

## CYLCH MEITHRIN

### POLISI IECHYD, DIOGELWCH A LLES

*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** Llanrhaeadr Ym Mochnant yn dilyn y polisi hwn a'i addasu yn ôl yr angen a'i adolygu yn flynyddol.

Bydd **arweinydd Cylch Meithrin** Llanrhaeadr Ym Mochnant yn sicrhau fod pob aelod o staff yn deall y polisi hwn.

Bydd **Cylch Meithrin** Llanrhaeadr Ym Mochnant yn sicrhau bod rhieni a gofalwyr yn gwybod am y polisi hwn 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 Ar gael mewn ffeil wrth ein hysbysfwrdd yn y Cylch.
- 2 Wedi ei nodi yn ein Datgan o Ddiben sydd yn cael eu rhannu efo rhieni cyn i'r plentyn cychwyn yn y Cylch
- 3 Gwybodaeth ar ein grwp Facebook i nodi bod pob Polisi ar gael yn y Cylch

#### ADOLYGWYD GAN

#### DYDDIAD

(Enw)

(Llofnod)

(Pryd)

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

## CYLCH MEITHRIN

### HEALTH, SAFETY AND WELFARE POLICY

*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** Llanrhaeadr Ym Mochnant follows this policy, reviews it annually and updates it as required.

The **leader** of **Cylch Meithrin** Llanrhaeadr Ym Mochnant will ensure that every member of staff understands this policy.

**Cylch Meithrin** Llanrhaeadr Ym Mochnant 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 parent evenings / mornings. This list is not exhaustive.)

- 1 Available in a folder next to our notice board in Cylch.
- 2 Noted in our Statement of Purpose, that is shared with parents before their child starts in the Cylch
- 3 Noted on our Facebook group to indicate that all Policies are available in the Cylch

**REVIEWED BY**

**DATE**

( \_\_\_\_\_ Name) ( \_\_\_\_\_ Signature) (Date)

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



## POLISI IECHYD DIOGELWCH A LLES

### Nod

Bydd y Cylch Meithrin yngweithredu o fewnterfynaurhesymol ac ymarferol, i sicrhauiechyd, diogelwch a lles y staff, y plant o dan eiofal, myfyrwyr ar brofiadgwaith, gwirfoddolwyr ac ymwelwyr.

### Hawliau Plant

Mae sicrhau iechyd, diogelwch a lles yn rhan o sicrhau fod y Cylch Meithrin yn parchu hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant, yn benodol:

Erthygl 6 : Mae gan bob plentynhawlifyw. Dylaillywodraethauofalufod plant yngoroesi ac yndatblygu'niach.

Erthygl 27: Mae ganblantyrhawlisa fonbywydsy'nddigon da iymatebi'whanghenioncorfforol a meddyliol. Dylai'rLlywodraethhelpurhieninaallantfforddioiddarparuhyn.

### Cod Ymarfer

Bydd y cylch yn cydymffurfio â gofynion deddfwriaeth gyfredol iechyd a diogelwch.

Bydd y **PersonCofrestredig / UnigolynCyfrifolynghydâ'r Pwyllgoryngyfrifol** am sicrhau bod y cylch yngweithredu'rPolisielechyd, Diogelwch a Lles. Byddpobaelod o staff ynymwybodolohono ac yncydymffurfioynllawnâ'rhollofynion.

Bydd y**PersonCofrestredig / UnigolynCyfrifolynghydâ'r Pwyllgoryndarparucyfleoeddi'r**holl staff fynychucyrsiauechyd a diogelwchynrheolaidd ac ynsicrhaubodyr**Arweinyddynghydag un aelodarall o staff** yngyfrifol am weithredu y Polisielechyd, Diogelwch a Lles o ddydd i ddydd.

Bydd y Cylch Meithrin yn:

- sicrhau bod amgylcheddtumewn a thuallan y Cylch Meithrin ynddiogelargyfer y staff a'r plant
- cynnalasesiadrisgrheolaiddo'radeilada'iamgylchoedd, a'igofnodiynysgrifenedig. GwelerAtodiad 8, CanllawiauRheoli Cylch Meithrin 2013 (CRh2013) am fwy o fanylion.
- sicrhau bod llyfrCofnodiDamweiniau a Digwyddiadauargaelyn y Cylch Meithrin, a sicrhau bod y staff yncofnodipobdamwain a digwyddiad. Mae copiauychwanegolargaelwrthgysylltugydaPhrifSwyddfa Mudiad Meithrin.

## HEALTH, SAFETY AND WELFARE POLICY

### Aim

The Cylch Meithrin will do everything it can, as far as it is reasonably practical, to ensure the health, safety and welfare of the staff, the children in its care, candidates/ students on work experience, volunteers and visitors.

### The Rights of the Child

Ensuring the health, safety and welfare of the children is part of ensuring that the Cylch Meithrin respects the rights of the child, as noted in the United Nations Convention on the Rights of the Child, specifically:

Article 6: All children have the right of life. Governments should ensure that children survive and develop healthily.

Article 27: Children have a right to a standard of living that is good enough to meet their physical and mental needs.

### Code of Practice

The Cylch Meithrin will conform to the requirements of the current health and safety legislation.

The **Registered Person / Responsible Individual and the Committee** are responsible for ensuring that the Cylch Meithrin implements the Health, Safety and Welfare Policy. Every member of staff will be aware of it and will conform fully to all its requirements.

The **Registered Person / Responsible Individual and the Committee** will provide opportunities for all members of staff to attend health and safety courses regularly and will ensure that the **Leader and one other member of staff** are responsible for implementing the Health Safety and Welfare Policy on a day to day basis.

The Cylch Meithrin will:

- ensure that the environment, both inside and outside the Cylch Meithrin, is safe for the staff and the children.
- undertake a regular risk assessment of the building and its environment and keep a written record of it. See Appendix 8 Cylch Meithrin Management Guidelines 2013 (CRh2013) for further information.
- ensure that there is an Accident and Incident Book in the Cylch Meithrin and ensure that the staff record every accident and incident. Additional copies are available by contacting Mudiad Meithrin's head Office.

- sicrhau bod canllawiau Riddoryn cae leugweithredu yn unol â gofynion yr Awdurdod Gweithredol Iechyd a Diogelwch. Gwelertud 41 CRh2013 am fwy o fanylion.
- sicrhau bod person dynodedig yn y Cylch Meithrin â chyfrifoldeb penodol am Gymorth Cyntaf gan sicrhau bod o leiaf un oedolyn a chanddo dystysgrif Cymorth Cyntaf gyfredol yn bresennol ymhob sesiwn. Dylid yny cymarebau ar gyfer staff wedi'i hyfforddi a phlant a noder yn y Safonau Gofynnol Cenedlaethol (SGC)<sup>1</sup> Dylid arddangos tystysgrifau Cymorth Cyntaf yn y Cylch Meithrin.
- sicrhau bod ffônargaeli'w ddefnyddio yn y Cylch Meithrin, neu drefnu gaelffôn symudol yn stodoriau'r Cylch Meithrin.
- sicrhau bod hollaelodau'r staff yn mynychu cyrsiau Iechyd a Diogelwch yn rheolaidd.

### Diogelwch Tân

Bydd y Cylch Meithrin yn cwrdd â safonau diogelwch tân sylfaenol yn unol â Gorchymyn Diwygio Rheoleiddio Tân (RRO 2005). Bydd y person â chyfrifoldeb am Iechyd a diogelwch yn cynnal asesiad risgiau tân a gweithredu a chynnal cynllun rheoli tân gweler tud 43 CRh2013 am fwy o fanylion.

Yn unol â rheoliadau RRO 2005, bydd y Cylch Meithrin yn sicrhau bod pawb sy'n gweithio ac yn ymweld â'r adeilad, yn cael eu diogelu rhag perygl tân. Er mwyn sicrhau hyn, bydd y Cylch Meithrin yn:

- cynnal asesiad risg tân (**gweler Atodiad 8 CRh2013 am fwy o fanylion**), ei gofnodi a'i ddiweddarau yn rheolaidd neu pan fo newid yn yr amgylchiadau
- sicrhau bod staff yn derbyn canllawiau manwl am reolau diogelwch tân ac yn eu gweithredu e.e gwacau'r adeilad mewn achos o dân
- sicrhau bod cyflenwad digonol o ddiffoddyddion tân addas mewn manau amlwg a hwylus, wedi eu gosod a'u harchwilio yn unol â chanllawiau'r Gwasanaeth Tân
- sicrhau bod cyfarwyddiadau clir a manwl ar sut i weithredu mewn achos o dân yn cael eu harddangos mewn man amlwg yn yr adeilad
- sicrhau bod dril tân yn cael ei gynnal o leiaf unwaith bob tymor a'i gofnodi (**Gweler Ffurflen DT Atodiad 4 CRh2013**). Dylid penodi wardeiniaid tân i fod yn gyfrifol am wacáu'r adeilad mewn argyfwng.
- profi'r larymau tân yn wythnosol gan gadw cofnod o bob prawf (**Gweler Ffurflen PLT Atodiad 4 CRh2013**)

<sup>1</sup>SGC 2016, 10.14: ar unrhyw adeg, dylai fod gan o leiaf un person sy'n gofalu am y plant dystysgrif gyfredol mewn cymorth cyntaf, a honno'n briodol ar gyfer oedran y plant y gofelir amdanynt. Wrth gyfrifo'r gymhareb oedolion: plant, ni ddylai'r gymhareb rhwng pobl sydd wedi'u hyfforddi a phlant syrthio o dan 1:10, neu 1:13 ar gyfer plant o dan 8 oed mewn lleoliadau chwarae mynediad agored. Dylai pob cymhwyster cymorth cyntaf fod yn gyfredol a dylid ei adnewyddu bob 3 blynedd.

- ensure that the Riddor guidelines are adhered to (see page 42 CRh2013 for further information).
- ensure that a designated person in the Cylch Meithrin has specific responsibility for First Aid, ensuring that at least one adult with a current First Aid certificate is present in every session. CIW guidelines for staffing ratios of trained persons, as noted in the National Minimum Standards (NMS)<sup>2</sup> should be followed at all times. The First Aid certificates should be displayed in the Cylch Meithrin.
- ensure that there is a telephone for the Cylch Meithrin use, or arrange for a mobile phone to be available during Cylch Meithrin sessions.
- ensure that all members of staff attend regular Health and Safety courses.

### Fire Safety

The Cylch Meithrin will meet basic fire safety standards in accordance with the Regulatory Reform Fire Safety Order (RRO 2005). The person responsible for health and safety will undertake a fire risks assessment and maintain a fire management plan **see page 44 CRH2013 for further information.**

In accordance with the 2005 RRO regulations, the Cylch Meithrin will ensure that everyone working and visiting the building is protected from the danger of fire. To ensure this, the Cylch Meithrin will:

- undertake a fire risk assessment (**see Appendix 8 CRh2013 for further information**), recording and updating it regularly or when there is any change in the circumstances.
- ensure that the staff receive detailed guidelines on fire safety regulations and that they implement them e.g. vacating the building in the case of a fire.
- ensure that there is a sufficient number of appropriate fire extinguishers in prominent and convenient locations and that they are positioned in accordance with the Fire Service's guidelines.
- ensure that there are clear and detailed guidelines on how to act in the case of a fire on display in a prominent place in the building.
- ensure that a fire drill is held and recorded at least once every term (**See Form DT Appendix 4 CRh2013**). Fire wardens should be appointed to be responsible for emptying the building in an emergency.

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<sup>2</sup> at all times, at least one person caring for the children must have a current qualification in first aid appropriate for the age of the children being cared for. In calculating the ratio of adults to children, the ratio of trained persons to children should never fall below 1:10, or 1:13 for children under the age of 8 years in open access play settings. All first aid qualifications should be kept up to date and renewed every 3 years.

- test the fire alarms weekly, keeping a record of every test  
(See Form PLT Appendix 4 CRh2013).
- sicrhau bod yr offer trydanol yn cael ei archwilio yn rheolaidd a chadw cofnod o'r archwiliadau (**Gweler Ffurflen PAT Atodiad 4 CRh2013**)

## Lles

Bydd y Cylch Meithrin yn:

- sicrhau bod modd rheoli tymheredd yr **ystafell / lleoliad** fel nad yw'n gostwng o dan 16°C ac nad yw'n codi i bwynt lle'i fod yn anghysurus a pheryglus i les y plant
- sicrhau bod cysgod digonol yn yr ardal chwarae y tu allan, yn enwedig yn ystod misoedd yr haf. Sicrhau bod y staff yn gweithredu **Polisi Amddiffyn Rhag yr Haul** y lleoliad.
- sicrhau bod cofrestr lawn yn cael ei lenwi wrth i bob plentyn unigol gyrraedd a gadael yr adeilad
- sicrhau bod pob aelod o staff ac unrhyw ymwelwyr yn llofnodi wrth gyrraedd a gadael yr adeilad.
- sicrhau nad yw aelodau staff nac unrhyw ymwelwyr yn ysmegu yn y Cylch Meithrin a'i amgylchoedd ar unrhyw achlysur. Sicrhau bod arwyddion 'Dim Ysmegu' (**gweler Atodiad 4 CRh2013**) yn cael eu harddangos wrth y fynedfa a sicrhau bod staff a'r holl ymwelwyr yn gweithredu **Polisi Di-Fwg**.
- cynnig pob cefnogaeth i aelodau o staff sydd yn ysmegu er mwyn iddynt roi'r gorau i'r arferiad.
- sicrhau nad yw aelod o staff sy'n ysmegu yn dod i gyswllt â phlant y Cylch Meithrin tra'n aroglu o fwg ar ei ddillad a'i anadl.
- gofalu bod staff yn derbyn gwybodaeth ar arferion da codi a chario pwysau (mae'r llyfryn HSE ar gael o fewnwyd Mudiad Meithrin) a bod cyfleoedd iddynt fynychu hyfforddiant perthnasol yn gyson.
- sicrhau bod gwybodaeth Cyfraith Iechyd a Diogelwch Awdurdod Gweithredol Iechyd a Diogelwch wedi'i arddangos mewn man amlwg (**gweler tud 41 CRh2013 am fwy o fanylion**).
- sicrhau bod myfyrwyr ar leoliad gwaith a gwirfoddolwyr yn derbyn gwybodaeth am faterion iechyd a diogelwch ar eu hymweliad cyntaf â'r Cylch Meithrin.
- sicrhau bod blwch Cymorth Cyntaf, yn cynnwys y defnyddiau angenrheidiol, yn cael ei ddarparu a'i gadw mewn man amlwg, gan ei archwilio'n gyson er mwyn sicrhau ei fod yn gyflawn.
- sicrhau bod caniatâd ysgrifenedig gan y rhieni/gofalwyr/gwarcheidwaid i weithredu unrhyw driniaeth feddygol frys, ar gael ar gyfer pob plentyn, gan ddilyn canllawiau'r **Polisi Meddyginiaeth**.





- ensure that the electrical equipment is inspected regularly and a record kept of the inspections (**see form PAT, Appendix 4 CRh2013**).

## Welfare

The Cylch Meithrin will:

- ensure that it is possible to control the room temperature so that it does not fall below 16°C and does not rise to a level which is uncomfortable and dangerous for the children's welfare.
- ensure that there is sufficient shelter in the outside play area especially during the summer months. Ensure that staff implement the **Sun Protection Policy**.
- ensure that a full register is kept as every individual child arrives at and leaves the building.
- ensure that every member of staff and any visitors sign when arriving at or leaving the building.
- ensure that no staff or visitor smokes in the Cylch Meithrin or its environment at any time. Ensure that No-Smoking signs (**see Appendix 4 CRh2013**) are displayed at the entrance and that the **Smoke-free Policy** is implemented by the staff and all the visitors.
- offer members of staff who smoke every support to give up the habit.
- ensure that a member of staff who smokes does not come into contact with the Cylch Meithrin children while his/her clothes or breath smell of smoke.
- ensure that members of staff are provided with information on good practice for lifting and carrying weights (HSE booklet available on Mudiad Meithrin intranet) and that there are opportunities for them to attend relevant training regularly.
- ensure that information on the Health and Safety Law of the Health and Safety Executive is displayed prominently (**see p.42 CRh2013 for further information**).
- ensure that students on work placement and volunteers receive information about health and safety issues during their first visit to the Cylch Meithrin.
- ensure that a First Aid box, with the necessary contents, is provided and kept in a prominent place, and that it is inspected regularly to ensure that it is complete.
- ensure that the written consent of parents/carers/guardians to administer any emergency medical treatment, is available for every child following the guidelines of the **Medication Policy**.



Bydd y Cylch Meithrin yn gweithredu'r canllawiau canlynol a gynhwysir yn y llawlyfr Canllaw Iechyd a Diogelwch ar gyfer Lleoliadau Blynyddoedd Cynnar a Gofal Plant (CID):

- Diogelwch Cyffredinol: Gweler Adran 1 y CID.
- Cymorth Cyntaf: Gweler Adran 2 y CID.
- Imiwneiddio:
  - Bydd y Cylch Meithrin yn cadw cofnod personol o bob plentyn a bydd hwn yn cynnwys gwybodaeth am unrhyw frechiadau a dderbyniodd, ar ffurflen P1. Mae'r wybodaeth yn gyfrinachol a chedwir y ffurflen dan glo.
  - Am ganllawiau manwl, gweler Adran 4 y CID.

### Iechyd a Hylendid Personol

Bydd y Cylch Meithrin yn:

- sicrhau bod y plant yn dysgu am iechyd a hylendid personol fel rhan o'r cwricwlwm.
- sicrhau safon uchel o hylendid a glanweithdra yn y Cylch Meithrin, gan ofalu bod pob oedolyn yn y cylch yn dilyn y canllawiau sydd yn y CID, ac yn gweithredu arfer da ar bob achlysur.
- sicrhau nad yw plentyn yn cael ei wrthod os yw'n dal i ddefnyddio cewynnau/clytiau, ond yn hytrach gydweithio â'r rhieni/gofalwyr/gwarcheidwaid i hyfforddi plentyn i allu defnyddio'r tŷ bach bob tro (**gweler Polisi Newid Clwt/Cewyn**)
- annog rhieni/gofalwyr/gwarcheidwaid i ddefnyddio cewynnau/clytiau defnydd y gellir eu defnyddio fwy nag unwaith, ond os yw hyn yn anymarferol annog rhieni/gofalwyr/gwarcheidwaid i ddefnyddio cewynnau/clytiau sy'n garedig i'r amgylchedd. Disgwylir i rieni ddarparu'r clytiau/cewynnau ac unrhyw ddeunydd ychwanegol sydd ei angen. Pan fo plentyn yn defnyddio clwt/cewyn defnydd bydd y Cylch Meithrin yn sefydlu gweithdrefn i gadw clwt budr hyd y bydd y rhieni/gofalwyr/gwarcheidwaid yn casglu'r plentyn

### Diogelwch y plant ar deithiau

Cyfrifoldeb yr **Arweinydd** a'r staff ar ran y **Person Cofrestredig / Unigolyn Cyfrifol a'r Pwyllgor**, yw sicrhau diogelwch y plant ar deithiau y tu allan i'r Cylch Meithrin.

Bydd y Cylch Meithrin yn:

- dilyn canllawiau'r **Polisi Trosglwyddo a Chludo Plant**.
- dilyn canllawiau'r **Polisi Cadw Plant Rhag Crwydro / Plentyn ar Goll lle bo'n briodol**.

The Cylch Meithrin will operate the following guidelines which are included in the Health and Safety Guidance for Early Years' Settings and Child Care (HSG).

- General Safety : See all of Section 1 of the HSG.
- First Aid: See Section 2 of the HSG
- Immunisation:
  - The Cylch Meithrin will keep a personal record of every child and this will contain information about any vaccinations he has received, on form P1. This information is confidential and the form will be kept under lock and key.
  - For detailed guidelines, see Section 4 of the HSG.

### Health and Personal Hygiene

The Cylch Meithrin will:

- ensure that the children learn about health and personal hygiene as part of the curriculum.
- ensure that a high standard of hygiene and cleanliness is maintained in the Cylch Meithrin, taking care that every adult in the Cylch Meithrin follows the guidelines in HSG and operates good practice on all occasions.
- ensure that a child is not refused if he still uses nappies, but to try to work with the parents/guardians to train the child to use the toilet at all times(**See Nappy Changing Policy**)
- encourage parents/guardians to use nappies which can be re-used, but if this is impracticable, parents should be encouraged to use environmentally-friendly nappies. The parents will be expected to provide the nappies and any extra materials which are required. When a child uses towelling nappies the Cylch Meithrin will operate a procedure for storing the dirty nappy until the parents/carers/guardians collect the child.

### Children's safety on visits

It is the responsibility of the **Leader** and the staff on behalf of the **Registered Person / Responsible Individual and Committee** to ensure the children's safety on visits outside the Cylch Meithrin.

The Cylch Meithrin will:

- follow the guidelines of the **Transporting Children Policy**.

- follow the guidelines of the **Keeping Children within the Premises / Lost Child Policy**.

- dilyn canllawiau'r **Polisi Ymddygiad Cadarnhaol**.

Ceirmyw o fanylionyn Adran 6 y CID.

### Trefniadaudiogeluplant

Bydd y Cylch Meithrinyn:

- cadw copio'r Gweithdrefnau Amddiffyn Plant Cymru Gyfan yn y lleoliad.
- sicrhau bod y staff i gyd yn ymwybodol o'r trefniadau hyn.
- sicrhau bob pob ffurflen berthnasol i'r plentyn yn cael eu harwyddo gan y person(au) sydd â chyfrifoldeb cyfreithiol am y plentyn.
- dilyn **Polisi Diogelu Plant** y lleoliad.

### Hylendid a Diogelwch Bwyd

Bydd y Cylch Meithrin yn:

- sicrhau bod pob aelod o staff yn cael cyfle i fynychu hyfforddiant cydnabyddedig ar hylendid bwyd e.e Tystysgrif Hylendid Bwyd lefel 2. Bydd y Cylch Meithrin yn sicrhau bod staff yn diweddarau eu hyfforddiant o leiaf unwaith bob 3 blynedd
- sicrhau nad yw plant dan 5 oed yn cael eu gadael ar eu pennau eu hunain tra maent yn bwyta rhag ofn y byddant yn tagu.
- sicrhau bod darnau o fwyd e.e ffrwythau yn cael eu torri yn fân rhag ofn i'r plant dagu.
- sicrhau bod bwyd ffres yn cael ei storio mewn oergell bwrpasol.
- sicrhau bod bwyd yn cael ei orchuddio yn y man paratoi bwyd.
- sicrhau bod bwyd sydd wedi mynd heibio'r dyddiad defnyddio yn cael ei waredu.
- defnyddio blychau oeri wedi eu hinswleiddio i gludo bwyd wrth fynd a phlant ar deithiau neu ddiwrnodau allan.
- cofrestru fel busnes bwyd gyda'r Adran Iechyd yr Amgylchedd Lleol er mwyn ei alluogi i weini byrbrydau gweler. (Gweler safle gwe'r Asiantaeth Safonau Bwyd:

[www.food.gov.uk/wales/about-fsa-wales/cymru/](http://www.food.gov.uk/wales/about-fsa-wales/cymru/) ).

- diheintio ardaloedd paratoi a gweini bwyd yn gyson gan gydymffurfio â gofynion lechyd yr Amgylchedd.
- gweithredu ar frys ar unrhyw faterion hylendid a diogelwch bwyd sydd angen sylw, yn dilyn archwiliad gan lechyd yr Amgylchedd.



- follow the guidelines of the **Promoting Positive Behaviour Policy**.

Further guidelines can be found in Section 6 of the HSG.

### Procedures for protecting children

The Cylch Meithrin will:

- keep a copy of the All Wales Child Protection Procedures in the setting.
- ensure that all the staff are aware of these procedures.
- ensure that every relevant form concerning a child is signed by the person(s) legally responsible for him.
- follow the setting's **Safeguarding Children Policy**.

### Food Hygiene and Safety

The Cylch Meithrin will:

- ensure that every member of staff has an opportunity to attend a recognised training course on food hygiene, e.g. Food Hygiene Certificate Level 2. The Cylch Meithrin will ensure that the staff update their training at least every 3 years.
- ensure that children under 5 years old are not left alone when eating, in case they choke.
- ensure that pieces of food e.g. fruit are cut into small pieces, in case the children choke.
- ensure that fresh food is stored in an appropriate refrigerator.
- ensure that food in the food preparation area is covered.
- ensure that food which has passed its sell by date is disposed of.
- use cooling insulated boxes to carry food when taking children on visits or for a day out.
- register as a business with the local Environmental Health Department to enable it to serve snacks (see the Food Standards Agency website: [www.food.gov.uk/wales/about-fsa-wales/cymru/](http://www.food.gov.uk/wales/about-fsa-wales/cymru/)).
- disinfect areas used for food preparation and serving regularly to conform to the requirements of Environmental Health.
- take immediate action on any food safety and hygiene issues which require attention, following an inspection by Environmental Health.



- sicrhau bod gweithwyr y Cylch Meithrin yn gweithredu safonau hylendid o'r raddfa uchaf posib ar bob adeg, yn cynnwys golchi dwylo yn drwyadl cyn paratoi a gweini bwyd.
- golchi a diheintio cadachau cegin yn rheolaidd a'u gadael i sychu cyn eu defnyddio unwaith eto.
- defnyddio tywelion gegin tafladwy ar gyfer sychu arwynebau gwaith a byrddau torri.
- sicrhau bod trefniadau addas ar gyfer gwaredu gwastraff bwyd, a darparu biniau a chaeadau sy'n hawdd eu glanhau gan symud y gwastraff o'r Cylch Meithrin yn rheolaidd fel na fydd yn denu pla.



- ensure that Cylch Meithrin workers implement the highest possible hygiene standards at all times, including washing hands thoroughly before preparing and serving food.
- wash and disinfect kitchen cloths regularly and leave them to dry before using them again.
- use disposable kitchen towels for drying work surfaces and cutting boards.
- ensure that there are appropriate procedures for disposing of food waste, and provide bins with lids which are easy to clean, removing the waste from the Cylch Meithrin regularly so that it does not attract pests.



## **Polisiâu Cysylltiedig**

Polisi Meddyginiaeth

Polisi Amddiffyn Rhag yr Haul

Polisi Diogelu Plant

Polisi Trosglwyddo a Chludo Plant

Polisi Cadw Plant Rhag Crwydro / Plentyn ar Goll

Polisi Ymddygiad Cadarnhaol

Polisi Newid Clwt / Cewyn

Polisi Di-Fwg

## **Cysylltiadau a Gwybodaeth Ddefnyddiol**

Awgrymir cyfeirio at y cyhoeddiadau a'r gwefannau isod am fwy o wybodaeth:

Mudiad Meithrin Canllawiau Rheoli Cylch Meithrin 2013 (CRh2013)

Mudiad Meithrin Canllaw Iechyd a Diogelwch ar gyfer Lleoliadau Blynyddoedd Cynnar a Gofal Plant (CID) 2009.

Asiantaeth Safonau Bwyd: [www.food.gov.uk/wales/about-fsa-wales/cymru/](http://www.food.gov.uk/wales/about-fsa-wales/cymru/)

Health and Safety Executive (HSE) <http://www.hse.gov.uk/>.

Iechyd Cyhoeddus Cymru: 'Atal a rheoli heintiau ar gyfer Lleoliadau Gofal Plant (0-5oed), meithrinfeydd, Gwarchodwyr Plant a grwpiau Chwarae. Canllawiau Cymru Gyfan.' 2014. <http://www.wales.nhs.uk/sitesplus/documents/888/Infection%20Prevention%20and%20Control%20for%20Childcare%20Settings%20Final%202014%20%282%29%20%2D%20Welsh.pdf>

### **Associated Policies**

MedicationPolicy

SunProtectionPolicy

SafeguardingChildrenPolicy

TransportingChildrenPolicy

KeepingChildrenwithinthePremesis / Lost Child Policy

Promoting Positive BehaviourPolicy.

NappyChangingPolicy

Smoke-free Policy

### **FurtherInformationandUsefulLinks**

The following publications and websites provide useful additional information:

Mudiad Meithrin Cylch Meithrin Management Guidelines 2013 (CRh2013).

Health and Safety Guidance for Early Years' Settings and Child Care (HSG) 2009.

Food Standards Agency: [www.food.gov.uk/wales/about-fsa-wales/cymru/](http://www.food.gov.uk/wales/about-fsa-wales/cymru/)

Health and Safety Executive (HSE) <http://www.hse.gov.uk/>.

Public Health Wales: 'Infection Prevention and Control for Childcare Settings (0-5 years), Nurseries, Child Minders and Playgroups. All Wales Guidance'. 2014.

<http://www.wales.nhs.uk/sitesplus/documents/888/Infection%20Prevention%20and%20Control%20for%20Childcare%20Settings%20Final%202014.pdf>