Cylch Meithrin Meini Bach
Polisi Cloi'r Cylch - Digwyddiad o Argyfwng
Lockdown Policy – In Event of Emergancy

COVID-19

Mae'r polisi hwn wedi ei ddiweddaru ar gyfer cyfnod pan fo perygl oddi wrth feirws COVID -19. Mae'r Atodiadau, a ddangosir mewn gwyrdd, yn orfodol ac yn cymryd blaenoriaeth dros bolisi blaenorol y Cylch Meithrin / Meithrinfa lle ceir newid arferiad. Byddwn yn cyfeirio hefyd at ein Asesiad Risg COVID - 19 ynghyd â'n restr wirio COVID - 19

COVID-19

This policy has been updated for the period in which there is a declaration of a global pandemic caused by the virus COVID 19. The additional attachments highlighted in green are mandatory and take priority over the Cylch's / Nursery's former policies if there is a change of procedure. We will refer also the setting's COVID 19 Risk Assessment and check list

Bydd Cylch Meithrin Meini Bach yn dilyn y cynlluniau hyn a'i addasu yn ôl yr angen a'i adolygu yn flynyddol.

Bydd **arweinydd / rheolwr** Cylch Meithrin Meini Bach yn sicrhau fod pob aelod o staff yn deall y cynlluniau hyn.

Bydd Cylch Meithrin Meini Bach yn sicrhau bod rhieni a gofalwyr yn gwybod am y cynlluniau hyn trwy gymryd y camau canlynol:

(Nodwch sut byddwch yn rhannu'r wybodaeth yma. E.e. Rhoi'r polisi ar wefan y cylch; rhoi'r polisi mewn llawlyfr i rieni; rhoi copi o'r polisi mewn cyntedd neu fan ble gall pobl ei weld; tynnu sylw rhieni a gofalwyr at bolisi mewn nosweithiau / boreau i rieni. Nid yw'r rhestr hon yn gyflawn)

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

(Awgrymir eich bod yn adolygu eich polisi yn flynyddol a hysbysu AGC os ydych wedi gwneud newidiadau iddo)

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

Cylch Meithrin Meini Bach

LOCKDOWN POLICY – IN EVENT OF EMERGENCY

Cylch Meithrin Meini Bach follows these procedures, reviews it annually and updates it as required.

The **leader / manager** of **Cylch Meithrin Meini Bach** will ensure that every member of staff understands these procedures.

Cylch Meithrin Meini Bach will ensure that parents and carers and the local authority are aware of these procedures by taking the following steps:

(Note how you will share this information. E.g. Policy will be placed on the **Cylch Meithrin / Day Nursery** website; Policy to be given in a handbook to parents / carers / local authority; place policy in the entrance or where people are able to view it; draw the attention of parents and carers to the policy during parents evenings / mornings. This list is not exhaustive.)

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

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

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

Cau'r cylch oherwydd salwch

Gofynnwn i rieni adael i'r cylch wybod os ydy eu plentyn wedi derbyn diagnosis o afiechyd heintus, fel y gallwn hysbysu rieni eraill ein bod wedi cael achos. Mae hyn yn galluogi rieni eraill i fod yn wyliadwrus am symptomau.

Byddwn yn arddangos/anfon hysbysebion a diweddariadau perthnasol.

Ni ddylai oedolion na phlant sydd a symptomau afiechydon heintus fynychu'r cylch nac unrhyw ddigwyddiad, ac ni ddylent ddychwelyd nes bod y risg o ledu'r haint wedi pasio. Gweler y polisi salwch, afiechydon heintus a damweiniau am restr o gyfnodau absenoldeb salwch.

Os bydd plentyn yn y cylch yn arddangos symptomau afiechyd heintus, byddwn yn dilyn y camau yn y polisi salwch, afiechydon heintus a damweiniau.

Mewn achos o epidemig/pandemig yn y gymuned, byddwn bob amser yn dilyn canllawiau'r Llywodraeth a Iechyd Cyhoeddus, gan gynnwys cau y cylch os oes angen, er mwyn atal lledu'r haint. Mewn achos o orfod cau, y person cofrestredig/unigolyn cyfrifol fydd yn gwneud y penderfyniad mewn cysylltiad a'r awdurdodau Iechyd perthnasol.

Closing the cylch because of illness

We ask parents to inform the cylch if their child has been diagnosed with an infectious illness, so that we can inform other parents that we have had a case. This enables other parents to be vigilant for symptoms.

We will display/post relevant information and updates.

Children and adults displaying symptoms of infectious disease, should not attend the cylch or any event, and they should not return until the risk of transmitting the disease has passed. Refer to the Illness, infectious disease and accident policy for a list of exclusion periods.

If a child attending the cylch displays signs of an infectious illness, we will follow the procedures outlined in the sickness, infectious disease and accident policy.

In the event of an epidemic/pandemic in the community, we will at all times adhere to Government and Public Health guidelines, including closing the cylch if needed to prevent transmitting the infection.In the event of having to close, the decision to close will be the registered person/responsible individual 's responsibility, in conjunction with the the relevant health Authorities.

COVID-19

Gweithdrefnau gadael

Bydd y cylch yn ystyried sut gallai fod angen newid ein gweithdrefnau gadael mewn argyfwng ar gyfer staff yn ystod cyfnod lle mae perygl oddi wrth feirws COVID-19. Byddwn yn addasu'r drefn gadael mewn argyfwng er mwyn ceisio cadw staff rhag cymysgu'n ormodol a chadw 2 fetr o bellter rhwng staff.

COVID-19

Evacuation procedures

During a period when COVID -19 is a risk, the cylch will consider how we may have to change our evacuation procedures for staff. We will adapt our evacuation procedures so as to adhere to social distancing (2 meteres) for staff

Rheoli achosion COVID-19

Os bydd rhywun o'r Cylch/ Meithrinfa yn derbyn prawf positif am Covid -19

Bydd angen adrodd y sefyllfa i'r awdurdodau lleol. Ni fydd rhaid cau'r lleoliad o'r rheidrwydd. Bydd y system Profi, Olrhain a Diogelu yn galluogi rheolaeth o'r sefyllfa. Am wybodaeth ewch i https://llyw.cymru/mesurau-diogelu-mewn-lleoliadau-gofal-plant-cadw-gofal-plant-yn-ddiogel.

Os bydd sawl person yn derbyn prawf positif am Covid-19

Dan yr amgylchiadau hyn bydd angen i chi hysbysu'r Awdurdod Lleol. Bydd arbenigwyr GIG a'r Awdurdod Lleol yn cydweithio i gynghori ar y camau nesaf i atal lledaenu pellach. I'r grŵp bach y mae'r plentyn wedi bod yn derbyn gofal ynddo neu y mae'r aelod staff wedi bod yn darparu gofal iddo, mae hyn yn debygol o olygu y bydd yn rhaid iddynt hunan-ynysu am 10 diwrnod.

Rhif / E-bost ar gyfer Ymateb Brys Cymru Gyfan y Tîm Diogelu Iechyd (AWAReTDI):	Rhif ffôn: 0300 003 0032 E-bost: AWARe@wales.nhs.uk <mailto:AWARe@wales.nhs.uk> (Nid yw'r e-bost hwn yn cael ei fonitro tu allan i oriau swyddfa)
Rhif cyswllt ar gyfer Swyddog Iechyd yr Amgylchedd	Rhif ffôn:

Managing cases of COVID-19

If someone from the Cylch receives a positive test for COVID-19

The situation will need to be reported to local authorities. The setting will not necessarily have to close. The Testing, Tracking and Safeguarding system will enable the situation to be managed. For information go to

https://llyw.cymru/mesurau-diogelu-mewn-lleoliadau-gofal-plant-cadw-gofal-plant-yn-ddiogel

If several people from the Cylch receive a positive test for COVID-19

In these circumstances you will need to inform the Local Authority, CIW and your local support officer. NHS experts and the Local Authority will work together to advise on the next steps to prevent further spread. For the groups in which the child has been receiving care, this is likely to mean that they will have to self-isolate for 10 days.

The All Wales Rapid Resonse Health Safeguarding Team (AWAReTDI):	Phone: 0300 003 0032 E-mail: AWARe@wales.nhs.uk (This e-mail is not monitored outside of office hours)
Contact phone number for Environmental Health Officer	Phone:

Beth yw Digwyddiad Peryglus fedrai arwain at Cloi Lawr Rhannol neu Gloi Lawr Llawn neu wagio'r Cylch mewn argyfwng?

Digwyddiad Peryglus yw digwyddiad gallai fod yn risg i blant, staff neu eiddo, ac sy'n gofyn am ymateb brys sydd tu hwnt i'r hyn a fyddai'n arferol i Gylch wneud o ddydd i ddydd.

Gall hyn gynnwys:

Risgiau Mewnol: **(Bydd angen i chi gwblhau'r adran hon ar gyfer eich sefyllfa unigryw chi) Ystyriwch risgiau posibl e.e.**

- Tân mewn adeilad gerllaw
- Colli Pŵer
- Dŵr yn gorflifo

RISGIAU MEWNOL I GYLCH MEITHRIN

Risgiau Allanol: **(Bydd angen i chi gwblhau'r adran hon ar gyfer eich sefyllfa unigryw chi) e.e.**

- Tân mewn adeilad cyfagos (Rhestrwch pa fath o adeiladau neu orsafoedd trên ac ati sydd yn agos i chi – oes ffatrïoedd neu ffordd fawr gerllaw?)
- Bygythiad personol (tresmaswr neu person yn ymddwyn yn fygythiol am ba bynnag rheswm
- Anifail peryglus yn yr ardal
- Bygythiad terfysgol yn yr ardal

- Llygredd / gwenwyn oherwydd digwyddiad lleol (ystyriwch os ydy hyn yn broblem bosibl ble rydych chi'n byw – oes gweithfeydd cemegol yn eich ardal, oes gorsafoedd niwclear gerllaw?)

LOCKDOWN AND SAFGUARDING THE CYLCH IN THE EVENT OF A DANGEROUS INCIDENT

What is a Dangerous Incident leading to Partial or Full Lockdown or emergency evacuation of the Cylch?

A *Dangerous Incident* is an event which may pose a risk to children, staff or property, and one which requires a rapid response beyond that which is usual for the Cylch on a day to day basis.

This may include:

Internal Risks: (You will need to complete this section according to your unique situation) Consider what possible risks there are e.g.

- Fire in a nearby building
- Power cut
- Water flooding the building

INTERNAL RISKS TO CYLCH MEITHRIN MEINI BACH -

External Risks: **(You will need to complete this section according to your unique situation) e.g.**

- Fire in a nearby building (List the type of buildings or train stations etc. near to you – are there factories or a main road nearby?)

- Threat to personal safety (trespassers or a person acting in a threatening manner for any reason)
- Dangerous animal in the vicinity
- Terrorist threat in the vicinity
- Pollution / poison due to a local incident (consider the potential problems where you live – are there chemical plants in your area, or nuclear power stations nearby?)

- Llygredd / gwenwyn oherwydd ffactorau hinsawdd eithafol (e.e. tywydd anarferol o boeth neu oer, stormydd, tsunami ac ati) (Ystyriwch ydych chi ger yr arfordir ar wastadedd isel? Ydych chi ar dir gallai symud mewn amgylchiadau o lifogydd?)
- Sefyllfa ble mae aelod staff neu wirfoddolwr yn bygwth lles pobl yn y lleoliad.

Risgiau Allanol i Gylch Meithrin MEINI BACH:

Defnyddir y Siart Llif i helpu penderfynu pa gynllun i ddilyn o dan yr amgylchiadau amrywiol. Wrth ateb y cwestiynau isod mi fydd gennych weithdrefn cloi'r cylch a diogelu trylwyr yn ei le.

Enw'r Person / Personau sydd yn gyfrifol am drefniadau Cloi a Diogelu: Sut bydd y staff yn derbyn gwybodaeth ag hyfforddiant am y trefniadau Cloi a Diogelu? (Dylai staff ymarfer y weithdrefn) Pa sŵn neu gloch arbennig bydd gennych er mwyn hysbysu pawb yn y Cylch os bydd angen gweithredu Cloi Lawr Rhannol neu Cloi Lawr Llawn? (bydd hwn yn

dibynnu ar systemau cloch eich adeilad. Oes intercom ar gael? Rhaid i’r sŵn fod yn wahanol i’r sŵn dril tan)

- Pollution / poison due to extreme climate factors (e.g. unusually hot or cold weather, storms, tsunami etc.) (Consider whether you are situated on a low lying plain? Are you on land which may move under flood conditions?
- A situation where a staff member or volunteer may threaten people at the setting.

External Risks to Cylch Meithrin Meini Bach:

Use the Flow Chart to help decide which plan to follow under varying circumstances. By answering the questions below you will have developed a thorough procedure for locking down and securing the Cylch.

Name(s) of the Person / Persons responsible for the Lockdown and Security procedure:

How will staff receive information and training about the arrangements for Locking Down and Securing the Cylch? (Staff should rehearse the procedure)

Which special sound or alarm do you have to inform everyone in the Cylch that a Partial or Total Lockdown needs to be implemented? (This will depend on the siren system in your building. Is there an intercom available? The siren must be different to that of the fire alarm.)

Cloi Lawr Rhannol – Sŵn = ___________________________________

Cloi Lawr Llawn – Sŵn= ___________________________________

Gwagio'r Cylch – Sŵn= ___________________________________

(Gallai hwn fod yn sŵn tebyg i'r larwm tân o bosib. Cofiwch y gallech chi fod yn gwagio i ymgynnull mewn man pellach i ffwrdd na mewn sefyllfa dân arferol)

Pwy fydd yn gyfrifol am benderfynu os bydd angen Cloi Lawr Rhannol neu Cloi Lawr Llawn neu wagio'r adeilad?

Pwy fydd yn ffonio'r heddlu?

Pwy fydd yn cymryd cofrestr ar ôl casglu'r plant i'w stafelloedd perthnasol neu eu symud i fan diogel tu hwnt i'r adeilad?

Pwy fydd yn gyfrifol am ddanfon gwybodaeth i rieni os oes penderfyniad Cloi Lawr Rhannol, Cloi Lawr Llaw, neu Gwagio'r Adeilad? Gellid defnyddio datganiad tebyg i hwn:

Oherwydd digwyddiad rydym wedi cael ein cynghori gan y gwasanaethau brys i sicrhau bod yr adeilad yn aros tu fewn i'r Cylch tan eu bod yn ein hysbysu ei fod yn saff i ni adael. Gofynnwn yn garedig i chi beidio ceisio casglu eich plentyn nes ei fod yn ddiogel gwneud hynny. Byddwn yn rhoi gwybod i chi cyn gynted ag y gallwn pan fydd hynny'n debygol o fod. Yn y cyfamser, mae angen i ni gadw ein llinellau ffôn yn glir a byddem yn gwerthfawrogi eich cydweithrediad wrth beidio â galw oni bai ei bod yn gwbl hanfodol eich bod yn siarad â ni.

Gwagio'r Adeilad mewn argyfwng:

Oherwydd digwyddiad rydym wedi cael ein cynghori gan y gwasanaethau brys i wagio'r adeilad ar frys. Gofynnwn yn garedig i chi beidio ceisio casglu eich plentyn nes ei fod yn ddiogel gwneud hynny. Byddwn yn rhoi gwybod i chi cyn gynted ag y gallwn pryd fydd hynny'n debygol o fod a ble i ddod i'w casglu. Yn y cyfamser, mae

angen i ni gadw llinellau ffôn symudol y Cylch yn glir a byddem yn gwerthfawrogi eich cydweithrediad wrth beidio â galw oni bai ei bod yn gwbl hanfodol eich bod yn siarad â ni.

Beth fydd y trefniadau i sicrhau bod y plant yn gyfforddus (bwyd, diod, defnydd tai bach) os bydd rhaid defnyddio Cynllun Cloi Lawr llawn?

Partial Lockdown – Sound = ____________________________________

Full Lock Down – Sound= ____________________________________

Evacuate the Cylch – Sound = ____________________________________

(This could possibly be a similar sound to the fire alarm. Remember that an evacuation may mean mustering at an evacuation point which is further away than that used during a regular fire drill.)

Who will be responsible for deciding whether a Full or Partial Lockdown or Evacuation will be needed?

Who will phone the police?

Who will take the register after gathering the children and moving them to the relevant rooms, or moving them to a safe place away from the building?

Who will be responsible for sending information to parents if the decision is taken to Partially or Fully Lockdown or Evacuate the building? A statement similar to this may be used:

Due to an incident we have been advised by the emergency services to ensure that the children remain inside the Cylch until we are advised that it is safe for us to leave. We kindly ask that you do not collect your child until it is safe to do so. We will let you know as soon as possible when that is likely to be. In the meantime, we need to keep the phone lines clear and we would appreciate your cooperation in refraining from calling us unless it is absolutely essential that you speak to us.

Emergency Evacuation of the Building

Due to an incident we have been advised by the emergency services to evacuate the building. We kindly ask that you do not collect your child until it is safe to do so. We will let you know as soon as possible when that is likely to be. In the meantime, we need to keep the phone lines clear and we would appreciate your cooperation in refraining from calling us unless it is absolutely essential that you speak to us.

What will be the arrangements to ensure the children are comfortable (food, drink, use of toilets) if the Full Lockdown Scheme is implemented?

Beth fydd y trefniadau ar ôl i'r digwyddiad orffen? (e.e. ystyriwch pa wybodaeth ddylai ei rannu gyda'r asiantaethau perthnasol a rhieni, adolygu asesiadau risg ac ati)

Beth fydd y drefn os yw rhai o'r plant allan i ffwrdd o'r safle am ryw reswm?

Beth fydd y drefn os oes disgwyl newid plant rhwng sesiynau tra bod digwyddiad o argyfwng ar y gweill? (gallai hyn fod os oes newid rhwng sesiynau cylch bore / prynhawn / gofal cofleidiol ac ati)

Hysbysiad am Ddigwyddiad

Efallai bydd gwybodaeth am ddigwyddiad yn dod o nifer o ffynonellau:

- aelod o staff;
- plentyn
- rhieni;
- yr heddlu;
- y cyfryngau;
- y Cyngor Sir

Casglu Gwybodaeth pan ddaw rhybudd o du allan y Cylch

Bydd pwy bynnag sydd yn derbyn y rhybudd / gwybodaeth yn gofyn am y gwybodaeth yma:

Enw'r galwr / person sydd yn hysbysu

Beth sydd wedi digwydd?

What will the arrangements be after the incident is over? (E.g. consider what information should be shared with the relevant agencies and parents, review of risk assessments etc.)

What will the arrangements be if some of the children are off-site for whatever reason?

What will the arrangements be if children need to be changed between sessions, while an incident is under way? (This could be if there is a change between morning / afternoon Cylch sessions / wraparound care etc.)

Notification of an Incident

Information about the incident could come from a number of sources:

- staff member;
- child;
- parents;
- police;
- the media;
- the County Council

Gathering Information when a warning comes from outside of the Cylch

Whoever receives the warning / information should ask for the following information:

Name of the caller / informant

What has happened?

Pwy sydd mewn perygl?   Ydy’r gwasanaethau brys yn gwybod? Beth yw union leoliad y digwyddiad?   A oes unrhyw bobl wedi eu hanafu? Pa gamau a gymerwyd hyd yn hyn? Enw / cyswllt person a chyfrifoldeb (e.e. heddlu, os ar gael) Beth yw ei cyngor i’r Cylch?

CAMAU CYNTAF

1) Rheolwr i benderfynu a hysbysu pawb os ydych chi yn mynd i weithredu
   a. Protocol CLOI LAWR RHANNOL (Cynllun 1) neu
   b. Protocol CLOI LAWR LLAWN (Cynllun 2) neu
   c. Protocol GWAGIO CYLCH DAN AMODAU PERYGLUS (Cynllun 3)

(GWELER Y SIART LLIF)

2) Ffonio’r Heddlu (os nad ydynt wedi bod mewn cysylltiad eto)

3) Os oes angen Cau’r Cylch Lawr yn Rannol dilyn Cynllun 1

4) Os oes angen cau'r Cylch Lawr yn Llawn dilyn Cynllun 2

Who is at risk? Are the emergency services aware? What is the exact location of the incident? Has anyone been injured? What steps have been taken so far? Name / contact of the responsible person (e.g. police, if available) What is their advice to the Cylch?

FIRST STEPS

1. Manager to decide and inform everyone whether they will be implementing
    a. PARTIAL LOCKDOWN PROTOCOL (Plan 1) or
    b. FULL LOCKDOWN PROTOCOL (Plan 2) or
    c. EVACUATION OF CYLCH UNDER DANGEROUS CIRCUMSTANCES PROTOCOL (Plan 3)

(SEE FLOW CHART)

2. Phone police (if they have not yet been in contact)

3. If a Partial Lockdown of the Cylch is required, follow Plan 1

4. If a Full Lockdown of the Cylch is required, follow Plan 2

Cloi Lawr Rhannol – Sŵn = ______________________________________

Cloi Lawr Llawn – Sŵn= ______________________________________

Os oes perygl i iechyd drwy aros yn yr adeilad e.e. tan mewn adeilad cyfagos, dylid defnyddio gweithdrefnau gwagio'r adeilad a dilyn cyfarwyddiadau'r gwasanaethau brys.

Dilyn CYNLLUN 3 - GWAGIO CYLCH DAN AMODAU PERYGLUS

Camau Ychwanegol

Ydych chi wedi cymryd camau i leihau risgiau? e.e.

- Beth yw'r system i ganiatáu mynediad i'r Cylch?
- Oes staff yn goruchwylio adegau prysur pan fo pobl a phlant yn mynd a dod ac mae'r drws ar agor llawer?
- Ydy drysau a gatiau allanol wedi eu cau bob amser pan nad yw'r plant yn eu defnyddio?
- Oes cloeon ar y gatiau allanol?
- Ydy ein trefniadau casglu plant yn ddigon trylwyr i sicrhau mae dim ond pobl wedi eu henwi sydd yn cael nol y plentyn? (gweler Polisi Casglu a Gadael)
- Oes digon o olau o gwmpas yr adeilad i weld yn glir os yw'n dywyll yn y gaeaf?

Gweler Atodiad 1 am fanylion pellach

Cylch Meithrin Meini Bach
Polisi Cloi'r Cylch - Digwyddiad o Argyfwng
Lockdown Policy – In Event of Emergancy

Partial Lockdown – Sound = ____

Full Lockdown – Sound = ____

If staying inside the building would endanger health e.g. a fire in a nearby building, follow the emergency evacuation of the building and follow the emergency services' instructions.

Follow PLAN 3 – EVACUATING THE CYLCH UNDER DANGEROUS CIRCUMSTANCES

Additional Steps

Have you taken steps to reduce risk? E.g.

- What is the system in place for allowing entry to the Cylch?
- Do staff supervise during busy times, when people and children are coming and going and the door is being opened frequently?
- Are external doors and gates always closed when not in use by the children?
- Are there locks on external gates?
- Are the arrangements for collecting children thorough enough that only people named are allowed to collect the children (see the Leaving and Collecting Children Policy)
- Are there sufficient lights around the building to enable people to see clearly if it is dark during the winter?

See Appendix 1 for further details

Atodiad 1

Cynllun 1 Cloi Lawr Rhannol

CYNLLUN 1 TREFN CLOI LAWR RHANNOL

Mae angen i’r staff sydd wedi eu henwi:-

1. Ffonio’r Heddlu (Os nad ydynt yn ymwybodol o’r sefyllfa)
2. Canu’r Sŵn Cloi Lawr Rhannol er mwyn hysbysu pawb
3. Stopio pob gweithgaredd tu allan a dod a phawb mewn i’r adeilad gyda chofrestr.
4. Cymryd y gofrestr
5. Sicrhau fod pob drws allanol, drysau mewnol (os yn bosibl) a ffenest dan glo. Ni ddylid caniatâi i neb ddod mewn nag allan o’r adeilad.
6. Os yw’r achos yn ymwneud â llygredd aer, dylid delio unrhyw graciau mewn drysau a fentiau i’r ystafelloedd a’r adeilad. Hefyd dylid cau’r systemau aerdymheru lawr.
7. Hysbysu Rhieni (gan ddilyn cyngor y gwasanaethau brys)
8. Hysbysu AGC a’r awdurdod lleol (os yn berthnasol) ar unwaith pan mae’n saff i wneud

Mewn achos o Gloi Lawr Rhannol mae modd i’r gwaith arferol barhau yn y lleoliad fel arfer ac mae plant a staff yn gallu symud o gwmpas fel bod angen tu fewn i’r adeilad.

Plan 1 Partial Lockdown Procedure

Appendix 1

PLAN 1 PARTIAL LOCKDOWN PROCEDURE

The named staff should do the following:-

1. Phone the Police (If they are not already aware of the situation)
2. Sound the Partial Lockdown Alarm to inform everyone.
3. Stop all outdoor activities and bring everybody inside with the register.
4. Take the Register.
5. Ensure that every external door, window and (if possible) internal door are locked. Nobody should be permitted to enter or exit the building.
6. If the incident is caused by air pollution, any cracks in doors and vents into the room should be dealt with. The heating system should also be shut off.
7. Inform parents (following the advice of the emergency services)
8. Inform CIW and the Local Authority (if relevant) as soon as it is safe to do so.

In the event of a Partial Lockdown it is possible to continue with the setting's usual work, and for children and staff to move about as needed within the building.

Cynllun 2 Cloi Lawr Llawn

CYNLLUN 2 TREFN CLOI LAWR LLAWN

Mae hyn yn golygu bod bygythiad uniongyrchol i'r adeilad neu yn yr adeilad. Weithiau gall sefyllfa Cloi Lawr Rhannol ddatblygu mewn i sefyllfa Cloi Lawr Llawn. **Nod Cloi Lawr Llawn yw gwneud i'r adeilad a'r ystafelloedd edrych fel eu bod yn wag.**

Camau

1. Ffonio'r Heddlu (Os nad ydynt yn ymwybodol o'r sefyllfa)
2. Canu'r Sŵn Cloi Lawr Llawn er mwyn hysbysu pawb
3. Stopio pob gweithgaredd (tu allan neu tu fewn) a dod a phawb mewn i un ystafell (neu ddwy os ydych yn leoliad mawr) gyda chofrestr
4. Diffodd y goleuadau neu eu troi lawr cymaint a phosibl.
5. Sicrhau fod pob drws allanol, drysau mewnol (os yn bosibl) a ffenest dan glo.
6. Cloi drysau'r ystafelloedd ble mae pobl o'r tu fewn os yn bosibl
7. Tynnu cyrtens / bleindiau
8. Plant a staff i eistedd yn dawel allan o'r golwg rhywle fyddai yn diogelu rhag bwledi os yn bosibl. (Mae bwledi yn mynd trwy wydr, pren a metel) Mae tu ôl i waliau trwchus yn well.
9. Diffoddwch sŵn ar ffonau symudol
10. Cymryd cofrestr
11. Hysbysu Rhieni (gan ddilyn cyngor y gwasanaethau brys) pan mae'n saff i wneud
12. Ni ddylid caniatâi i neb ddod mewn nag allan o'r adeilad.
13. Aros am gyfarwyddiadau ac aros fel hyn tan bod staff gwasanaethau brys neu'r rheolwr wedi codi'r gwaharddiad.
14. Cofiwch gallai fod cyfarwyddiadau i godi'r larwm tân i wagio'r adeilad ar unrhyw amser.
15. Tra fod yr adeilad dan glo bydd angen cadw llinellau cyfathrebu ar agor ond ni ddylid gwneud galwadau di-angen.

Plan 2 Full Lockdown

PLAN 2 FULL LOCKDOWN PROCEDURE

This means that there is a direct threat to the building, or a threat inside of the building. Sometimes a Partial Lockdown may develop into a Full Lockdown. **The aim of a Full Lockdown is to make it appear as though the building and rooms are empty.**

Steps

1. Phone the Police (If they are not already aware of the situation)
2. Sound the Full Lockdown Alarm to inform everyone.
3. Stop every activity (inside or out) and bring everyone into one room (or two, if it is a large setting) along with the register.
4. Switch off the lights or dim them as much as possible.
5. Ensure that each external door, window and internal door (if possible) is locked.
6. If possible, lock the doors of the room where people are gathered from the inside.
7. Draw the curtains / blinds
8. Children and staff to sit quietly out of view, preferably in a place which will shield them from bullets. (Bullets can penetrate glass, wood and metal). It is better to sit behind a thick wall.
9. Put mobiles phones on silent
10. Take the register
11. Inform parents (following the advice of the emergency services) when safe to do so
12. Nobody is to be permitted to exit or enter the building.
13. Await instructions and stay like this until a member of the emergency services or the manager lifts the restrictions.

14. Remember that you may hear the instruction to raise the fire alarm and empty the building at any time.
15. While the building is under Lockdown you will need to keep the lines of communication open, but should not make unnecessary calls.

Cynllun 3 Gwagio'r adeilad ag ymgynnull ymhell o'r lleoliad

CYNLLUN 3 GWEITHDREFN GWAGIO CYLCH DAN AMODAU PERYGLUS

Mae angen i'r Cylch greu gweithdrefn bwrpasol ar gyfer gwagio yr adeilad yn yr un modd a'r Weithdrefn Tân. Mae'n bosib y bydd llawer o'r weithdrefn yr un peth a'r weithdrefn tan ond gan nodi camau ychwanegol os bydd angen symud yn bellach i ffwrdd o'r lleoliad. Bydd angen i'ch gweithdrefn gynnwys gwybodaeth am fan diogel yn y gymuned a sut y byddwch yn gallu cyrraedd yno. Mae'n debygol y byddai'r gwasanaethau brys yn eich cynghori pe bai angen ar y pryd.

Bydd eich gweithdrefn yn cynnwys pwy sydd yn gyfrifol am ba weithrediadau e.e

a) Codi'r Larwm
b) Trefnu Lleoliad Saff
c) Trefnu cludiant i'r lleoliad Saff
d) Ymgynnull y plant
e) Mynd a'r Gofrestr a'r Llyfr Arwyddo Allan
f) Cymryd cofrestr y plant yn gyson
g) Cysylltu gyda rhieni

Cofnodi'r Digwyddiad a Chamau Pellach

Mae'n bwysig wedi i'r digwyddiad orffen a bod pawb yn ddiogel, eich bod yn cofnodi'r digwyddiad mor fanwl a phosibl. Cofiwch hysbysu AGC o'r hyn sydd wedi digwydd a byddwch yn ymwybodol efallai bydd asiantaethau allanol fel AGC, Gwasanaethau Cymdeithasol neu'r Heddlu am weld eich cofnodion. Os oedd y digwyddiad yn deillio o sefyllfa ble roedd perygl yn ymwneud ag un plentyn (neu ei deulu / theulu) yn benodol, rhaid i chi gofnodi hyn yn record cronolegol y plentyn

a dilyn eich Polisi Amddiffyn Plant. Mewn rhai sefyllfaoedd bydd angen cloi record y plentyn hwnnw i ffwrdd a’i wahanu oddi wrth ffeiliau’r plant eraill, yn barod at ddefnydd asiantaethau sydd a dyletswydd i wneud ymchwil cyfreithiol i sefyllfaoedd Amddiffyn Plant.

Plan 3 – Evacuate and congregate away from the building

PLAN 3 PROCEDURE FOR EVACUATING THE CYLCH UNDER DANGEROUS CONDITIONS

The Cylch needs to create a specific plan for evacuating the building in the same mode as a Fire Drill. It’s possible that much of the procedure will be the same as the fire procedure, but with additional steps if there is a need to move further away from the setting. Your procedure will need to include information about a safe space in the community and how you will be able to get there. It is likely that the emergency services will advise you if required at the time.

Your procedure will include details of who is responsible for which actions, e.g.

a) Raising the Alarm
b) Arranging a Safe Location
c) Arranging Transport to the Safe Location
d) Mustering the children
e) Remembering to bring the Register and Signing In Book
f) Taking the register frequently
g) Contacting parents

Recording the Incident and Further Steps

Once the incident is over and everyone is safe, it is important that you record the events in as much detail as possible. Remember to inform CIW of that which has happened, and be aware that external agencies such as CIW, Social Services or the Police may wish to see your records. If the incident arose due to a situation where the danger involved a particular child (or his/her family) then this must be recorded in the child’s chronological record, and the Child Protection Policy must be followed. In certain situations you will need to separate that child’s

record and lock it away on its own, ready for use by other agencies which have a legal duty to investigate Child Protection situations.