular head count.
* A list of all members of staff and children participating in the visit or outing, along with relevant mobile phone numbers, will be left in the office.

**Health, Illness and Emergency**

Our Schemes are committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the Schemes recognise its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable First Aid to be given at the Schemes.

The Schemes have a designated member of staff responsible for First Aid. This person has an up to date First Aid certificate. They are responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate.

The Manager and the designated member of staff will ensure that there is a fully trained First Aider available at all times during sessions at the Schemes. The Manager will be responsible for enabling the members of staff concerned to receive adequate First Aid training.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The box should contain:

* A card or leaflet giving general guidance
* Sterile triangular bandages
* Adhesive plasters
* A sterile eye pad with attachment
* Crepe bandages
* A sterile gauze
* Micropore
* Sterile cornering for serious wounds
* Individually wrapped assorted dressings
* Waterproof disposable gloves
* A disposable bag for soiled material
* Safety Pins

The location of the First Aid box will be in the Care Scheme’s kitchen area. The Leader can move the designated area as the Leader is the main First Aider.

A specific First Aid kit will be taken on all off-site visits or outings. This is the responsibility of the Leader.

In the Event of a Major Accident, Incident or Illness

The Schemes request that parents/carers complete and sign the Emergency Medical Treatment Form (see Appendix Two), enabling the Co-ordinator or any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the Schemes.

In the event of such an event, the following procedures will apply:

* In the first instance, the First Aider (normally the Leader) will be notified and take responsibility for deciding upon the appropriate action.
* The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
* If the child does not need hospital treatment and is judged to be able to safely remain at the Scheme, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
* If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. The CSSIW will be informed. A member of staff will accompany the child to the hospital and will consent to medical treatment being given, so long as the Emergency Medical Treatment Form has been completed and signed.
* If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child. In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the Scheme’s Infectious and Communicable Diseases policy will govern the child’s return to the Scheme).
* If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
* Parents/carers will be made fully aware of the details of any incidents involving their child’s health and safety, and any actions taken by the Scheme and its staff. At the end of the session, the First Aider will fully inform the parent/carer of the incident or accident and any treatment given.
* All such accidents or incidents will be recorded in detail and logged in the Incident Record File or the Accident Record File. Parents/carers will be asked to sign in the relevant section of the sheet to acknowledge the incident or accident and any action taken by the Scheme and its staff. The CSSIW will be informed of any accidents and incidents. If necessary, a report will be completed under RIDDOR guidelines.
* The Co-ordinator and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the Scheme’s policies or procedures, and act accordingly, making suitable adjustments where necessary.

Medication

* Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the Schemes, children should be encouraged to take personal responsibility for this, where this is appropriate. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.
* Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child’s parent or carer and is given in writing at the start of a session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the Administrating Medication Form (see Appendix Three).
* Staff have a right to decline such a request from a parent/carer if they are in any way uncomfortable with this. The Scheme is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training.

The procedure for administering medication at the Schemes is as follows:

Medication will never be given without the prior written request of the parent/carer and a written and signed instruction from the child’s GP, including frequency, dosage, any potential side effects and any other pertinent information (see Administering Medication Form – Appendix Three).

A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

* Prior consent is arranged.
* All necessary details are recorded.
* That the medication is properly labelled and safely stored during the session.
* Another member of staff acts as a witness to ensure that the correct dosage is given.
* Parents/carers sign in the Medication Record to acknowledge that the medication has been given.

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the Co-ordinator/Leader and the child’s parent/carer will be notified, and the incident recorded in the Medication Record.

Staff will not administer ‘over the counter’ medication, only that prescribed by the child’s GP.

Where children carry their own medication (asthma pumps or insulin for example), parent should notify the leader. It is recommended it is kept in the child’s bag and a member of staff keep an eye on the bag. Inhalers should always be labelled with the child’s name.

If there is any change in the type of medication – whether regarding dosage or other changes to the information given on the Administering Medication Form – a new form must be completed.

Full details of all medication administered at the Schemes, along with all Administering Medication Forms, will be recorded and stored in the Medication Record File.

Sun Protection

The Leader and staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sunscreen for their children. A store of sun protection should also be kept on the premises. Children will also be encouraged to wear a hat when playing outside in the sun.

When deemed necessary, staff may apply sunscreen to children who cannot do so for themselves, where prior permission has to be given by the parent/carer on the Admissions Form.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

Closing the centre in an emergency

In very exceptional circumstances, the Schemes may need to be closed at very short notice due to an unexpected emergency. Such incidents could include:

* Serious weather conditions (combined with heating system failure).
* Burst water pipes.
* Discovery of dangerous structural damage.
* Fire or bomb scare/explosion.
* Death of a member of staff.
* Serious assault on a staff member by the public.
* Serious accident or illness.

In such circumstances, the Co-ordinator, Leader and staff will ensure that all steps are taken to keep both the children and themselves safe. All staff and children will assemble at the pre-arranged venue, where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure. All children will be supervised until they are safely collected.

**Hygiene**

Our Schemes recognise the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and other visitors.

The Co-ordinator/Leader and staff are committed to taking all practical steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Personal Hygiene

In all circumstances, staff will adhere to the following examples of good personal hygiene:

* Washing hands before and after handling food or drink.
* Washing hands after using the toilet.
* Encouraging children to adopt these same routines.
* Taking any other steps that are likely to minimise the spread of infections.

Hygiene in the Schemes

The Leader and all staff will be vigilant to any potential threats to good hygiene in the Schemes. To this end, a generally clean and tidy environment will ensure that the toilets are cleaned daily and that there is always an adequate supply of soap and hand drying facilities for both staff and children. Staff will also be vigilant to any sharp objects such as glass, rubbish etc which may be on the premises.

Dealing with Spillages

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable plastic gloves and an apron while using bleach or disinfectant solution, and wash themselves thoroughly afterwards. Children will be kept well clear while such substances are being dealt with.

First Aid and Hygiene

Further to the provisions set out in the Health, Illness and Emergency policy, the designated Leader will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children.

As such, they will wash their hands thoroughly both before and after giving First Aid, and ensure that disposable gloves are worn at all times.

Kitchen Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. To this end the following steps will be taken:

* Waste will be disposed of safely and all bins will be kept covered.
* Food storage facilities will be regularly and thoroughly cleaned.
* Kitchen equipment will be thoroughly cleaned after every use.
* Staff and children will wash and dry their hands thoroughly before coming into contact with food.
* If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.

Staff will have training on Food Safety in Catering, Level 2 Award, additionally staff will be aware of the provisions set out in the Food and Drink policy when handling, preparing, cooking and serving food or drink at the Schemes.

Animals

No animals will be allowed on the premises without the prior knowledge and permission of the Co-ordinator/Leader. Children are strongly discouraged from bringing pets or other animals to the Schemes, and parents/carers are asked to help enforce this rule. If for any reason an animal does come onto the premises, the Leader will be immediately informed.

**Infectious and Communicable Diseases**

Our Schemes are committed to the health and safety of all children and staff who play, learn and work here. As such, it will sometimes be necessary to require a poorly child to be collected early from a session or be kept at home while they get better. In such cases, the provisions of the Health, Illness and Emergency policy will be implemented.

In accordance with the procedures set out in the Health, Illness and Emergency policy, parents/carers will be notified immediately of their child has become ill and needs to go home. Poorly children will be comforted, kept safe and under close supervision until they are collected.

If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the times set out in the table below. If a member of staff becomes ill at work, similar restrictions on their return will apply.

If a child or member of staff becomes ill outside the Scheme’s hours, they should notify the Scheme as soon as possible. The minimum exclusion periods outlined in the table below will then come into operation.

If any infectious or communicable disease is detected on the Scheme’s premises, the Scheme will inform parents/carers personally in writing as soon as possible. The Schemes are committed to sharing as much information as possible about the source of the disease and the steps being taken to remove it. CSSIW will also be informed of any infectious or communicable diseases discovered on the Schemes’ premises.

Head lice

When a case of head lice is discovered at the Scheme, the situation will be handled carefully and safely. The child concerned will not be isolated from other children, and there is no need for them to be excluded from activities or sessions at the Schemes.

When the child concerned is collected, their parent/carer will be informed in a sensitive manner.

Other parents/carers will be informed as quickly as possible in writing, including advice and guidance on treating head lice.

Staff should check themselves regularly for lice and treat whenever necessary.

|  |  |
| --- | --- |
| **Disease** | **Period of Exclusion** |
| Antibiotics prescribed | 1st 24 hrs |
| Chicken Pox | 7 days from when rash 1st appeared |
| Conjunctivitis | 24 hrs or until eyes have stopped ‘weeping’ |
| Diarrhoea | 24 hrs |
| Diphtheria | 2-5 days |
| Gastro-enteritis, food poisoning, Salmonella and Dysentery | 24 hrs or until advised by the doctor |
| Glandular Fever | Until certified well |
| Hand, Foot and Mouth disease | During acute phase and while rash and ulcers are present |
| Hepatitis A | 7 days from onset of jaundice & when recovered |
| Hepatitis B | Until clinically well |
| High temperature | 24 hrs |
| Impetigo | Until the skin has healed |
| Infective hepatitis | 7 days from the onset |
| Measles | 7 days from when the rash first appeared |
| Meningitis | Until certified well |
| Mumps | 7 days min. or until the swelling has subsided |
| Pediculosis (lice) | Until treatment has been given |
| Plantar warts | Should be treated and covered |
| Poliomyelitis | Until certified well |
| Ringworm of scalp | Until cured |
| Ringworm of the body | Until treatment has been given |
| Rubella (German Measles) | 4 days from onset of rash |
| Scabies | Until treatment has been given |
| Scarlet fever and streptococcal infection of the throat | 3 days from the start of the treatment |
| Tuberculosis | Until declared free from infection by a doctor |
| Typhoid fever | Until declared free from infection by a doctor |
| Warts (including Verrucae) | Exclusion not necessary. Sufferer should keep feet covered |

**Smoking, Alcohol and Drugs**

Our Schemes strongly prohibit the use or possession of cigarettes, alcohol and illegal drugs on our premises at anytime. If staff, students, volunteers or children are found to have broken the rules in respect of this policy, it will be treated as a very serious disciplinary matter.

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children. All children will be made aware of the rules during their settling in period. Any contravention of the provisions of this policy will be dealt with under the Scheme’s Staff Disciplinary Procedures and Behaviour Management policies.

Drugs

Staff, students, volunteers or children who arrive at the Schemes clearly under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures implemented.

If a child is found in possession of illegal drugs on the premises, their parent/carer will be informed at the end of the session. If staff are found in possession of illegal drugs, serious disciplinary action will follow.

In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the Co-ordinator must be informed as early as possible.

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform both the Leader and Co-ordinator, according to the provisions of the Child Protection policy.

In such circumstances, the Co-ordinator and Leader will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs.

Alcohol

Where an illegal act is suspected to have taken place, the police will be called. Staff, students, volunteers or children who arrive at the Schemes clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow.

If a child is found in possession of alcohol on the premises, their parent/carer will be informed at the end of the session. Staff are strongly advised not to bring alcohol onto the Schemes’ premises.

If a member of staff has a good reason to suspect that a parent/carer is under the influence of alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the Co-ordinator and Leader, according to the provisions of the Child Protection policy.

The Co-ordinator and Leader will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible efforts to ensure that children are allowed to travel in a vehicle driven by someone who is clearly over the legal alcohol limit.

Where an illegal act is suspected to have taken place, the police will be called.

Smoking

Smoking is not permitted anywhere on the premises. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors.

If a child is found in possession of cigarettes on the premises, they will be confiscated and their parent/carer informed at the end of the session.

**Food and Drink**

Our Schemes are committed to providing healthy, nutritious and tasty food and drinks for children during our sessions. The Leader and staff will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all children.

When preparing food and drink, staff will be mindful of the provisions of the Hygiene policy so as to ensure that the safety of staff and children is paramount. In addition to these provisions, staff will be careful to ensure both the safety of themselves and children when using sharp or dangerous equipment in food and drink preparation.

The Leader and staff are mindful of their responsibilities and obligations under the Food Safety Act 1990. The Schemes is registered with the Food Standard Agency. All staff who either handle or prepare food have up to date Food Safety in Catering Level 2 and are fully trained in food storage, preparation, cooking and food safety. Appropriate food storage will be provided in order to ensure no food is spoiled. There will be a fridge available for foods that require chilling and all other foods will be kept out of direct sunlight and in cool conditions.

As part of a child’s settling in period, the Schemes require that the parents and carers complete the Admissions Form, including information about any special dietary requirements or allergies the child suffers from, along with their food and drink preferences. The Leader and staff will ensure that food and drink offered to children takes account of this information so as to safeguard their health, and meet – as far as possible – their particular preferences.

No child will ever be forced to eat or drink something against their will and the withholding or granting of food and drink will never be used as either a punishment or reward.

Healthy Eating

The Schemes recognise the importance of healthy eating and a balanced and nutritious diet. Because of this, the Schemes will endeavour to make a variety of foods available including; meat, vegetarian and vegan options, plenty of fruit and low fat and low sugary food. Sandwiches can be made with either brown or white bread, depending on the child’s preference.

The Schemes will not regularly provide sweets for children and will avoid excessive amounts of fatty or sugary foods. The Schemes will provide a choice of non-sugary drinks and make sure that fresh drinking water is available at all times.

Cultural and Religious Diversity

The Schemes and its staff are committed to embracing the cultural and religious diversity of the families who use our services. The Co-ordinator, Leader and staff will work with parents/carers to ensure that any particular dietary requirements are met. The Schemes are also keen to help introduce children to different religious and cultural festivals and events through different types of food and drink.

**Equal Opportunities**

Our Schemes are committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone on our community.

The Schemes’ equal opportunities procedures aim to help everyone involved in the Scheme to counteract and eliminate both direct and indirect discrimination in decision making, employment practices and service provision and to ensure that our services strive to achieve equality of opportunity for all.

The Schemes aim to provide a welcoming and caring environment that promotes and reflects cultural and social diversity and is equally accessible to all. The Schemes endeavour to challenge any offensive behaviour, language or attitudes with regards to race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability.

The Schemes recognise that achieving the objectives of our equal opportunities policy relies on the active involvement of parents/carers, as set out in the Partnership with Parents/Carers policy. As such, the Schemes will both welcome and encourage parents and carers to get involved in the running and management of the Schemes, and to comment on the effectiveness of its policies and procedures.

The Schemes will facilitate regular opportunities for consultation with parents/carers about the service that the Schemes provides, as a means of monitoring the effectiveness of the Equal Opportunities policy.

Equal Opportunities Procedures

To realise the Schemes’ objective of creating an environment free from discrimination and welcoming to all, the Schemes will:

* Ensure that its services are open and available to all parents/carers and children in the local community.
* Ensure that issues of race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation and disability do not inhibit a child from accessing the Schemes’ services.
* Treat all children and their parents/carers with equal concern and value.
* Have regard for promoting understanding, respect and awareness of diversity and equal opportunities issues in planning and implementing the Scheme’s programme of activities.
* Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
* Ensure that the Scheme’s recruitment policies and procedures are open, fair and non-discriminatory.
* Endeavour to recruit a staff team that reflects the make-up of the Schemes’ local community.
* Ensure that all members of staff are aware of, and understand, the Equal Opportunities policy as it relates to all aspects of its work.
* Encourage and support staff to act as positive role models to children by displaying and promoting tolerant and respectful behaviour, language and attitudes and challenging any discriminatory incident, according to the provisions set out in the Staff Disciplinary Procedures, the Behaviour Management, and Dealing with Racial Harassment policies.
* Treat seriously any member of staff found to be acting, or have been acting, in a discriminatory way, according to the provisions of the Staff Disciplinary Procedures policy.
* Work to fulfil all the legal requirements of the Sex Discrimination Act 1975, the Disability Discrimination Act 1995, the Human Rights Act 1998 and the Race Relations (Amendment) Act 2000.

The Co-ordiantor and Leader will be responsible for ensuring that the Equal Opportunities policy is implemented and that its effectiveness is regularly monitored. They will be responsible for ensuring that:

* Staff receive appropriate training.
* The Equal Opportunities policy is consistent with current legislation and guidance on Equal Opportunity Act 2010.
* Appropriate action is taken wherever discriminatory behaviour, language or attitudes become apparent.

All the Scheme’s policies and procedures will be kept under review to ensure they do not operate in a discriminatory manner or in anyway against its commitment to equal opportunities.

**Dealing with Racial Harassment**

Our Schemes are committed to promoting tolerance and fairness towards all members of staff, students, volunteers, children and parents/carers. We fully and wholeheartedly adhere to both the spirit and detail of both the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, which outlaw discrimination against anyone on grounds of race, colour, nationality or ethnicity.

The Schemes accept their duty to try to eliminate discrimination and to promote equality of opportunity and good race relations. All staff and children are the Schemes are entitled to an environment free from harassment and discrimination, as outlined in the Equal Opportunities policy.

Preventing Racial Harassment and Discrimination

Proactive steps can be taken to prevent racial harassment and discrimination, and the Schemes believe that this is more effective than tackling a situation once it has already occurred.

Therefore, alongside the procedures outlined later in this policy to deal with incidents of racial harassment and discrimination, the Schemes will:

* Ensure that all children are valued, irrespective of their race, colour, nationality or ethnicity.
* Encourage individuals to treat each other with respect, regardless of their race, colour, nationality or ethnicity.
* Acknowledge the existence of racism in society and take steps to promote harmonious race relations in our community.
* Promote good relations between different ethnic groups and cultures within the Schemes and in the wider community.
* Ensure that different cultural and religious needs are met, understood and communicated to all individuals involved in the Schemes.

Examples of Racial Harassment and Discrimination

Racial harassment and discrimination can manifest itself in a variety of ways, some overt and others much less so. Some examples of unacceptable behaviour include:

* The use of patronising words or actions towards an individual for racial reasons – including name calling, insults and racial jokes.
* Threats made against a person or group of people because of their race, colour, nationality or ethnicity.
* Racist graffiti or any other written insults or the distribution of racist literature.
* Physical assault or abuse against a person or group of people because of their race, colour, nationality or ethnicity.

All staff and children should be encouraged to take responsibility for promoting racial tolerance and for protecting each other from racial harassment and discrimination by reporting any suspected incident to the Co-ordinator/Leader.

Addressing Racial Harassment and Discrimination

If a member of staff or a child becomes aware of an incident of racial harassment or discrimination occurring at the Schemes, they will be encouraged to report the incident to the Co-ordinator/Leader.

Any allegation made against a member of staff or a child will be investigated thoroughly. The individual concerned will be told that such behaviour will not be tolerated at the Schemes, and that steps will have to be taken to ensure that it does not happen again.

Each incident will be fully investigated and details will be recorded in a separate section of the Incident Record File.

In the case of **children**, incidents will be reported to their parent/carer and a course of action agreed upon to resolve the situation, in accordance with the provisions of the Behaviour Management Policy. However, if a solution cannot be found, then the Scheme may have to inform the child – and their parent/career – that they are no longer able to attend sessions at the Schemes, in accordance with the Suspensions and Exclusions policy.

In the case of **staff**, provisions within the Staff Disciplinary Procedures policy will be activated and a record of the incident will be kept and made available to statutory authorities if appropriate.

The **Co-ordinator/Leader** is responsible for ensuring that all incidents are handled both professionally and sensitively. All incidents will be kept confidential, with initials being used in the place of names in the Incident Record File. In cases where the Leader is involved in an allegation, the Registered Person will handle the incident, or nominate a senior member of staff in their place.

In all cases, continued racial harassment or discrimination from any individual will result in exclusion from the Schemes, where all other efforts have failed to provide a satisfactorily resolution.

**Specific Needs**

Our Schemes are aware that some children have specific needs or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development.

The Schemes are committed to the integration of all children with specific needs or physical disabilities have a right to play, learn and be able to develop to their full potential alongside other children. Whenever possible, children with special educational needs and/or physical disabilities will have access to the same facilities, activities and play opportunities as their peers. Everybody stands to gain if all children are allowed to share the same opportunities and are helped to overcome any disadvantages that they may face.

The policies, procedures and practices of the Schemes in relation to children with specific needs a or physical disabilities are consistent with current legislation and guidance. These include the Special Educational Needs and Disabilities Act 2001 and the Disability Discrimination Act 1995.

The Schemes believes that by identifying individual needs and taking proactive steps alongside parents/carers and other statutory professionals or agencies, all children should be able to play a full active and equal part in the Scheme’s activities.

Specific Needs and Disability Co-ordinator

The Co-ordinator will appoint a member of staff for 1 to 1 provision for children with specific educational needs or physical disabilities, and discuss with the parent/carer regarding the staff member. This individual will be fully trained and experienced in the care and assessment of such children.

All members of staff will be expected to assist the Specific Needs and Physical Disability Co-ordinator in caring for children with specific needs and/or physical disabilities. The Co-ordinator’s responsibilities will include:

* Working alongside the Leader to ensure that all staff are aware of all legislation, regulations and other guidance on working with children with specific needs and/or physical disabilities.
* Working with the Leader to ensure that all staff who work with children with specific needs and/or physical disabilities have appropriate skills and training.
* Co-ordinating regular monitoring and reviews of children’s progress; involving parents/carers, other members of staff, relevant representatives from statutory agencies and, if appropriate, the child themselves. Alongside the Leader, they will also be responsible for ensuring that any actions following such reviews are followed through.
* Assessing each child’s specific needs and adapting the Schemes’ facilities, procedures, practices and activities as appropriate.
* Ensuring that systems are in place to adequately plan, implement, monitor, review and evaluate the Specific Needs policy.
* Ensuring that children with special educational needs and/or physical disability are fully considered when activities are being planned and prepared.
* Liaising with parents/carers about the needs of their children and the plans and actions of the Schemes, as well as being the point of contact for parents/carers.
* Liaising with other agencies and seeking advice, support and training for themselves and other staff as necessary.
* Supporting other members of staff to become more skilled and experiences in the care of children with specific needs and/or physical disabilities.
* Ensuring that all children are treated with equal concern and respect and are encouraged to take part in all activities.
* Ensuring that accurate observations and assessments of children’s progress are regularly made and properly recorded.

**Behaviour Management**

Our Schemes recognise the importance of positive and effective behaviour management strategies in promoting children’s welfare, learning and enjoyment. The aims of our Behaviour Management policy are to help children to:

* Develop a sense of caring and respect for one another.
* Build a caring and co-operative relationships with other children and adults.
* Develop a range of social skills and help them learn what constitutes acceptable behaviour.
* Develop confidence, self discipline and self esteem in an atmosphere of mutual respect and encouragement.

Behaviour Management Strategies

The Schemes, the Manager and the staff team will manage behaviour according to clear, consistent and positive strategies. Parents/carers are encouraged to contribute to these strategies, raising concerns or suggestions.

Behaviour management in the Schemes will be structures around the following principles:

* Staff and children will work together to establish a clear set of ‘ground rules’ governing all behaviour in the Schemes. These will be periodically reviewed so that new children have a say in how the rules of the Schemes operate.
* The Schemes’ ‘ground rules’ will apply equally to all children and staff.
* Positive behaviour will be reinforced with praise and encouragement.
* Negative behaviour will be challenged in a calm but assertive manner. In the first instance, staff will try to re-direct children’s energies by offering them alternative and positive options. Staff will be open in stating and explaining non-negotiable issues.
* When dealing with negative behaviour, staff will always communicate in a clear, calm and positive manner.
* Staff will make every effort to set a positive example to children by behaving in a friendly and tolerant manner themselves, promoting an atmosphere where children and adults respect and value one another.
* Staff will avoid shouting at work.
* Staff will facilitate regular and open discussions with children about their behaviour. This will help them to understand the negative aspects of their behaviour and enable them to have their say and be helped to think through the causes and effects of their actions.
* Staff will work as a team by discussing incidents and resolving to act collectively and consistently.
* Staff will try to discuss concerns with parents/carers at the earliest possible opportunity in an attempt to help identify the causes of negative behaviour and share strategies for dealing with it.
* Children who experience bullying, racism or other unacceptable behaviour will be given the confidence to speak out.
* Staff will encourage and facilitate mediation between children to try to resolve conflicts by discussion and negotiation.
* Activities will be varied, well planned and structured, so that children are not easily bored or distracted.

Dealing with Negative Behaviour

When confronted with negative behaviour, staff will be clear to distinguish between ‘disengaged’, ‘disruptive’ and ‘unacceptable’ behaviour.

**‘Disengaged’ behaviour** may indicate that a child is bored, unsettled or unhappy. With sensitive interventions, staff will often be able to re-engage a child in purposeful activity.

**‘Disruptive’ behaviour** describes a child whose behaviour prevents other children from enjoying themselves. Staff will collectively discuss incidents and agree on the best way to deal with them.

**‘Unacceptable’ behaviour** refers to non-negotiable actions and may be discriminatory remarks, violence, bullying or destruction of equipment. Staff will be clear that consequences will follow from such behaviour, including in the first instance, temporarily removing a child from the activity session.

When an incident of negative behaviour occurs, staff will listen to the child or children concerned and hear their reasons for their action. Staff will then explain to the child or children what was negative about their behaviour and that such actions have consequences for both themselves and for other people.

Staff will make every attempt to ensure that children understand what is being said to them. Children will always be given the opportunity to make amends for their behaviour and, unless it is judged inappropriate, be able to rejoin the activity.

In the event that unacceptable behaviour persists, more serious actions may have to be taken, in accordance with the Suspensions and Exclusions policy. At all times, children will have explained to them the potential consequences of their actions.

The Use of Physical Interventions

Staff will use physical interventions only as a last resort and only then of they have reasonable grounds for believing that immediate action is necessary to prevent a child from significantly injuring themselves or others or to prevent serious damage to property.

Before reaching this stage, staff will have used all possible non-physical actions, such as dialogue and diversion, to deal with the behaviour. The child or children concerned will be warned verbally that a physical intervention will be used if they do not stop.

A dialogue will be maintained with the child or children at all times, so that the member of staff can explain what they are doing and why they are doing it. Staff will make every effort to avoid the use of physical interventions if they are alone with the child or children.

Only the minimum force necessary to prevent injury or damage should be applied. For example, by diverting a child or children by leading them away by a hand or arm around their shoulders.

Staff will use physical intervention as an act of care and control and never punishment. Physical interventions will not be used purely to force a child to what they have been told and when there is no immediate risk for people or property.

As soon as it is safe, the physical intervention should be gradually relaxed to allow the child or children to regain self-control.

The force of the physical intervention will always be appropriate to the age, size and strength of the child or children involved.

If staff are not confident about their ability to contain a particular situation or type of behaviour, consideration will be given to calling the Manager or, in extreme cases, the police.

Where a member of staff has had to intervene physically to restrain a child, the Co-ordinator/Leader will be notified and the incident recorded in the Incident Record File. The incident will be discussed with the parent/carer at the earliest possible opportunity.

If a staff member commits any act of violence or abuse towards a child at the Schemes, serious disciplinary action will be implemented, according to the provisions of the Staff Disciplinary Procedures Policy.

**Bullying**

Our Schemes are committed to providing an environment for children that is safe, welcoming and free from bullying. Bullying of any form is unacceptable in our Schemes, whether the offender is a child or an adult. The victim is never responsible for being the target of bullying.

Everyone involved in the Schemes, staff children and parent/carers, will be made aware of the Scheme’s stance towards bullying. Such behaviour will not be tolerated or excused under any circumstances.

The Schemes defines bullying as the repeated harassment of others through emotional, physical, verbal or psychological abuse. Examples of such behaviour are as follows:

**Emotional:** Being deliberately unkind, shunning or excluding another person from a group tormenting them. For example, forcing another person to be ‘left out’ of a game or activity, passing notes about others or making fun of another person.

**Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any other sort of violence against another person.

**Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person’s appearance.

**Psychological:** Behaviour likely to instil a sense of fear or anxiety in another person.

Preventing Bullying Behaviour

The Co-ordinator, Leader and the staff will make every effort to create a tolerant and caring environment in the Schemes, where bullying behaviour is not acceptable. Staff will discuss the issues surrounding bullying openly, including why bullying behaviour will not be tolerated and what the consequences of bullying behaviour will be.

Dealing with Bullying Behaviour

Despite all efforts to prevent it, bullying behaviour is likely to occur on occasion and the Schemes recognises this fact. In the event of such incidents, the following principles will govern the Scheme’s response:

* All incidents of bullying will be addressed thoroughly and sensitively.
* Children will be encouraged to immediately report any incident of bullying that they witness. They will be reassured that what they say will be taken seriously and handled carefully.
* Staff have a duty to inform the Manager if they witness an incident of bullying involving children or adults at the Schemes.
* If a child or a member of staff tells someone that they are being bullied, they will be given the time to explain what has happened and reassured that they were right to tell.
* The individual who has been the victim of bullying will be kept under close supervision and staff will check on their welfare regularly
* In most cases, bullying behaviour can be addressed according to the strategies set out in the Behaviour Management policy. The bully will be encouraged to discuss their behaviour and think through the consequences of their actions. Where appropriate, they will be encouraged to talk through the incident with the other person concerned.
* Where bullying behaviour persists, more serious actions may have to be taken, as laid out in the Suspensions and Exclusions policy.
* A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest possible opportunity. If appropriate, staff will facilitate a meeting between the relevant parents/carers. At all times, staff will handle such incidents with care and sensitivity.
* All incidents of bullying will be reported to the Co-ordinator, Leader and will be recorded in the Incident Record File. In the light of reported incidents, the Co-ordinator, Leader and other relevant staff will review the Scheme’s procedures in respect of bullying.

**Suspensions and Exclusions**

Our Schemes are committed to dealing with negative behaviour in a non-confrontational and constructive manner. Wherever possible, disruptive or challenging behaviour will be tackled collectively between staff and children in the Schemes. Such procedures are outlined in the Behaviour Management policy.

However, there are occasions when such strategies alone will not alter or prevent negative behaviour. In such cases, further action will be necessary, including reviewing a child’s place at the Schemes, on either a temporary or permanent basis.

Persistent unacceptable behaviour from a child will result in them receiving a formal warning from staff about their actions. Staff will explain to the child why their behaviour is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behaviour, to explain their actions, and helped to develop strategies to avoiding repeat incidents.

Details of all warnings, suspensions and exclusions will be recorded and kept on the Scheme’s records. Each warning should be discussed with the child concerned and their parent/carer. All staff will be made aware of any warnings given to a child. As a last resort, the Schemes has a right to temporarily suspend or permanently exclude a child in the event of persistent and irresolvable unacceptable behaviour.

Only in the event of an extremely serious or dangerous incident will a child be suspended from the Schemes with immediate effect. In such circumstances, the child’s parent/carer will be contacted immediately and asked to collect their child, even if the child normally signs themselves out. Children will not be allowed to leave the premises until a parent/carer arrives to collect them.

After an immediate suspension has taken place, the Co-ordinator will arrange a meeting with the child concerned and their parents/carers to discuss the incident and decide if it will be possible for them to return to the Schemes.

Suspensions and exclusions should be seen as consistent, fair and proportionate to the behaviour concerned. In setting such a sanction, consideration should be given to the child’s age and maturity. Any other relevant information about the child and their situation should also be considered.

Children will only be suspended or excluded as a last resort, when there is no alternative action that could be taken, or when it is felt that other children and/or staff are potentially at risk. Wherever possible, the Schemes will give parents/carers time to make alternative arrangements for childcare during a period suspension.

Staff should always keep parents/carers informed about behaviour management issues relating to their child and attempt to work with them to tackle the causes of disruptive or unacceptable behaviour.

No member of staff may impose a suspension from the Schemes without prior discussion with the Co-ordinator. Staff will consult with the Co-ordinator and Leader as early as possible if they believe that a child’s behaviour is in danger of warranting suspension or exclusion.

When a suspension is over and before a child is allowed to return to the Schemes, there will be a discussion between staff, the child and their parent/carer, setting out the conditions of their return.

**Partnership with Parents and Carers**

Our Schemes recognise that parents/carers play the fundamental role in a child’s development and this should be acknowledged as the basis for partnership between the Schemes and parents/carers.

The staff team is committed to working in partnership with parent/carers to provide high quality, safe and stimulating care, learning and play opportunities for children. The Schemes aims to achieve this by:

* Ensuring that parents/carers are made to feel welcome and valued in all dealings with the Schemes.
* Ensuring that parents’/carers’ concerns are always listened to by the Schemes whenever they are raised. The Co-ordinator will ensure that parents/carers receive a prompt response from the Schemes.
* Developing a pledge to parents/carers, which outlines what they can expect from the Schemes. This pledge will be given to every parent/carer when their child starts at the Schemes. A copy will also be posted up in the Schemes’ premises.
* Making all information and records held by the Schemes on a child available to their parents/carers, unless it is subject to investigation by the police or other statutory agencies.
* Ensuring that the Scheme’s policies and procedures are made available to parents/carers on request.
* Encouraging parents/carers to comment on the Scheme’s policies and procedures and consulting them on a regular basis about the activities that are planned and provided for children.
* Ensuring that there are regular opportunities for parents/carers to meet with staff and discuss their child’s progress and any problems that they might be encountering.
* Ensuring that any complaints from parents/carers are dealt with swiftly and effectively in accordance with the provisions of the Complaints Procedure policy.
* Encouraging parents/carers to undertake supportive roles in the Schemes, such as volunteering or participating in activities, visits or outings.
* Encouraging parents/carers to help in the running of the Schemes, including becoming involved in its management committee where appropriate.
* Providing parents/carers with formal and, if necessary, confidential means to comment on the work of the Schemes. This will include an annual satisfaction survey.
* Keeping parents/carers up to date with any changes in the operation of the Schemes, such as alterations to the opening times or fee levels.

**Uncollected Children**

Our Schemes have the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, the Schemes will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

* If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Co-ordinator will be informed.
* The Co-ordinator will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will be left on any answer phone requesting a prompt reply.
* While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
* If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Co-ordinator will call the local social services department for advice.
* In the event of the social services being called and responsibility for the child being passed to a child protection agency, the Co-ordinator will attempt to leave a further telephone message with the parent/carer or designated adults’ answer phone. Furthermore, a note will be left on the door of the Scheme’s premises informing the parent, carer or designated adult of what has happened. The note will reassure them of the child’s safety and instruct them to contact the local social services department.
* Under no circumstances will a child be taken to the home of a member of staff, or away from the Scheme’s premises unless absolutely necessary, in the course of the waiting for them to be collected at the end of a session.
* The child will remain in the care of the Schemes until they are collected by the parent, carer or designated adult, or alternatively placed in the care of social services.
* Incidents of late collection will be recorded by the Co-ordinator and discussed with parents/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child’s place at the Schemes.

**Missing Children**

Our Schemes have the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures set out in the Arrival and Departures policy). If for any reason a member of staff cannot account for a child’s whereabouts during a session at the Schemes, the following procedure will be activated:

* The member of staff in question will inform both the Co-ordinator and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
* The Leader will nominate two members of staff to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Schemes.
* If after 15 minutes of thorough searching the child is still missing, the Leader will inform the police and then the child’s parent/carer.
* While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the Schemes.
* The Leader will be responsible for meeting the polices and the missing child’s parent/carer. The Leader will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
* Once the incident is resolved, the Co-ordinator/Leader and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Scheme’s Site Security and Risk Assessment policies).
* All incidents of children going missing from the Schemes will be recorded in the Incident Record File, and in the cases where either the police or social services have been informed, CSSIW will also be informed, as soon as is practical.

**Complaints Procedure**

Our Schemes are committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.

This policy constitutes the Schemes’ formal Complaints Procedure. It will be displayed on the premises at all times.

Under normal circumstances, the Co-ordinator will be responsible for managing complaints. If a complaint is made against the Leader, the Registered Person will conduct the investigation. If a complaint is made against the Registered Person then the Chief Executive must inform the CSSIW. All complaints made to staff will be recorded in detail in the Incident Record File.

Stage One

If a parent/carer has a complaint about some aspect of the Scheme’s activity, or about the conduct of an individual member of staff, it will often be possible to resolve the problem by simply speaking to the individual concerned and/or the Leader/Co-ordinator. As outlined in the Partnership with Parents/Carers policy, the Schemes are committed to open and sustain regular dialogue with parents/carers and the Schemes welcomes all comments on its services, regardless of whether they are positive or negative.

In the first instance, parents/carers are encouraged to speak directly to the relevant member of staff, if deemed appropriate. If not, the Leader/Co-ordinator should be approached and they will try to resolve the problem. If a satisfactory resolution cannot be found, then Stage Two of the procedure will formally come into operation.

Stage Two

If informal discussions of a complaint or problem have not produced a satisfactory resolution to the situation, parents/carers should put their complaint in detail and in writing to the Co-ordinator. Relevant names, dates, evidence and any other important information on the nature of the complaint should be included.

The Schemes will acknowledge receipt of the complaint as soon as possible – within three working days at least – and fully investigate the matter within 14 working days. If there is any delay, the Schemes will advise the parent/carers of this and offer an explanation. The Co-ordinator will be responsible for sending them a full and formal response to the complaint. The timescale may be extended for up to a further 14 days with the agreement of the complainant.

If the Co-ordinator has good reason to believe that the situation requires a Child Protection Officer, the Co-ordinator will ensure that the local social services department is contacted, according to the procedure set out in the Child Protection policy. If any party involved in the complaint has good reason to believe that a criminal offence has been committed, then they will contact the police.

The formal response to the complaint from the Schemes will be sent to the parent/carer concerned and copied to all relevant members of staff if appropriate. The response will include recommendations for dealing with the complaint and for any ammendments to the Schemes’ policies or procedures emerging from the investigation.

The Co-ordinator will arrange a time to meet the parent/carer concerned and any other relevant individuals, such as members of staff, to discuss the complaint and the Scheme’s response to it. The Co-ordinator will judge if it is best for all parties to meet together or if individual meetings are more appropriate.

If at the conclusion of this process parents/carers remain dissatisfied with the response they have received, the original complaint along with the Schemes’ response will be passed to the Registered Person and Chief Executive of Menter Caerdydd who will adjudicate the case.

Complaints Subject to Concurrent Consideration

1) Where a complaint relates to any matter;

1. about which the complainant has stated in writing that he or she intends to take proceedings in any court or tribunal; or
2. about which the Registered Person is taking or is proposing to take disciplinary proceedings.
3. about which the Registered Person has been notified that an investigation is being conducted by any person or body in contemplation of criminal proceedings; or
4. about which a meeting involving other bodies including police has been convened to discuss issues relation to the protection of children or vulnerable adults; or
5. about which the Registered Person has been notified that there are current investigations in contemplation of proceedings under section 59 of the Care Standards Act 2000, the Registered Person must consider, in consultation with the complainant and any other person or body which they consider appropriate to consult, how the complaint should be handled. Such complaints shall be referred to for the purposes of this regulation as “complaints subject to concurrent consideration.

2) The consideration of complaints subject to concurrent consideration may be discontinued if at any time it appears to the Registered Person that to continue would compromise or prejudice the other consideration.

3) Where the Registered Person decides to discontinue the consideration of a complaint under paragraph (2) the Registered Person must give notice of that decision to the complainant.

4) Where the Registered Person discontinues the consideration of any complaint under paragraph (2). Consideration can be resumed at any time.

5) Where the consideration of a complaint has been discontinued under paragraph (2) the Registered Person must ascertain the progress of the concurrent consideration and notify the complainant when it has been concluded.

6) The Registered Person must resume consideration of any complaint where the concurrent consideration is discontinued or completed under the compliant requests that the complaint be considered under these Regulations.

Making a Complaint to CSSIW

Any parent/carer can, at any time, submit a complaint to CSSIW about any aspect of registered CSSIW – Document – Improving Care and Social Services in Wales.

CSSIW is not a complaints agency, and cannot deal with complaints linked to individual circumstances. If CSSIW are not able to deal with your particular complaint, they can direct you to the organisation best placed to you.

***CSSIW***

***National Offices, Rhyd-y-car, Merthyr Tydfil, CF48 1UZ***

***Phone: 03000 062 88***

[***www.cssiw.org.uk***](http://www.cssiw.org.uk)

**Documentation and Information**

The Schemes recognise the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law.

The Schemes are also aware of its obligations with regard to the storing and sharing of information under the Data Protection Act 1998, and is committed to complying with its regulations and guidance. The Co-ordinator and staff are aware of the implications of the Data Protection Act 1998 in so far as it affects their roles and responsibilities within the Schemes.

The Schemes are committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the Schemes hold on their child. Records and information will be made available to parents/carers on written request is going to be refused, then this decision, and an explanation, will be communicated in writing.

Record Keeping

Ordinarily, information kept on a child will include:

* Birth name (along with any other name the child is known by)
* Date of birth
* Gender
* School attended
* Ethnic background
* Religion
* Languages spoken
* Home addresses and telephone number(s)
* Parents’ or carers’ names
* Parents’ or carers’ place of work and contact number(s)
* Any other emergency contact names and numbers
* Health visitor’s name, address and telephone number (if applicable)
* Details of any special health issues (including a special educational needs or physical disability statement)
* Details of any special dietary requirements, allergies and food and drink preferences
* Names of people authorised by parents/carers to collect children, along with recent photographs
* Any other information relating to the child deemed by staff or parents/carers to be relevant and significant

Additionally, and in accordance with our policies and procedures, the following records and information will be stored and maintained by the Schemes:

* An up to date record of all the staff, and students who work at the Schemes, including their name; address; telephone numbers; Criminal Records Bureau check; references; employment details and any other information (such as their Personal Development Plan) accured during their time spent working at the Schemes.
* A record of any other individuals who reside at, or regularly visit/spent time at the Schemes, including their contact details.
* The daily attendance registers, as set out in the Arrivals and Departures policy.
* Records of the activities planned and implemented by the Schemes, including any off-site visits and outings.
* Records of any medication being held by staff on behalf of children, along with signed Administration of Medication Form, in the Medication Record Book (in accordance with the Health, Illness and Emergency policy).
* Records of signed Emergency Medical Treatment Forms, giving parental authorisation for staff to consent to emergency treatment for children (in accordance with the Health, Illness and Emergency policy).
* An Inventory Record of all equipment owned or used by the Schemes, including safety checks and repairs carried out (in accordance with the Equipment policy).
* A fully completed and up to date Accident Record Book and Incident Record Book.
* Additionally, a regularly updated version of the admissions list will be kept off the premises, but close by, in cases of an emergency, such as a fire.

Information and records held on children will be kept in asecure place, access to which will be restricted to the Co-ordinator, Leader and one other designated member of staff.

The Co-ordinator has overall responsibility for the maintenance and updating of children’s records and ensuring that they are accurate.

All required records relating to individual children are maintained and retained for one year after children last attended the Schemes. This rule will be disregarded where regulations and guidance from CSSIW or other statutory agencies overrides it.

Notification of Changes

The Schemes recognise their responsibilities in keeping children, parents/carers, staff and CSSIW informed of any changes to the running or management of the Schemes that will directly affect them.

Wherever possible, if changes are to be made affected parties will be given as much warning as possible. In the case of proposed changes that are of considerable scope or importance, the Schemes will facilitate consultation with the affected groups or individuals.

In the following cases, it is mandatory for the Schemes to inform CSSIW at the earliest possible opportunity:

* Any change in members of staff and/or people living on the premises.
* Any significant change to the premises.
* Any significant change to the operational plan of the Schemes.
* Any allegation of abuse by a member of staff or volunteer or any abuse which is alleged to have taken place on the premises.

Confidentiality

The Co-ordinator, Leader, staff, volunteers and any other individual associated with the running or management of the Schemes will respect confidentiality by:

* Not discussing confidential matters about children with other parents/carers.
* Not discussing confidential matters about parents/carers with children or other parents/carers.
* Not discussing confidential information about other staff members.
* Only passing sensitive information, in written or oral form, to relevant people.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Child Protection policy will override confidentiality on a ‘need to know’ basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary Procedures policy.

**Admissions and Fees**

Our Schemes are committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare of the Working Tax Credit.

Admissions

When a parent/carer contacts the Schemes enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child.

If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the Schemes and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Admissions Form to confirm their child’s place.

Parents/carers will also be encouraged to complete and sign the Emergency Medical Treatment Form.

Once the admission is secure, the Co-ordinator, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child’s first session at the Schemes. At this stage, the provisions of the Settling In policy will come into operation.

Waiting List

To ensure that admissions to the Schemes are offered on a fair and transparent basis, the following procedure will apply to the management. We don’t have a waiting list, it comes on first come first serve basis every holiday Care Scheme, and when the day is full it is full.

Fees

The Schemes understand that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Schemes, it must ask that parents/carers respect its policy in respect of fees.

* The level of fees will be set by the Registered Person and reviewed annually in the light of the Schemes’ financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.
* Payment of fees should be made weekly or monthly, on an agreed day prior to the start of the week or month in question. Individual payment arrangements will be negotiated between the Co-ordinator and parents/carers.
* The Schemes will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Co-ordinator at the earliest possible opportunity.
* If the fees are not paid on time, the Schemes will notify the parent/carer in writing and request payment at the earliest possible opportunity.
* The Co-ordinator has the right to issue a formal warning to the parent/carer and inform them that the continued late payment will result in their child’s place at the Schemes being fortified.
* If fees are paid persistently late or not at all with no explanation, the Schemes will be forced to terminate that child’s place.
* Parents/carers are encouraged to speak to a member of staff or the leader/co-ordinator if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child’s place at the Scheme.

***CSSIW***

***National Offices, Rhyd-y-car, Merthyr Tydfil. CF48 1UZ***

***Phone: 03000 062 88***

[***www.cssiw.org.uk***](http://www.cssiw.org.uk)

**Review Quality Care**

The Schemes understand the importance of establishing and maintaining a system for monitoring, reviewing and improving the quality care that the service offers not only to the children but also to the parents and the local authority.

We intend to review our quality of care on an annual basis in the Care Schemes.This will take place during November and every 12 month following this date. We will take into consideration the views of relevant children, parents of relevant children and local authority requirements. Following a review made by the Registered Person, a report will be made available within 28 days and a copy of the report will be available on the website.

We intend to review our quality of care through following methods:

* Smiley faces questionnaires for young children at the end of an activity or trip
* Instant cameras given out to older children to take pictures of the activities that they enjoy
* Regular discussion groups with all children conducted by the staff
* Individual discussions with all staff at all Schemes by the Registered Person
* Questionnaires sent out to parents
* Annual inspections by the CSSIW with regards to our services