



**Cylch Meithrin Meini Bach**  
*Polisi Cadw Plant Rhag Crwydro / Plentyn ar Goll*  
*Preventing Children from Wandering / Lost Child Policy*

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

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

Bydd **Cylch Meithrin Meini Bach** yn sicrhau bod rhieni a gofalwyr yn gwybod am y polisi hwn trwy gymryd y camau canlynol:

1. Rhoi'r polisi ar wefan y cylch
2. Rhoi copi o'r polisi mewn cyntedd neu fan ble gall pobl ei weld

<b>ADOLYGWYD GAN</b>		<b>DYDDIAD</b>
(Enw)	(Llofnod)	(Pryd)
Mari Hannah Lanchbury	M.LANCHBURY	15/6/22

*(Awgrymir eich bod yn adolygu eich polisi yn flynyddol a hysbysu AGC, lle bo hynny'n briodol, os ydych wedi gwneud newidiadau iddo.)*



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### **Nod**

Nod y **Cylch Meithrin** yw sicrhau bod y plant yn aros o fewn adeilad ac amgylchoedd y lleoliad ac nad yw'n bosibl iddynt grwydro o'r safle. Dylai'r cylch sicrhau fod gweithdrefnau cadarn yn eu lle a bod y staff i gyd yn gwybod sut i ymateb pe bai plentyn yn mynd ar goll o'r safle.

Am fanylion o'r camau i ddilyn os bydd plentyn yn mynd ar goll tu all i'r safle, cyfeiriwch at y **Polisi Cludo a Throsglwyddo**.

### **Egwyddorion**

Mae cadw plant yn saff a diogel ym mhob sefyllfa yn rhan bwysig o sicrhau fod y **Cylch Meithrin** yn parchu hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant. Yn benodol:

Erthygl 3	Dylai pob sefydliad sy'n ymwneud â phlant weithio at yr hyn sydd orau i bob plentyn.
Erthygl 19	Dylai llywodraethau ofalu bod plant yn cael y gofal priodol, a'u cadw rhag trais, camdriniaeth ac esgeulustod gan eu rhieni neu unrhyw un arall sy'n edrych ar eu hôl.
Erthygl 23	Dylai plant sydd ag anabledd o unrhyw fath gael gofal arbennig a chefnogaeth fel y gallent fyw bywyd llawn ac annibynnol.
Erthygl 31	Mae gan blant yr hawl i ymlacio a chwarae ac ymuno mewn ystod eang o weithgareddau <sup>1</sup>

### **Cod Ymarfer**

Bydd y Cylch Meithrin yn:

- cynnal asesiad risg cynhwysfawr
  - sicrhau nad yw plant yn gallu agor na chau'r drysau eu hunain - dylid gosod dolenni neu folltau allan o gyrraedd y plant. Dylid sicrhau bod unrhyw ddrws sy'n arwain allan o'r safle ar gau ar bob adeg
  - sicrhau bod y ffenestri yn ddiogel ac na all y plant eu hagog. Dylid gosod dolen diogelwch ar unrhyw ffenestr sy'n agor
  - sicrhau bod unrhyw fan chwarae tu allan yn ddiogel ac nad yw'n bosibl i blentyn agor unrhyw ddrws/giât
  - gwneud archwiliad o'r ystafell/adeilad cyn dechrau pob sesiwn i wneud yn siŵr fod y lle'n ddiogel, e.e. sicrhau bod allanfeydd argyfwng wedi'u cau'n briodol, ac nad oes ffenestri isel ar agor.
  - sicrhau fod yr Arweinydd (neu berson sydd yn cymryd y swyddogaeth yma pe bai'r Arweinydd yn absennol) wedi sefydlu trefn ble mae staff dynodedig yn cymryd cyfrifoldeb i gofrestru plant wrth iddynt gyrraedd.
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- sicrhau fod yr Arweinydd (neu berson sydd yn cymryd y swyddogaeth yma pe bai'r Arweinydd yn absennol) wedi sefydlu trefn ble mae aelod o staff penodol yn gyfrifol am gofnodi'r plant wrth iddynt adael y cylch yng ngofal yr oedolyn sy'n gyfrifol amdanynt.

**Camau i'w cymryd os darganfyddir fod plentyn ar goll o safle'r Cylch:**

- Edrych ar y gofrestr i sicrhau y dylai'r plentyn barhau i fod yn bresennol yn y cylch ac nad oes unrhyw un eisoes wedi ei gasglu.
- Holi'r holl staff i gadarnhau nad oes rhiant/gofalwr/gwarcheidwad wedi casglu'r plentyn.
- Edrych yn fanwl o amgylch y lleoliad, tu fewn a thu allan.
- Holi'r plant eraill mewn modd sensitif er mwyn darganfod a ydynt wedi gweld y plentyn dan sylw yn gadael yr adeilad.
- Sicrhau fod goruchwyliaeth effeithiol o weddiill y plant sydd dal yn y cylch tra bod trefniadau chwilio ar waith.

Os na ddarganfyddir y plentyn yn sgil y camau uchod, dylid dilyn y camau isod ar frys:

- cysylltu â'r heddlu
- cysylltu â'r rhieni/gofalwyr/gwarcheidwaid
- cysylltu â'r AGC

Yn dilyn y digwyddiad dylai'r Arweinydd baratoi adroddiad ysgrifenedig am y digwyddiad ynghyd ag adolygu'r asesiad risg.

**Camau i'w cymryd os darganfyddir fod plentyn ar goll tu allan i leoliad y Cylch**

Dylid cyfeirio at y Polisi Cludo a Throsglwyddo Plant

**Polisiâu Cysylltiedig**

Polisi Cludo a Throsglwyddo Plant



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**Cylch Meithrin Meini Bach** follows this policy, reviews it annually and updates it as required.

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

**Cylch Meithrin Meini Bach** will ensure that parents and carers are aware of this policy by taking the following steps:

1. Policy will be placed on the Cylch Meithrin website
2. Place policy in the entrance or where people are able to view it

<u>REVIEWED BY</u>	<u>DATE</u>
(Name)	(Date)
(Signature)	(Date)
Mari Hannah Lanchbury	15/6/22
M.LANCHBURY	

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



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## **Aim**

The aim of the **Cylch Meithrin** is to ensure that children remain within the cylch building and environment without the possibility of them wandering from the site. The cylch should ensure that robust procedures are in place and that all staff know how to react when a child wanders from the site.

For details of the steps to follow if a child goes missing away from the site, refer to the **Transporting Children Policy**.

## **Principles**

Keeping children safe and secure in every situation is an important part of respecting their rights. In particular:

Article 3	All organisations concerned with children should work towards what is
Article 19	Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them
Article 23	Children who have any kind of disability should have special care and support so that they can lead full and independent lives
Article 31	All children have a right to relax and play, and to join in a wide range of activities.

## **Code of Practice**

The Cylch Meithrin will:

- undertake a comprehensive risk assessment.
- ensure that children cannot open or close doors on their own – handles or bolts should be out of the children's reach. Any doors which lead off the site should remain closed at all times.
- ensure that windows are secure and that children cannot open them. Any open windows should be fitted with a security handle.
- ensure that any outdoor play area is secure and that children cannot open any door/gate.
- inspect the room/building prior to every session to ensure that the site is secure, e.g. ensure that emergency exits are closed properly, and that no low level windows are open.
- ensure that the Leader (or person who assumes the role in the absence of the Leader) has established an order where specified staff members take charge of registering children as they arrive.
- ensure that the Leader (or person who assumes the role in the absence of the Leader) has established an order where specified staff members take charge



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of registering children as they leave the cylch in the care of an adult who is responsible for them.

**Steps to take if a child is found to be missing from the setting:**

- Check the register to ensure that the child should still be in attendance and that no one has already collected the child.
- Ask all staff to confirm that a parent/carer/guardian hasn't already collected the child.
- Perform a detailed search at the setting, inside and outside.
- Ask the other children in a sensitive manner in order to discover if they have seen the child in question leaving the building.
- Ensure that efficient supervision of the other children is in place while the search is undertaken.

If the child is still not found, take the following steps immediately:

- contact the police
- contact the parents/carers/guardians
- contact CIW

Following the incident the Leader should prepare a written report about the incident and review the risk assessment.

**Steps to take if a child goes missing away from the setting:**

Refer to the Transporting Children Policy.

**Associated Policies**

Transporting Children Policy



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