Cylch Meithrin Meini Bach

Polisi Gadael a Chasglu Plant
Leaving and Collecting Children Policy

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, gydag unrhyw atodiad dilynol mewn melyn yn orfodol ac yn cymryd blaenoriaeth dros bolisi blaenorol y Cylch Meithrin / Meithrinfa, lle ceir newid arferiad. Cyfeiriwch hefyd at eich Asesiad Risg COVID 19 ynghyd a'ch restr wirio COVID 19

Ymbellhau Cymdeithasol

(Ceir gwybodaeth fanwl gan Lywodraeth Cymru YMA)

Mae mesurau cadw pellter cymdeithasol yn gamau y bydd y Cylch/ Meithrinfa yn eu cymryd i leihau rhyngweithio cymdeithasol rhwng pobl. Bydd hyn yn helpu i leihau trosglwyddo Coronafeirws (COVID-19).

Dyma rai camau perthnasol ynghylch sut i gadw pellter wrth i rieni/gwarcheidwaid adael a chasglu eu plant yn y Cylch / Feithrinfa:

- Byddwn yn ystyried yr amserlen wrth dderbyn a ffarwelio gyda phlant. Byddwn yn anelu i roi amser penodol i rieni ollwng eu plant. e.e.

  Grŵp 1 – 5 rhiant 8.50yb – 9.00yb

  Grŵp 2 – 5 rhiant 9.00yb – 9.10yb ac yn y blaen.

  Gwnawn yr un fath wrth drefnu i rieni gasglu plant

- Gofynnwn i deuluoedd sicrhau mai dim ond un rhiant/gwarchodwr sydd yn gollwng plant er mwyn osgoi gormod o dorf wrth y fynedfa
- Bydd aelod o staff yn arwyddo plant mewn ac allan
- Bydd marciau yn cael eu gosod y tu allan ble mae rhieni yn aros i ddangos pellter o 2 fetr fel bod modd i bob rhiant ymbellhau wrth iddynt aros i ollwng a chasglu plant
- Anogir rhieni i ofyn ymlaen llaw os am sgwrs gyda'r staff fel bod modd trefnu nad yw hyn yn amharu ar drefniadau casglu a gadael plant. (Weithiau ni fydd modd gwneud hyn felly byddwn yn gwneud trefniant fel bod modd cael sgwrs breifat gyda rhiant wrth gadw pellter o 2 fetr rhyngom ni.)
- Gallai'r lleoliad ystyried defnyddio gorchuddion wyneb, yn enwedig lle mae cyswllt rhwng oedolion pan nad oes modd cadw pellter cymdeithasol e.e. wrth i rieni adael a chasglu eu plant
- Gallai'r lleoliad ystyried cynghori rhieni i wisgo gorchudd wyneb pan fyddant yn gollwng ac yn casglu eu plant os yw'n anodd cadw pellter cymdeithasol rhwng staff a rhieni.

Plant sydd yn mynychu mwy nag un lleoliad

I rai teuluoedd, mae defnyddio gofal plant y tu allan i'r ysgol neu ofal cofleidiol yn allweddol i gynorthwyo plant i ddychwelyd i'r ysgol a rhieni i weithio. Lle bynnag y bo modd, dylid cadw hyn i'r lleiafswm, ond mewn rhai achosion mi fydd yn anochel, ac mae hynny'n arbennig o wir ar gyfer addysg gynnar.

Polisi Gadael a Chasglu Plant
Leaving and Collecting Children Policy

Os yw'r plentyn yn mynychu addysg a gofal plant, a hynny ar draws dau leoliad neu safle, bydd yn bwysig sicrhau bod ysgolion a lleoliadau gofal plant i gyd yn deall y trefniadau trosglwyddo ac yn glir pryd fydd y plentyn ym mhob lleoliad a beth yw’r trefniadau casglu a chludiant.

Caniateir mynychu mwy nag un lleoliad lle nad oes dewisiadau amgen eraill; bydd angen gweithio mewn partneriaeth agos rhwng ysgolion, lleoliadau gofal plant a rhieni. Yn ddelfrydol, dylai plant aros yn yr un grŵp cyswllt ar draws lleoliadau, ac os amheuir bod achos o COVID yn y naill leoliad neu'r llall, sy'n effeithio ar y plentyn hwnnw a'i grŵp cyswllt, rhaid hysbysu'r ddau leoliad a chydweithio i nodi cysylltiadau. Er mwyn cefnogi hyn, dylai pob lleoliad gadw cofnod o unrhyw blant sy'n mynychu sawl lleoliad gofal plant.

Dyma rai ffyrdd posibl o roi plant mewn grwpiau yn ystod gofal cofleidiol neu’r tu allan i oriau ysgol:

- Yn ôl dosbarth;
- Yn ôl grŵp oedran;
- Yn ôl ysgol.

Dylai lleoliadau ystyried sut gallant weithio gyda rhieni neu ofalwyr i gytuno ar ffyrdd o reoli unrhyw deithiau anghenrheidiol, gan gynnwys codi a gollwng yn yr ysgol, er mwyn lleihau’r angen i ddarparwr deithio gyda grwpiau o blant. Os oes angen teithio, dylai darparwyr wneud eu gorau glas i wneud yn siŵr bod plant yn teithio gyda’r un grŵp cyson y byddant yn rhan ohono yn y lleoliad. Dylid gwneud pob ymdrech i beidio â chymysgu plant o wahanol leoliadau mewn unrhyw gerbyd sy’n cael ei ddefnyddio, oherwydd byddai hyn yn tanseilio’r gwaith o gael grwpiau ar wahân yn y lleoliad. Dylai plant dros 11 oed wisgo **gorchudd wyneb** wrth gael eu cludo gan y lleoliad.

Os oes angen i blant fynychu mwy nag un lleoliad, bydd angen i rieni, gofalwyr, ysgolion a lleoliadau drafod y risgiau hyn ac ystyried sut mae eu rheoli i leihau lledaeniad y feirws. Bydd hyn yn golygu rhieni, ysgolion a lleoliadau yn gweithio mewn partneriaeth agos i lawn ystyried sut gallant sicrhau darpariaeth effeithiol ochr yn ochr â’u mesurau diogelu ehangach. Caiff lleoliadau eu hatgoffa bod yn rhaid i drafodaethau â rhieni am faterion iechyd aros yn gyfrinachol ac ni ddylid rhannu gwybodaeth, oni bai fod y rhiant neu’r gofalwr wedi cytuno i hynny.

Mae’n bwysig bod lleoliadau’n cael yr hyblygrwydd i reoli ac i ymateb i risgiau mewn ffordd briodol. Wrth i leoliadau geisio lleihau’r risgiau o drosglwyddo’r haint, dylent ystyried yr Hierarchaeth o Reolaethau Risg :

Mesurau diogelu mewn lleoliadau gofal plant: cadw gofal plant yn ddiogel [HTML] | LLYW.CYMRU

Os yw plentyn yn profi’n bositif rhaid iddo **hunanynysu** gartref a pheidio â mynychu *unrhyw* leoliad gofal plant.

Staff sydd yn gweithio mewn mwy nag un lleoliad

Os yw aelod o staff yn gweithio mewn mwy nag un lleoliad, neu sydd ag dwy swydd, dylai'r unigolyn ddilyn gweithdrefnau hylendid y Cylch / Meithrinfa gan newid eu dillad wrth gyrraedd y Cylch/ Meithrinfa a golchi dwylo'n drwyadl.

Byddwn hefyd yn ystyried hefyd sut y gallant leihau'r risg o gyswllt ehangach, gan gyfyngu ar y cadwyni trosglwyddo.

Unigolion gyda symptomau - Gweithdrefn

Os ydy plentyn yn dangos symptomau Covid-19 tra eu bod yn y Cylch / Feithrinfa bydd y weithdrefn hon yn cael ei dilyn. Bydd y Cylch yn

1) Galw'r rhiant i gasglu'r plentyn yn syth

2) Symud y plentyn i ffwrdd o'r plant arall a gofalu amdanynt ar wahân.

3) Bydd un aelod o staff yn aros gyda'r plentyn tu allan neu mewn ystafell ar wahân

4) (Os nad oes man aros tu allan addas neu ystafell ar wahân ar gael bydd y plentyn yn cael ei gadw / chadw 2 fedr i ffwrdd wrth bawb arall heblaw'r aelod o staff sydd yn gofalu amdano)

5) Bydd ffenestr ar agor i sicrhau bod yr awyr yn troelli.

6) Bydd yr aelod o staff sydd yn cysuro a chadw cwmni i'r plentyn yn gwisgo menig rwber, ffedog a masg sydd yn arbed rhag hylif. Os oes risg gall hylif corfforol (er enghraifft o disian) dasgu i'r llygaid bydd yr aelod o staff hwnnw yn gwisgo gorchudd llygaid hefyd.

7) Os oes angen cyngor clinigol arnoch dylech fynd ar-lein i GIG 111 (neu ffonio 111 os nad oes gennych fynediad i'r rhyngrwyd). Mewn argyfwng, ffoniwch 999 os oes rhywun yn ddifrifol wael. Peidiwch ag ymweld â'r meddyg teulu, fferyllfa, canolfan gofal brys nac ysbyty.

8) Bydd yr aelod o staff a fu yn helpu yn diosg eu cyfarpar diogelu personol yn unol â'r cyfarwyddiadau ac yn gwaredu'r gwastraff yn ofalus i beidio lledu haint. (pwynt 11) Bydd yr aelod o staff hefyd yn newid eu dillad gan sicrhau pan fydd eu dillad yn cael eu golchi eu bod ond yn llenwi dim ond hanner y peiriant golchi ac yn golchi gyda'r dŵr poethaf posibl i'r defnyddiau.

9) Os ydy'r plentyn am ddefnyddio'r tŷ bach tra'u bod yn sâl, dylid defnyddio tŷ bach ar wahân os yn bosibl. Rhaid i'r tŷ bach gael ei lanhau a'i ddiheintio yn drylwyr cyn i unrhyw berson arall gael ei ddefnyddio.

10) Os yw aelod o staff wedi helpu rhywun a oedd yn mynd yn sâl gyda pheswch newydd, parhaus neu dymheredd uchel, nid oes angen iddo fynd adref oni bai ei fod yn datblygu symptomau ei hun. Dylai'r aelod staff olchi eu dwylo'n drylwyr am 20 eiliad ar ôl unrhyw gyswllt â rhywun sy'n sâl.

11) Bydd angen glanhau pobman lle bu'r plentyn ar aelod o staff a phob arwyneb iddynt gyffwrdd diheintydd. Dylai'r glanhawyr wisgo menig a ffedog.

12) Rhaid gosod y gwastraff i gyd mewn bag wedi ei ddyblu a'i storio yn saff am 72 awr cyn ei daflu allan gyda'r sbwriel. Os nad yw'n briodol storio am o leiaf 72 awr, trefnwch iddo

gael ei gasglu fel gwastraff heintus Categori B naill ai gan eich awdurdod casglu gwastraff lleol neu gan gontractwr gwastraff clinigol arbenigol. Byddant yn rhoi bagiau gwastraff clinigol oren neu borffor ichi i roi eich bagiau ynddynt fel y gellir anfon y gwastraff i gael ei drin yn briodol.

13) Os angen glanhau ardal ble roedd hylifau corfforol dylid defnyddio cyfarpar diogelu llygaid ceg a'r trwyn yn ogystal a menig a ffedog. Os nad oes modd glanhau neu olchi ardal e.e. gyda matres neu gadeiriau wedi eu gorchuddio â deunydd (upholstered) dylid taflu'r eitemau ffwrdd.

14) Hysbysu'r Awdurdod(au) Lleol, AGC a'r Swyddog Cefnogi lleol

Os ydy aelod o staff yn teimlo yn anhwylus:

Bydd yn rhaid i chi roi gwybod i'r rheolwr cyn gynted â phosibl. Bydd yn rhaid i i'r aelod o staff hunan ynysu a threfnu prawf Covid19 am 10 o ddiwrnodau, yn unol â chanllawiau Covid-19.

Cylch Meithrin Meini Bach

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Leaving and Collecting Children Policy

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 with subsequent attachments in yellow, **are mandatory and take priority over the Cylch's / Nursry's former policies if there is a change of procedure. Please refer to your setting's COVID 19 Risk Assessment and COVID 19 checklist**

Social Distancing

(Detailed information from the Welsh Government is HERE)

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

Here are some relevant steps on how the Cylch will maintain a social distance as parents drop off and collect their children:

We will consider the timetable when receiving and releasing children. We will aim to give parents a specific time to drop their children.

E.g. Group 1 – 5 parents 8.50am – 9.00pm

Group 2 – 5 parent 9.00am – 9.10pm and so on.

We will do the same in arranging for parents to collect children

- We ask families to ensure that only one parent drops children off, to avoid excessive crowds at the entrance.
- A member of staff will sign children in and out
- Markings will be placed outside where parents are waiting to indicate a distance of 2 metres so that every parent can distance themselves as they wait to drop off and collect children
- Parents are encouraged to ask in advance if they wish to speak to staff so that it can be arranged and will not interfere with the arrangements for collecting and leaving children. (Sometimes this will not be possible so we will arrange a private conversation with a parent while keeping a distance of 2 metres between us.)
- The Cylch Meithrin could consider the use of face coverings, particularly where there is adult to adult contact and social distance cannot be maintained, e.g. when parents leave and collect their childrern
- The Cylch Meithrin could consider advising parents to wear face coverings when dropping off and picking up children where maintaining a social distance between staff and parents is difficult

Markings will be placed outside where parents are waiting to indicate a distance of 2 metres so that every parent can distance themselves as they wait to drop off and collect children

Children who attend more than one setting

For some families, the use of out of school or wrap around childcare will be key to supporting children to return to school and parents to work. Wherever possible this should be kept to a minimum, but in some cases it will be unavoidable, and that is particularly so for early education.

If the child is accessing both education and childcare, and this is taking place across two settings or sites, it will be important to ensure schools and childcare settings all understand the transition arrangements and are clear on when the child will be in each setting and what collection and transport arrangements are in place.

Attendance at more than one setting is permissible where there are no other alternatives and will require close partnership working between schools, childcare settings and parents. Ideally children should remain in the same contact group across settings, and if there is a suspected case of covid in either setting that impacts that child and their contact group, both settings must be informed and work together to identify contacts. To support this all settings should keep a record of any children that attend multiple childcare settings.

Possible ways of grouping children in wrap around and out of school provision includes:

- by class
- by year group
- by school.

Settings should consider how they can work with parents to agree ways to manage any necessary journeys, including pick-ups and drop-offs at schools, to reduce the need for a provider to travel with groups of children. Where travel is necessary providers should do all that they can to ensure that children travel as part of the same consistent group they will be in within the setting. Every effort should be made not to mix children from multiple settings in any vehicles used as this would undermine maintaining distinct groups within the setting. Children over the age of 11 should wear face coverings while being transported by the setting.

Where children need to attend more than one setting, parents, schools and settings will need to discuss these risks and consider how to manage them to reduce the spread of the virus. This will mean parents, schools and settings working in close partnership to consider fully how they can make provision work alongside their wider protective measures. Settings are reminded that discussions with parents on health matters are to remain confidential and information only shared if the parent or carer has agreed.

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It is important settings have the flexibility to manage and respond to risks in an appropriate way. As settings seek to minimise the risks of transmission, they should consider the Hierarchy of Risk Controls:

Protective measures in childcare settings: Keep Childcare Safe [HTML] | GOV.WALES

If a child tests positive, has symptoms of Covid 19 they must **self-isolate** at home and not attend any childcare settings.

Staff who work in more than one setting

If a member of staff works in more than one setting, or has two jobs, the individual should follow the hygiene procedures of the Cylch / Nursery and change their clothes on arrival at the Cylch / Nursery and wash their hands thoroughly.

We will also consider how to decrease the risk of wider connections, and how to limit the transmission chains.

Procedure for Individuals with symptoms

If a child shows symptoms of Covid-19 while at the Cylch / Nursery the following procedure will be observed. The setting will:

1. Call the parent to collect the child immediately
2. Move the child away from the other children and look after them separately.
3. One member of staff will stay with the child outside or in a separate room. (If no suitable outside waiting area or separate room is available, the child will be kept 2 meters away from everyone apart from the staff member caring for him / her).
4. A window will open to ensure that air circulates around the room.
5. The staff member who comforts and keeps the child company will wear rubber gloves, an apron and a mask to guard against fluid. If there is a risk that bodily fluid (for example, from sneezing) may enter the eyes then that staff member will also wear eye protection.
6. If you need clinical advice you should go online to NHS 111 (or call 111 if you do not have internet access). In an emergency, call 999 if someone is seriously ill. Do not visit the GP, pharmacy, emergency care centre or hospital.
7. The staff member who helped the individual will then remove their personal protective equipment in accordance with instructions and dispose of the waste carefully so as not to spread infection (see point 11). The staff member will also change their clothes ensuring that when their clothes are washed they only fill half the washing machine and wash with the hottest water possible for the materials.

8. If the child wants to use the toilet while they are ill, a separate toilet should be used if at all possible. The toilet must be thoroughly cleansed and disinfected before being used by any other person.

9. If a member of staff has helped someone who became ill with a new, persistent cough or high temperature, they need not go home unless they develop symptoms themselves. The member of staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

10. All areas where the child and staff member have been will need to be cleaned and all surfaces disinfected. The cleaners should wear gloves and aprons.

11. All waste must be placed in a double bag and stored securely for 72 hours before being thrown out with the rubbish. If storing the waste for at least 72 hours is not appropriate, arrange for it to be collected as Category B infectious waste by either your local waste collection authority or a specialist clinical waste contractor. They will provide you with orange or purple clinical waste bags to put your bags in so that the waste can be sent for proper treatment.

12. If it is necessary to clean an area where body fluids were spilt, then equipment should be worn to protect the eye and nose/mouth protection in addition to gloves and aprons. If an area cannot be cleaned or washed e.g. an upholstered mattress or chairs, then the items should be thrown away.

13. Inform the Local Authority(s), CIW and local Support Officer

If a member of staff feels unwell

You will need to inform the manager as soon as possible. The member of staff will have to self-isolate for 10 days, and arrange a COVID-19 test in accordance with Covid-19 guidelines.

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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.

ADOLYGWYD GAN		**DYDDIAD**
(Enw)	(Llofnod)	(Pryd)
Mari Hannah Lanchbury	M.LANCHBURY	15/06/22

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

<u>Cylch Meithrin Meini Bach</u>

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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:

(Note how you will share this information. E.g. Policy will be placed on the Cylch Meithrin website; Policy to be given in a handbook to parents / carers; 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.

REVIEWED BY		**DATE**
(Name)	(Signature)	(Date)
Mari Hannah Lanchbury	M.LANCHBURY	15/06/22

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

Cylch Meithrin Meini Bach

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Nod

Nod y Cylch Meithrin yw gweithredu trefniadau sy'n sicrhau bod pob plentyn yn cael ei adael a'i gasglu o'r Cylch Meithrin yn gwbl ddiogel.

Egwyddorion

Mae trefniadau gadael a chasglu diogel ag effeithiol yn bwysig er mwyn sicrhau bod y Cylch Meithrin yn parchu hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant, yn benodol:

Erthygl 3: Dylai pob sefydliad sydd yn ymwneud â phlant bob amser wneud yr hyn sydd orau i bob plentyn.

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 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.

Cod Ymarfer

Gweithdrefnau COVID-19 sy'n ychwanegol i'r Côd Ymarfer tra bod y pandemig:

- **Mae gofyn i Gylchoedd Meithrin gynnwys system gadael a chasglu plentyn a sut maen nhw'n bwriadu cymell ymbellau cymdeithasol yn eu asesiad risg ailagor Cylch Meithrin dan amodau COVID-19**
- **sicrhau bod rhieni/gofalwyr/gwarcheidwaid y plentyn yn gwybod fod gofyn iddynt ymbellau'n gymdeithasol (cadw pellter o 2 fetr) wrth staff ac unrhyw un arall wrth gasglu plant**
- **y Cylch i ystyried pwynt gadael a chasglu plant gwahanol i osgoi rhieni/gofalwyr/gwarcheidwaid i orfod fynd mewn i adeilad. Os oes rhaid i riant/gwarchodwr fynd i mewn i adeilad i gasglu eu plant rhaid cynllunio ffordd unffordd o gwmpas yr adeilad.**
- **gofyn i rieni/gofalwyr/gwarcheidwaid wisgo masg os oes rhaid mynd mewn i adeilad ac wrth i blentyn gael ei drosglwyddo o ofal staff Cylch Meithrin i'w gofal nhw**
- **Hyrwyddo ymbellau cymdeithasol a hylendid dwylo drwy osod posteri addas o gwmpas pwynt gadael a chasglu plant**

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Bydd y Cylch Meithrin yn:

- cofnodi manylion pob unigolyn sydd a'r hawl i gasglu'r plentyn ar ffurflen CP1 (Ffurflen Casglu Plant).
- sicrhau bod rhieni/gofalwyr/gwarcheidwaid y plentyn yn darparu llun o bob person sydd a'r hawl i gasglu'r plentyn o'r Cylch Meithrin.
- pwysleisio i'r rhieni/gofalwyr/gwarcheidwaid, pan fo plentyn yn ymuno â'r Cylch Meithrin, na chaniateir i'r plentyn adael yng nghwmni unrhyw un na sydd wedi ei nodi ar y ffurflen CP1.
- hysbysu'r rhieni/gofalwyr/gwarcheidwaid ei fod yn ofynnol rhoi gwybod i'r Arweinydd, yn ysgrifenedig, o unrhyw newid yn y trefniadau casglu.
- hysbysu'r person sy'n casglu'r plentyn ei fod yn gwbl hanfodol rhoi gwybod i'r Cylch Meithrin os nad yw'n gallu casglu'r plentyn ar amser am unrhyw reswm
- dan amgylchiadau eithriadol, ar ddisgresiwn yr Arweinydd, gellir gosod trefn caniatâd trwy gyfrinair yn ei le i alluogi casglu plentyn.
- trafod gyda'r rhieni/gofalwyr/gwarcheidwaid unrhyw anghysondeb yn nhrefniadaeth casglu plant gan gadw cofnod o'r problemau yn y Llyfr Digwyddiadau. Bydd yr Arweinydd yn trafod y sefyllfa gyda'r Pwyllgor.
- hysbysu'r rhiant/gofalwr/gwarcheidwad mai ei gyfrifoldeb ef/hi yw trosglwyddo plentyn yn bersonol i aelod o'r staff.
- cymryd cyfrifoldeb dros drosglwyddo pob plentyn i'r sawl sy'n ei gasglu ac wedi hynny trosglwyddir y cyfrifoldeb i'r rhiant/gofalwr/gwarcheidwad.

Gweithdrefn plant heb eu casglu

Os na ddaw unrhyw un i gasglu'r plentyn o fewn chwarter awr i'r Cylch gau, polisi'r Cylch Meithrin yw cysylltu â'r person sydd i fod i gasglu'r plentyn y diwrnod hwnnw, ac yna cysylltir â'r personau eraill a nodir ar y ffurflen CP1.

Os na ddaw unrhyw un i gasglu'r plentyn o fewn hanner awr, ac nad yw'r cylch wedi clywed gan y rhiant/gofalwr, byddy Cylch Meithrin yn cysylltu â Gweithiwr Cymdeithasol ar Ddyletswydd yr Awdurdod Lleol.

Os bydd rhaid i'r Cylch Meithrin gyfeirio'r mater o blentyn heb ei gasglu at y Gwasanaethau Cymdeithasol, byddant yn hysbysu AGC.

Mae gan y Cylch Meithrin bolisi ynglŷn â chodi ffi am bob chwarter awr mae'r plentyn yn y Cylch Meithrin ar ôl yr amser cau.

Lle bo anghydfod rhwng rhieni / gofalwyr / gwarcheidwaid yn datblygu yn fater cyfreithiol bydd y Cylch Meithrin yn cysylltu gyda'r Swyddog Cefnogi lleol am gyngor ar sut i weithredu.

Cylch Meithrin Meini Bach

Polisi Gadael a Chasglu Plant
Leaving and Collecting Children Policy

Polisiau Cysylltiedig

Polisi Amddiffyn Plant

Polisi Canmol a Chwyno

Cylch Meithrin Meini Bach

Polisi Gadael a Chasglu Plant
Leaving and Collecting Children Policy

Aim

The aim of the Cylch Meithrin is to implement arrangements that every child that is left at and collected from the Cylch Meithrin is completely safe.

Principles

Ensuring that the Cylch Meithrin has safe and effective procedures in place to leave and collect children is an essential part of respecting the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

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

Article 12: Children have the right to say what they think should happen when adults are making decisions that affect them, and to have their opinions taken into account.

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.

Code of Practice

The Cylch Meithrin will:

- keep a record of every individual that is permitted to collect the child on a CP1 form (Child Collection Form).
- ensure that the child's parents/ carers/ guardians provide a picture of every individual that is allowed to collect the child from the Cylch Meithrin.
- emphasise to parents/ carers/ guardians when a child starts at the Cylch Meithrin that their child will not be allowed to leave with anyone that is not listed on the CP1 form.
- inform the parents/ carers/ guardians collecting the child that any changes to the collection arrangements must be made in writing to the Leader.
- inform the parents/ carers/ guardians collecting the child they must inform the Cylch Meithrin if there is any reason that the child will not be collected on time.
- in exceptional circumstances, and at the discretion of the Leader, an arrangement can be made for collecting a child using a password permission system.
- any inconsistency in the arrangements for collecting the child will be discussed with the parents/ carers/ guardians and a record of any problems

will be kept in the incident book. The Leader will discuss the matter with the Committee.
- inform the parent/ carers/ guardians that it is their responsibility to hand the child over to a member of staff.
- take responsibility for handing the child over to whomever is collecting them thereafter the responsibility for the child is transferred back to the parents/ carers/ guardians.

Uncollected Child Procedure

If a child is not collected within quarter of an hour of the Cylch Meithrin closing, the policy is to contact the person that is supposed to collect the child on that day, and then contact the other persons noted on the CP1 form.

If the child is not collected within half an hour, and no information has been received from the parent/ carer/ guardian, the Social Worker on duty at the Local Authority will be contacted.

If the Cylch Meithrin must contact the Social Services regarding the uncollected child, they will also inform CIW.

The Cylch can raise a fee for every quarter of an hour of care received after the setting is closed.

If a disagreement with the parents/ carers/ guardians develops into a legal matter, the Cylch Meithrin will contact the Support Officer for guidance on how to proceed.

Associated Policies

Child Protection Policy

Compliments and Complaints Policy