Cylch Meithrin Meini Bach

Polisi Cydraddoldeb ac Amrywiaeth
Equality and Diversity Policy

Mae fersiwn Saesneg o'r ddogfen hon ar gael. Os oes unrhyw amwysedd am eiriad y polisi, y fersiwn Gymraeg sy'n gywir bob tro.

Bydd **Cylch Meithrin Meini Bach** yn dilyn y pecyn polisïau a chanllawiau 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 pecyn polisïau a chanllawiau hwn.

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

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

ADOLYGWYD GAN		**DYDDIAD**
(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, berthnasol os ydych wedi gwneud newidiadau iddo)

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A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Cylch Meithrin Meini Bach follows this policy and guideline pack, 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 and the local authority 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.

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

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

Cylch Meithrin Meini Bach

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Equality and Diversity Policy

Nod

Nod y Cylch Meithrin yw darparu amgylchedd cynhwysol sy'n hyrwyddo cyfraniad a chyfranogiad pawb sy'n gysylltiedig â'r Cylch Meithrin.

Byddem yn rhagweithiol wrth hyrwyddo amrywiaeth, cyfleoedd cyfartal a pholisiau a gweithdrefnau gwrthwahaniaethol i'r holl blant ac oedolion sy'n gysylltiedig â'n gwaith. Byddem yn monitro ein polisiau a gweithdrefnau personel yn rheolaidd i sicrhau eu bod yn deg ac yn wrthrychol. Ein nod yw denu ystod eang o ymgeisiwyr swydd cymwys ac abl. Annelwn i ddarparu gwithle ac amgylchedd dysgu sy'n hygyrch i oedolion a phlant gydag anableddau. Byddem yn sicrhau bod staff yn ymwybodol o'u hawliau a'u cyfrifoldebau fel y noder ym mholisiau'r Cylch Meithrin. Cydnabyddwn fod gan bawb yr hawl i driniaeth deg, i beidio a bod yn destun gwahaniaethu, ac i fwynhau gweithle ac amgylchedd dysgu cytûn.

Bydd y Cylch Meithrin yn sicrhau bod pob sector o'r gymdeithas, gan gynnwys y rheini o gefndiroedd difreintiedig, gwaeth beth fo'r iaith a siaredir, yn gwybod bod gweithgareddau'r Cylch Meithrin ar gael iddynt.

Hawliau Plant

Mae sicrhau cydraddoldeb ac amrywiaeth yn rhan o sicrhau fod y cylch meithrin / meithrinfa ddydd yn parchu hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant, yn benodol:

Erthygl 2: Mae'r Confensiwn yn gymwys i bob un, beth bynnag fo'i hil, crefydd, galluoedd, beth bynnag a feddylia neu a ddywed a pha fath bynnag o deulu y daw ohono.

Erthygl 3: Dylai pob sefydliad sy'n ymwneud â phlant weithio at yr hyn sydd orau i bob plentyn.

Erthygl 8: Dylai llywodraethau barchu hawl plant i enw, cenedligrwydd a chlymau teulu.

Erthygl 12: Mae gan blant yr hawl i ddweud eu barn ynghylch yr hyn a ddylai ddigwydd pan fo oedolion yn gwneud penderfyniadau sy'n effeithio arnyn nhw, ac i'w barn gael ei hystyried. Erthygl 14: Mae gan blant yr hawl i feddwl a chredu'r hyn a fynnent ac i arfer eu crefydd, cyhyd ag nad ydynt yn cadw pobl eraill rhag mwynhau eu hawliau. Dylai rhieni arwain eu plant yn y materion hyn.

Polisi Cydraddoldeb ac Amrywiaeth
Equality and Diversity Policy

Aim

The aim of the Cylch Meithrin is to provide an inclusive environment which promotes the contribution and participation of everyone involved with Cylch Meithrin.

We will positively promote diversity, equality of opportunities and anti-discrimination policies and practices for all children and adults associated with our work. We will regularly monitor our personnel policies and procedures to ensure that they are fair and objective. Our aim is to attract a wide range of competent and able applicants for our posts. We aim to provide an accessible working and learning environment for disabled adults and children. We will ensure that all our staff know their rights and their personal responsibilities contained within policies of the Cylch Meithrin. We acknowledge that everyone has a right to be treated fairly and without discrimination, and to enjoy a harmonious working and learning environment.

The Cylch Meithrin will ensure that all sectors of the community, including those from a deprived background, regardless of their language, know that the Cylch Meithrin activities are available to them.

The Rights of the Child

This policy is part of ensuring that the Cylch Meithrin respects children's rights as included in the United Nations Convention of the Rights of the Child, particularly:

Article 2 The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

Article 3 All organisations concerned with children should work towards what is best for each child.

Article 8 Governments should respect children's right to a name, a nationality and family ties.

Article 12 Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.

Erthygl 14: Mae gan blant yr hawl i feddwl a chredu'r hyn a fynnent ac i arfer eu crefydd, cyhyd ag nad ydynt yn cadw pobl eraill rhag mwynhau eu hawliau. Dylai rhieni arwain eu plant yn y materion hyn.

Erthygl 23: Mae gan bob plentyn ag anabledd yr hawl i fyw bywyd da a llawn, cyn belled a bod modd dylent gael fyw bywyd annibynnol a bod yn weithredol o fewn y gymuned.

Erthygl 30: Mae gan blant yr hawl i ddefnyddio iaith ac arferion eu teuluoedd, boed y rhain yn cael eu rhannu gan fwyafrif y bobl neu beidio.

Erthygl 31: Mae gan blant yr hawl i ymlacio a chwarae ac ymuno mewn ystod eang o weithgareddau.

Cod Ymarfer

Amgylchedd y Cylch Meithrin

Mae'r Cylch Meithrin yn ymrwymo i roi cyfleoedd heb rwystr i bob plentyn fanteisio ar amryw o brofiadau blynyddoedd cynnar. I'r perwyl hwn, mae'r Cylch Meithrin yn sicrhau bod amgylchedd y Cylch Meithrin yn hyrwyddo dealltwriaeth o amrywiaeth ddiwylliannol ac yn adlewyrchu'r gymdeithas yr ydym yn byw ynddi.

Bydd y Cylch Meithrin yn:

- hyrwyddo cydraddoldeb ac amrywiaeth o fewn pob gweithgaredd ac wrth weithio gyda'r plant a'u rhieni/gofalwyr/gwarcheidwaid[1].

- cydnabod bod cyfartaledd ac amrywiaeth yn cynnwys pob agwedd o gyflogaeth a darparu gwasanaethau[2]. I'r perwyl hwn bydd y Cylch yn sicrhau bod y pwyllgor/rheolwr a'r staff yn cydymffurfio â'r polisi hwn ar bob adeg ac yn adolygu a diweddaru'r polisi yn flynyddol er mwyn sicrhau bod y polisi yn cydymffurfio gyda'r ddeddfwriaeth a'r canllawiau cyfredol [3]. Cyflwynir y polisi hwn i bob gweithiwr fel rhan o'r hyfforddiant anwytho.
- adnabod a chael gwared ar unrhyw arfer sydd yn camwahaniaethu ar sail hil, anabledd, rhyw, oed, tueddiad rhywiol, beichiogrwydd a mamolaeth, crefydd neu statws cymdeithasol.
- hyrwyddo amgylchedd sy'n rhydd o gamwahaniaethu, aflonyddu a bwlio. Bydd y Cylch yn delio gydag unrhyw ymddygiad sy'n mynd yn groes i hynny. Os bydd aelod o staff neu wirfoddolwr yn torri gofynion y polisi hwn, gall arwain at weithredu'r Drefn Ddisgyblu.

Article 14 Children have the right to think and believe what they want and to practice their religion, as long as they are not stopping other people from enjoying their rights.

Article 23 Every disabled child has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community.

Article 30 Children have a right to learn and use the language and customs of their families, whether these are shared by the majority of people in the country or not.

Article 31 Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Code of Practice

The Cylch Meithrin environment

The Cylch Meithrin commits to give every child barrier free opportunities to benefit from a range of early years experiences. To this end, the Cylch Meithrin will ensure that the Cylch Meithrin environment promotes understanding of cultural diversity and reflects the society within which we live.

The Cylch Meithrin will:

- promote equality and diversity within each activity and though working with parents/carers/guardians[4].
- recognise that equality and diversity includes all aspects of employment and service provision[5]. To this end, the Cylch will ensure that the committee/manager and staff comply with this policy at all times and will review the policy annually to
- weithredu'r Drefn Ddisgyblu.

[4] NMS 2016, 16.1: equality of opportunity and anti-discriminatory practice is promoted in the setting
[5] NMS 2016, 16.3: all children and adults are treated with equal concern and the registered person complies with relevant anti-discriminatory legislation and good practice in all areas, including employment, training, admission to day care and access to the resources, activities and facilities available.

Gweithio gyda theuluoedd

Mae'r Cylch Meithrin yn ymrwymo i sicrhau bod teuluoedd o bob sector o'r gymdeithas yn gwybod bod gweithgareddau'r Cylch Meithrin ar gael iddynt.

Bydd y Cylch Meithrin yn:

- creu argraff sy'n croesawu ac yn adlewyrchu pob sector o'r gymdeithas gan ddefnyddio iaith glir a syml. Sicrhau bod unrhyw lythyr, cylchlythyr, datganiad, poster, llyfryn, taflen ayyb sy'n arddangos enw'r Cylch yn osgoi iaith / lluniau / delweddau gwahaniaethol. Byddem hefyd yn sicrhau bod unrhyw lenyddiaeth yn dangos amrywiaeth ymhob ffordd, a hynny mewn modd rhagweithiol a chadarnhaol.
- sicrhau bod pawb sy'n gysylltiedig â'r Cylch yn cael gwybod am holl weithgareddau'r Cylch y mae ganddynt hawl i gymryd rhan ynddynt trwy gyfrwng hygyrch a phriodol, mewn iaith syml, ac yn rhydd o dermau gwahaniaethol.
- annog rhieni/gofalwyr/gwarcheidwaid i gymryd rhan ym mywyd y lleoliad e.e. drwy sicrhau cynrychiolaeth deg a chytbwys o rieni'r Cylch ar ei bwyllgor rheoli / cymdeithas rhieni.
- darparu cyfleusterau a/neu gyfleoedd heb rwystr, gan roi ystyriaeth i iaith, cenedligrwydd, hil, rhyw, cyfeiriadedd rhywiol, anabledd, crefydd, statws priodasol, diwylliant a statws cymdeithasol pobl. Bydd hyn yn galluogi pawb i gyfranu at a dathlu bywyd y Cylch.
- trefnu cyfarfodydd sy'n addas i amgylchiadau pawb sy'n gysylltiedig â'r Cylch o ran amser, rhybudd, mynediad, offer cyfieithu, ac unrhyw drefniadau ychwanegol eraill

  sydd eu hangen. Monitro presenoldeb ac ystyried newid yr amser, lleoliad ac unrhyw rwystrau eraill, er mwyn rhoi cyfle i'r rheini /gwarchodwyr na fyddent fel arall yn gallu mynychu.
- monitro mynediad i weithgareddau'r Cylch a gwneud ymdrech arbennig i gynnwys pob sector. Er mwyn gwneud hyn, bydd y Cylch yn cynnal adolygiad blynyddol o wasanaethau'r Cylch.
- cyd-weithio gyda rhieni/gofalwyr/gwarcheidwaid i sicrhau cwrdd â gofynion meddygol, diwylliannol a dietegol y plant.

- recognise and remove any practice which discriminates on the basis of race, disability, gender, age, sexual orientation, pregnancy and motherhood, religion or social status.
- promote and atmosphere which is free of discrimination, harassment and bullying. The Cylch will deal with any behaviour which violates this. Failure by a

member of staff or volunteer to adhere to this policy could lead to action under the Disciplinary Procedure.

Working with Families

The Cylch Meithrin is committed to ensuring that families from all sectors of the community are aware that the Cylch Meithrin's activities are available to them.

The Cylch Meithrin will:

- create an impression that welcomes and reflects all sectors of the community by using clear and simple language. Ensure that any letter, newsletter, statement, poster, booklet, leaflet etc. which displays the Cylch name does not use discriminatory language/pictures/images. We will also ensure that all literature will actively and positively demonstrate diversity in all its forms.
- ensure that everyone associated with the Cylch are made aware of all the activities that they have a right to take part through an appropriate accessible medium, in clear language, and free from any terms that could be discriminatory.
- encourage parents/carers/guardians to take part in the setting's life e.g. by ensuring a fair and balanced representation of Cylch staff on the management committee / parents association.
- provide barrier free facilities and/or opportunities, taking into consideration peoples language, nationality, race, gender, sexual orientation, disability, religion, marital status, culture or social status. This will help allow everybody to contribute and celebrate the life of the Cylch.
- arrange meetings which are suitable to the circumstances of all associated with the Cylch, in terms of time, notice, access, interpretation equipment, and any other necessary arrangements. Monitor attendance and consider changes to time, location and any other barriers, in order to give the opportunity to parents or guardians who wouldn't be able to attend otherwise.
- monitor access to the Cylch's activities and make a special effort to include every sector of the community. In order to do this, the Cylch will undertake an annual review of the Cylch's activities.
- work in partnership with parents/carers/guardians to meet the medical, cultural and dietary needs of the children.

Gweithgareddau'r Cylch Meithrin

Mae'r Cylch Meithrin yn ymrwymo i roi cyfle i bob plentyn fanteisio ar amryw o brofiadau blynyddoedd cynnar. I'r perwyl hwn, mae'r Cylch Meithrin yn sicrhau bod gweithgareddau ac adnoddau'r Cylch Meithrin yn hyrwyddo dealltwriaeth ac yn dathlu amrywiaeth ddiwylliannol.

Bydd y Cylch Meithrin yn:

- darparu cefnogaeth ac anogaeth i holl aelodau staff datblygu eu gyrfaoedd a chynyddu eu cyfraniad i waith y Cylch Meithrin trwy ehangu eu sgiliau a'u gwybodaeth. Bydd y Cylch Meithrin yn darparu hyfforddiant i staff a gwirfoddolwyr er mwyn gwella eu sgiliau ac ehangu eu gwybodaeth. Dylai hyn gynnwys hyfforddiant ymwybyddiaeth diwylliannol a hyfforddiant sy'n galluogi staff i feddu ar ddealltwriaeth llawn ac ymarferol o'r Model Cymdeithasol o Anabledd.
- Sicrhau bod yr ystod o adnoddau mae'r Cylch Methrin yn ddarparu e.e. doliau, teganau, llyfrau, gemau ac ati, yn adlewyrchu ystod o ddiwylliannau ac anableddau.
- annog plant a'u teuluoedd i rannu profiadau o'u bywyd pob dydd.
- chwilio am gyfleoedd i wahodd neu ymweld â chynrychiolwyr o wahanol gymunedau i rannu profiadau o'u bywyd pob dydd.
- dathlu amrywiaeth o wyliau diwylliannol.
- annog plant i ddysgu am wahanol fwydydd, ac o ffyrdd gwahanol o fwyta, gan annog datblygu parch y plant tuag at y gwahanol arferion diwylliannol.

Polisïau Cysylltiedig

Polisi Cynhwysiant a Chyfle Cyfartal

Polisi Staffio

Polisi Derbyn (*Admissions*)

Polisi Bwyta'n Iach a Chadw'n Heini

Activities of the Cylch Meithrin

The Cylch Meithrin is committed to offering children an opportunity to benefit from a range of early years experiences. To this end, the Cylch Meithrin ensures that the activities and resources in the Cylch Meithrin promote understanding and celebration of cultural diversity.

The Cylch Meithrin will:

- provide support and encouragement to members of staff to develop their careers and increase their contribution to the work of the Cylch Meithrin by enhancing their knowledge and skills. The Cylch Meithrin will provide training to staff and volunteers in order to improve skills and expand their knowledge. This should include cultural awareness training and training that enables staff to have a full and practical understanding of the Social Model of Disability.
- ensure that cultural and disability diversity is reflected in the range of resources that the Cylch Meithrin provides e.g. dolls, toys, books, games.
- encourage children and their families to share experiences from their everyday lives.
- look for opportunities to invite or visit representatives from different communities to share experiences from their everyday lives.
- celebrate a variety of cultural festivals.
- encourage children to learn about different foods, eating practices, and encourage children to develop respect toward the various cultural practices.

Associated Policies

Inclusion and Equal Opportunities Policy

Staffing Policy

Admissions Policy

Healthy Eating and Keep Fit Policy