**CYLCH MEITHRIN ____________**

**COVID-19**

Mae'rpolisihwnwedieiddiweddaruargyfercyfnod pan foperygloddiwrthfeirws COVID -19. Mae'rAtodiadau, a ddangosirmewngwyrdd, ynorfodol ac yncymrydblaenoriaethdrosbolisiblaenorol y Cylch Meithrin / Meithrinfalleceirnewidarferiad. Byddwnyncyfeiriohefyd at einAsesiadRisg COVID - 19 ynghydâ'nrestrwirio COVID - 19

**Bywynlach**

Ynystodcyfnod pan foperygloddiwrthfeirws COVID 19, bydd y Cylch Meithrin/ MeithrinfayndilyncallawiauLlywodraeth Cymru acynnewidarferionbwyd, diod a snac er mwynsicrhaunadoesmoddi'r plant rannullestri, cyllyll a ffyrcna'rbwydeihun.

Byddwnyncyfynguarchwaraegydathywod, dŵr, clai/toes chwarae a choginio a gweithgareddauchwaraeblêreraill, a dim ondosgellirglynuwrth y canllawiauperthnasolynghylchhylendid a glanhauyn y **Canllawiau Atal a RheoliHeintiauargyferLleoliadauGofal Plant** y byddwnynymgymryd â nhw. Osnaellircadw at y canllawiau, nifyddwnyncynnal y gweithgareddauhyn.

Byddwnyndefnyddiomenig a ffedogauwrthddarparugofalpersonoliblentyn, gangynnwysgofalymarferolmegisymolchi, myndi'r toiled, neu gymorthcyntaf a rhaitriniaethauclinigolmegisbwydo â chymorth. Byddwnyngwisgomasgllawfeddygolatalhylif a chyfarpardiogelu'rllygaidosbyddasesiadrisgynpennu bod risg y byddrhywbethynsblasioi'rllygaid er enghraifftdrwybeswch, poeri, bwydo o botel neu dafluifyny

Mae manylionllawn am einmesuraudiogeluaradegsnac a chinio, yneinhasesiadrisga'nrhestrwirio

**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

**Healthy Living**

The Cylch will change food, drink and snacking routines to ensure that the children are not able to share dishes, knives and forks or the food itself.

Play with sand, water, clay / play dough and cooking and other messy play activities will be restricted and only done if the relevant hygiene and cleaning guidelines in the

Infection Prevention and Control Guidelines for Childcare Settings can be adhered to. If the guidelines cannot be adhered to, these activities should not be undertaken..

We will use gloves and aprons when providing intimate care to a child, including hands on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding. We will use fluid resistant surgical mask and eye protection if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, bottle feeding or vomiting

Full details of our protective measures at snack and dinner time can be viewed in our COVID -19 Risk Assessment and check list

# POLISI BYW'N IACH

## Bwyta'n Iach a Chadw'n Heini yn y Cylch Meithrin

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

Bydd **arweinyddCylch 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 Meithrin; rhoi'r polisi mewn llawlyfr i rieni / /gwarchodwyr / gofalwyr / awdurdod lleol; rhoi copi o'r polisi mewn cyntedd neu fan ble gall pobl ei weld; tynnu sylw

rhieni, gofalwyr a gwarchodwyr at y polisi 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 briodol, os ydych wedi gwneud newidiadau iddo.)*

**CYLCH MEITHRIN** ____________

**HEALTHY LIVING POLICY**

**Healthy Eating and Keeping Fit at the Cylch Meithrin**

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

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

**CylchMeithrin** 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 / guardians / carers / local authority; place policy in the entrance or where people are able to view it; draw the attention of parents, guardians and carers to the policy during parents 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 of any changes you make.)*

**CYLCH MEITHRIN ____________**

**POLISI BYW'N IACH**

**yn cynnwys Bwyta'n Iach a Chadw'n Heini yn y Cylch Meithrin**

## Cefndir

Mae strategaeth *Cymru Iach: Pwysau Iach* Llywodraeth Cymru yn nodi'r uchelgais o gael pawb yng Nghymru, gan gynnwys y plant lleiaf, i gynnal pwysau iach. Mae'r blynyddoedd cynnar yn gyfnod hollbwysig yn natblygiad plentyn, sydd yn gosod sail bwysig ar gyfer iechyd a llesiant y plentyn yn y dyfodol. Un agwedd o uchelgais Llywodraeth Cymru yw'r disgwyliad y bydd lleoliadau gofal ac addysg blynyddoedd cynnar yn rhoi bwyd iach i blant a'u helpu nhw i fod yn egnïol. Mae'r ddogfen*Canllawiau Arfer Orau: Bwyd a Maeth mewn Lleoliadau Gofal Plant*[1], yn cynnig arweiniad clir ar gyfer cefnogi plant i fwyta'n dda, ac yn cynorthwyo lleoliadau blynyddoedd cynnar i fodloni gofynion y *Rheoliadau Gwarchod Plant a Gofal Dydd (Cymru) 2010*[2] ar fwyd a diod.

## Hawliau Plant

Mae sicrhau amgylcheddiach yn rhan o sicrhau fod y Cylch Meithrin yn parchu hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant, ac yn benodol:

Erthygl 6: Mae gan bob plentyn hawl i fyw. Dylai llywodraethau ofalu fod plant yn goroesi ac yn datblygu'n iach.

Erthygl 24: Mae gan blant yr hawl i ofal iechyd o ansawdd da ac i ddŵr glân, bwyd maethlon ac amgylchedd glân iddyn nhw gadw'n iach.

Erthygl 27: Mae gan blant yr hawl i safon bywyd sy'n ddigon da i ymateb i'w hanghenion corfforol a meddyliol.

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

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[1] https://llyw.cymru/bwyd-maeth-ar-gyfer-lleoliadau-gofal-plant-canllaw-llawn
[2] http://www.legislation.gov.uk/wsi/2010/2574/contents/made/welsh?view=plain

**CYLCH MEITHRIN**

**HEALTHY LIVING POLICY**

**Including Healthy Eating and Keeping Fit in the Cylch Meithrin**

## Background

The Welsh Government's*Healthy Wales: Healthy Weight* strategy has the aim of getting everybody in Wales, including our smallest children, to maintain a healthy weight. The early years are a vital period in a child's development, setting an important foundation for a child's future health and well-being. One aspect of the Welsh Government's ambition is that early years care and education settings will provide children with healthy food and help them to be energetic.  The *Best Practice: Food and Nutrition Guidance for Childcare Providers* document[3] offers clear guidance on how to support children's healthy eating, and assists early years settings in meeting the requirements of the *Child Minding and Day Care Regulations (Wales) 2010*[4] on food and drink.

## Children's Rights

Ensuring a healthy environment is part of ensuring that the Cylch Meithrin respects the rights of the child under 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 24: Children have the right to good quality health care and to clean water, nutritious food and a clean environment so that they will stay healthy.

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

Article 31: All children have a right to relax and play, and to join in a wide range of activities.

## Cod Ymarfer

[3]https://gov.wales/sites/default/files/publications/2019-03/190313-nutrition-guidance-complete.pdf
[4]http://www.legislation.gov.uk/wsi/2010/2574/contents/made/welsh?view=plain

Bydd y **Person Cofrestredig/Unigolyn Cyfrifol / Pwyllgor Rheoli** yn sicrhau bod y polisi'n cael ei weithredu ac yn dirprwyo'r cyfrifoldeb i'r Arweinydd am weithredu'r polisi o ddydd i ddydd. Rhaid i bob aelod o staff gadw at, a hwyluso gweithredu'r polisi. Bydd yr **Arweinydd** yn sicrhau bod pob aelod o staff, rhieni/ gofalwyr, gwirfoddolwyr, myfyrwyr ar leoliad gwaith a chontractwyr yn ymwybodol o'r polisi ac o'u cyfrifoldebau i weithredu'r polisi. Bydd yr Arweinydd yn sicrhau hefyd fod pob aelod o staff newydd yn derbyn copi o'r polisi yn ystod yr hyfforddiant anwytho.

## Bwyta'n Iach

Mae'r arferion bwyta y mae plentyn yn meithrin yn y blynyddoedd cynnar yn parhau ar hyd oes unigolyn.  Mae bwyta deiet maethlon a chytbwys a chael digon i'w yfed yn hanfodol yn ystod y cyfnod hwn.  Fel Cylch Meithrin, rydym yn awyddus i greu amgylchedd sy'n annog dewisiadau iach o ran bwyd a diod wrth iddynt ddechrau cael llais pendant mewn dewis y bwydydd maent am eu bwyta.  Bydd y Cylch Meithrin yn  gwneud hyn drwy gyflawni'r anghenion ar gyfer bwyd, diod ac anghenion iechyd plant a gaiff eu hamlinellu yn *Rheoliadau Gwarchod Plant a Gofal Dydd (Cymru) 2010*.

Mae'r Cylch Meithrin yn credu bod amseroedd byrbryd a phrydau bwyd yn rhan bwysig o weithgarwch y cylch.  Maent yn cynnig amser i'r plant siarad gyda'i gilydd a datblygu sgiliau cymdeithasol, yn ogystal â chynnig cyfleoedd i roi cynnig ar fwydydd newydd a dysgu am fwydydd a diodydd iach.

Nod y Cylch Meithrin yw darparu, ac / neu annog darpariaeth byrbrydau a phrydau maethlon, sydd yn diwallu anghenion deietegol unigol plant, tra hefyd yn bodloni gofynion y *Safonau Gofynnol Cenedlaethol*[5] perthnasol.

[5] https://arolygiaethgofal.cymru/rheoliadau-safonau-gofynnol-cenedlaethol-gofal-dydd-chwarae?_ga=2.77774548.1339756272.1557321516-452081246.1548930294

## Code of Practice

The **Registered Person / Responsible Individual / Voluntary Management Committee** will ensure that the policy is implemented, and will delegate responsibility for day-to-day implementation to the **Leader**. Each member of staff must keep to and facilitate the implementation of the policy. The **Leader** will ensure that all members of staff, parents / carers, volunteers, work experience students and contractors are made aware of the policy and their responsibility to implement it. The Leader will ensure that each new staff member receives a copy of the policy during their induction training.

## Healthy Eating

The eating habits a child fosters during its early years will be life-long. During this period it is essential that a child's diet is nutritious and balanced, and that they have enough to drink. As a Cylch Meithrin we are keen to create an environment which promotes healthy choices of food and drink as children become more vocal and decisive about the foods they will eat. The Cylch Meithrin will do this by complying with the requirements needed to meet the regulations regarding children's food, drink and health needs, as outlined in the *Child Minding and Day Care Regulations (Wales) 2010.*

The Cylch Meithrin believes that snack and meal times are an important part of the cylch's activity. They offer children the chance to talk to one another and develop their social skills, in addition to opportunities to try new foods and learn about healthy foods and drinks.

The CylchMeithrin's aim is to provide, and / or encourage the provision of nutritious snacks and meals which satisfy the children's dietary needs whilst also meeting the relevant *National Minimum Regulations*[6].

[6]https://careinspectorate.wales/regulations-and-national-minimum-standards-day-care-and-play?_ga=2.46615461.386693834.1564670807-57906312.1535117875

Bydd y Cylch Meithrin yn:

- sicrhau bod plant yn eistedd wrth fwrdd wrth fwyta neu gael diod.
- sicrhau bod staff yn eistedd gyda'r plant pan fyddant yn bwyta neu gael diod er mwyn annog arferion bwyta da ac ymddygiad da wrth y bwrdd.
- sicrhau na orfodir unrhyw blentyn i fwyta yn erbyn ei ewyllys.
- sicrhau y caiff yr holl fwydydd yn y lleoliad eu storio, eu paratoi a'u gweini gan ddilyn arferion da diogelwch a hylendid bwyd.
- sicrhau hyfforddiant i staff ar fwyta'n iach.
- sicrhau hyfforddiant i staff ar hylendid a diogelwch bwyd.
- sicrhau bod plant a staff yn golchi dwylo yn drwyadl cyn gweini neu fwyta unrhyw fyrbryd neu bryd bwyd.
- defnyddio ystod o weithgareddau, ardaloedd chwarae a themâu'r lleoliad i gyflwyno negeseuon i'r plant am fwyta'n iach.
- sicrhau cyfleoedd i archwilio amrywiaeth o fwydydd, diodydd, blasau ac ansoddau mewn amrywiaeth o gyd-destunau.

**Yr Asiantaeth Safonau Bwyd a'r Cynllun Sgorio Hylendid Bwyd**

Mae angen i'r Cylch Meithrin cofrestru gyda'r *Asiantaeth Safonau Bwyd*. Dylid cyfeirio at wefan yr asiantaeth i gael mwy o wybodaeth: https://www.food.gov.uk/cy/canllawiau-busnes/cofrestru-busnes-bwyd .

Mae'r *Cynllun Sgorio Hylendid Bwyd* yn rhoi sgôr rhwng 5 a 0 i fusnesau a lleoliadau sydd yn paratoi neu yn darparu bwyd. Mae'r sgoriau yn dangos sut y caiff bwyd, hylendid a diogelwch eu rheoli gan y lleoliad adeg yr arolygiad. Cyfrifoldeb y lleoliad yw cydymffurfio â chyfraith hylendid bwyd ar bob adeg.

Pan ddyfarnir sgôr, mae'r sgoriau ar gael ar-lein yn gyhoeddus a rhaid arddangos y sticeryn y lleoliad. Bydd y sticeri a'r tystysgrifau hyn hefyd yn nodi'r dyddiad y cafodd y safonau hylendid eu harolygu gan swyddog diogelwch bwyd yr awdurdod lleol.

Dylid cyfeirio at wefan yr asiantaeth i gael mwy o wybodaeth:https://www.food.gov.uk/cy/canllawiau-defnyddiwr/cynllun-sgorio-hylendid-bwyd#deall-sgoriau

The Cylch Meithrin will:

- ensure that children sit at a table when eating or drinking.
- ensure that staff sit with the children when eating or drinking in order to promote food eating habits and good table manners.
- ensure that no child will be forced to eat against their will.
- ensure that all foods served by the setting have been correctly stored, prepared and served following good food hygiene practices.
- ensure staff training on healthy eating.
- ensure staff training on food safety and hygiene.
- ensure that children and staff wash their hands thoroughly before serving or eating any snack or meal.
- use a range of activities, play areas and themes within the setting to introduce healthy eating messages to the children.
- ensure opportunities to explore a variety of foods, drinks, tastes and textures in different contexts.

**The Food Standards Agency and the Food Hygiene Rating System**

The Cylch Meithrin will need to register with the *Food Standards Agency*. Refer to the website for more information:

https://www.food.gov.uk/business-guidance/register-a-food-business.

The Food Hygiene Rating System gives a score between 5 and 0 to businesses and settings which prepare or serve food. The scores indicate how the food, hygiene and safety are managed by the setting at the time of the inspection. It is the responsibility of the setting to comply with food hygiene laws at all times.

When a score is awarded it is also made available online, and you must display the sticker in the setting. The stickers and certificates will also note the date the food hygiene inspection was carried out by a local authority food safety officer.

Refer to the website for more information:https://www.food.gov.uk/safety-hygiene/food-hygiene-rating-scheme

**Alergeddau Bwyd ac Anghenion Deietegol Arbennig**

Ers Rhagfyr 2014, bu'n ofynnol i ddarparwyr gofal plant cydymffurfio â *Gwybodaeth yr UE ar Fwyd ar gyfer Rheoleiddiad Defnyddwyr* (*Rheoliadau Gwybodaeth am Fwyd (2014)*[7] yn y DU). Mae'r rheoliadau hyn yn eu gwneud hi'n ofynnol i roi gwybodaeth am yr 14alergen bwriadola all fod yn bresennol neu a ddefnyddir mewn unrhyw fwyd sy'n cael ei ddarparu.

Mae alergenau bwyd yn risg enfawr i bobl sydd ag alergeddau, gan y gallant beryglu eu bywyd. Mae plant ifanc sy'n dioddef yn agored i'r peryglon hyn yn arbennig gan mai pobl eraill sydd yn paratoi ac yn dewis eu bwyd drostynt.

Bydd y Cylch Meithrin yn:

- holi'r rhieni / gofalwyr / gwarcheidwaid am unrhyw ofynion deietegol arbennig, hoffterau neu alergeddau y gall fod gan blentyn. Bydd y lleoliad yn eu cofnodi a sicrhau bod yr holl staff yn ymwybodol ohonynt, ac yn dilyn unrhyw gyfarwyddiadau ac / neu weithdrefnau angenrheidiol.
- disgwyl i staff rhoi gwybod am unrhyw alergeddau bwyd sydd ganddynt. Bydd rhaid cofnodi hyn yn y ffeil staff, gofyn am ganiatâd i rhannu'r manylion gyda staff eraill, a dilyn unrhyw gyfarwyddiadau ac / neu weithdrefnau angenrheidiol.
- gweithredu cynllun alergeddau penodol ar gyfer unrhyw blentyn neu aelod o staff sy'n cael adwaith alergedd er mwyn atal a rheoli adweithiau alergaidd.
- gofyn i rieni / gofalwyr / gwarcheidwaid plant sydd angen deietau arbennig i roi cymaint o wybodaeth a phosib am fyrbrydau a bwydydd addas. Mewn rhai achosion, gall fod angen gofyn i rieni / gofalwyr / gwarcheidwaid i ddarparu bwyd penodol ar gyfer eu plentyn.
- darparu gwybodaeth parthed alergenau yn y bwyd sy'n cael ei baratoi ac / neu eu gweini yn y lleoliad i rieni / gofalwyr / gwarcheidwaid a staff. Bydd y lleoliad yn sicrhau bod y wybodaeth yn gywir, yn gyson ac yn agored i'w ddilysu. Bydd y lleoliad yn sicrhau ei bod ar gael i rieni / gofalwyr / gwarcheidwaid a swyddogion yr awdurdod lleol ar gais.
- gwirio labeli bwyd yn rheolaidd, gan y gall cynhwysion y cynhyrchwyr newid.

[7] https://www.gov.uk/guidance/food-labelling-giving-food-information-to-consumers

**Food Allergies and Special Dietary Requirements**

Since September 2014 it has been mandatory for childcare providers to comply with the *EU Food Information for Consumers Regulation (Food Information Regulation (2014)*[8]. These regulations make it mandatory to provide information about 14 allergens which may be present or used in any served food.

Allergens pose a massive risk to people with allergies as they can endanger their lives. Young children are especially at risk of danger as other people are responsible for choosing and preparing their foods.

The Cylch Meithrin Will:

- question parents / carers / minders about any dietary requirements, likes or allergies the child may have. The setting will record these and ensure that all staff members are aware of them, and will follow any necessary instructions or procedure.
- expect staff to notify them of any food allergies they may have. These will be recorded in the staff file, and permission will be sought to share these details with other staff members. Any necessary instructions / procedures will be followed.
- Implement an allergy scheme for any child or member of staff who suffers from allergic reactions, in order to prevent and manage allergic reactions
- ask parents / carers / minders of children who have special dietary needs to give as much information as possible about suitable snacks and foods. In some instances if may be necessary to ask parents / carers / guardians to provide food specifically for their child.
- provide information regarding allergens in the food which is prepared and / or served in the setting to parents / carers / minders and staff. The setting will ensure that the information is accurate, consistent and available for verification. The setting will ensure that it is available to parents / carers / guardians and local authority officers upon request.
- check food labels regularly as food ingredients can change.
- sicrhau bod staff yn medru adnabod alergenau mewn unrhyw pryd sy'n cael ei weini yn y lleoliad.

[8]https://www.gov.uk/guidance/food-labelling-giving-food-information-to-consumers

- dilyn canllawiau alergenau ar gyfer busnesau bwyd[9] yr *Asiantaeth Safonau Bwyd*.
- gwahardd alergenau bwyd penodol o'r lleoliad mewn achosion ble adnabyddir alergedd difrifol gan blentyn neu oedolyn yn y lleoliad.

**Diodydd Iach**

Nid yw dŵr na llaeth yn cynnwys siwgr ychwanegol. Dŵr a llaeth yw'r unig ddiodydd sydd eu hangen ar blentyn, ac mae'r plentyn yn llai tebygol o gynnal pwysau afiach neu ddioddef pydredd dannedd o'u hyfed.

Bydd y Cylch Meithrin yn:

- sicrhau bod dŵr yfed ar gael bob amser i'r plant a'r staff.
- darparu diod o laeth i bob plentyn fel rhan o amser byrbryd, oni bai bod rhesymau deietegol pam na all unrhyw blentyn unigol dderbyn llaeth buwch.

**Byrbrydau**

Mae angen i blant ifanc gael byrbrydau iach rhwng prydau bwyd. Rhaid sicrhau bod y byrbrydau hyn o faint dogn sydd yn briodol ar gyfer eu hoedran. Mae byrbrydau iach yn helpu i ddiwallu anghenion plant o ran egni a maethynnau pwysig. Bydd un byrbryd yn darparu tua 10% o anghenion egni dyddiol (tua 120 kcal) ar gyfer plentyn 1 - 4 oed. Ceir enghreifftiau o fyrbrydau iach a maint dogn priodol yng *Nghanllawiau Arfer orau: Bwyd a maeth ar gyfer darparwyr gofal plant: Bwydlenni a ryseitiau*.

Bydd y Cylch Meithrin yn:

- darparu byrbrydau addas, sydd yn faethlon ac yn diogelu'r dannedd, i bob plentyn, yn dibynnu ar ei oedran, datblygiad, anghenion a chefndir crefyddol.
- sicrhau rhoi digon o amser i'r plant i fwyta eu byrbryd.
- ensure that staff can identify allergens in any meal served in the setting.
- follow the *Food Standards Agency's* allergen guidelines for food businesses.[10]

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[9] https://www.food.gov.uk/cy/canllawiau-busnes/canllawiau-alergenau-ar-gyfer-busnesau-bwyd
[10] https://www.food.gov.uk/cy/canllawiau-busnes/canllawiau-alergenau-ar-gyfer-busnesau-bwyd

- exclude allergens from the setting, where a child or an adult at the setting has a severe allergy to them.

**Healthy Drinks**

Neither water nor milk contain added sugars. Water and milk are the only drinks a child needs, and children are less likely to gain unhealthy weight or suffer from tooth decay by drinking them.

The Cylch Meithrin will:

- ensure that drinking water is always available to children and staff.
- provide each child with a drink of milk at snack time, unless there is a dietary reason why a child cannot drink cow's milk.

**Snacks**

Young children need healthy snacks between meals. It must be ensured that these snacks are an age-appropriate portion size. Healthy snacks help to meet children's energy and important nutritional needs. One snack will provide about 10% of a child's daily energy (around 120kcal) for a child aged between 1 – 4 years. Examples of healthy snacks and appropriate portion sizes are available in the *Best Practice Guidance: Food and nutrition for childcare providers: Menus and recipes.*

The Cylch Meithrin will:

- provide each child with suitable snacks which are nutritious and safe for teeth, adapted to suit their age range, development, needs and religious background.
- ensure that children have plenty of time to eat their snacks
- sicrhau na chedwir byrbryd rhag plant er mwyn eu cosbi.
- annog rhieni / gofalwyr / gwarcheidwaid i gynnig awgrymiadau ar gyfer byrbrydau iachus.

- gofyn i rieni / gofalwyr / gwarcheidwaid i beidio ag anfon melysion, creision neu fyrbrydau eraill anaddas i'r lleoliad.
- rhoi gwybod i rieni / gofalwyr / gwarcheidwaid os nad yw eu plentyn yn fodlon bwyta ei fyrbryd yn gyson.
- dilyn yr arfer orau a amlygir yn y ddogfen *Canllawiau Arfer orau: Adran 4: Bwyd a Maeth: Safonau, canllawiau a chynllunio bwydlenni* ar gyfer cynllunio a darparu byrbrydau iachus, o'r maint dogn priodol.

**Prydau Bwyd**

Ble darperir prydau bwyd gan y lleoliad, mae cynllunio bwydlenni yn hanfodol ar gyfer sicrhau bod y Cylch Meithrin yn cynnig deiet cytbwys ac iach ar gyfer y plant yn ei ofal. Mae coginio bwyd 'cartref' yn y lleoliad yn rhoi mwy o reolaeth i'r Cylch Meithrin dros y cynnwys a maeth y bwyd a ddarperir ar gyfer y plant. Mewn lleoliadau ble nad yw hyn yn bosib, a ble gweinir prydau wedi eu prynu o'r ysgol leol fe ddylai'r prydau gyrraedd safonau bwyd yr ysgol.

Ble ddefnyddir darparwr arlwyo annibynnol, bydd y Cylch Meithrin yn tynnu sylw'r arlwywyr at y *Canllawiau Arfer Orau: Bwyd a Maeth mewn Lleoliadau Gofal Plant*, gan sicrhau bod copi ganddynt. Bydd rhaid esbonio i'r arlwywyr bod angen darparu prydau sydd yn bodloni'r canllawiau hyn ar gyfer y lleoliad.

Bydd y Cylch Meithrin yn:

- cynllunio bwydlenni ar gyfer yr holl brydau a ddarperir. Bydd y cylch cynllunio ar draws 3 wythnos, er mwyn sicrhau bod amrywiaeth a chydbwysedd o bob un o'r prif grwpiau bwyd.
- cynllunio bwydlenni gan ddilyn yr arfer orau a amlygir yn y ddogfen *Canllawiau Arfer orau: Adran 4: Bwyd a Maeth: Safonau, canllawiau a chynllunio bwydlenni*. Ceir enghreifftiau o brydau iach a maint dogn priodol

- ensure that snacks are never withheld from children as a form of punishment
- encourage parents / carers / minders to offer suggestions for healthy snacks.
- ask parents / carers / minders not to send sweets, crisps or other unsuitable snacks into the setting
- inform parents / carers / minders if a child frequently is unwilling to eat his / her snack
- Follow the best practice as outlined in *Best Practice Guidance: Section 4: Food and Nutrition: Standards, guidelines and planning menus* for planning and providing healthy snacks of an appropriate portion size.

**Meals**

Where the setting provides meals it is essential to plan menus to make sure that the Cylch Meithrin is offering a balanced and healthy diet for the children in its care. ‘Home cooking’ at the setting gives the Cylch Meithrin more control over the content and nutrition of the food it provides for the children. In settings where this is not possible, where food purchased from the local school is served at the setting, the meals should meet the school’s food standards.

Where independent caterers are used, the Cylch Meithrin will draw their attention to the *Best Practice Guidance: Food and Nutrition in Childcare Settings,* ensuring that the caterers have a copy of their own. It must be explained to them that the meals will need to satisfy these guidelines in order to be served at the setting.

The Cylch Meithrin will:

- plan menus for all the meals provided. The Cylch will plan across a 3-week cycle, ensuring variety and balance of each of the main food groups.
- plan menus following the best practice outlined in the *Best Practice Guidance: Section 4: Food and Nutrition: Standards, guidelines and planning menus.* Examples of menus and portion sizes are available in *Best Practice Guidance: Food and nutrition for childcare providers: Menus and recipes.*

yng *Nghanllawiau Arfer orau: Bwyd a maeth ar gyfer darparwyr gofal plant: Bwydlenni a ryseitiau*.

- sicrhau bod y fwydlen yn diwallu anghenion diwylliannol, crefyddol a deietegol yr holl blant o dan ein gofal. Dim ond mewn sefyllfaoedd hollol angenrheidiol y darperir prydau unigol penodol.
- annog rhieni / gofalwyr / gwarcheidwaid i gynnig awgrymiadau ar gyfer prydau iachus.
- sicrhau rhoi digon o amser i'r plant i fwyta eu bwyd.
- rhoi gwybod i rieni / gofalwyr / gwarcheidwaid os nad yw eu plentyn yn fodlon bwyta ei fwyd yn gyson.
- sicrhau na chedwir bwyd rhag plant er mwyn eu cosbi.
- dilyn yr arfer orau a amlygir yn y ddogfen *Canllawiau Arfer orau: Adran 4: Bwyd a Maeth: Safonau, canllawiau a chynllunio bwydlenni* ar gyfer cynllunio a darparu prydau iachus, o'r maint dogn priodol.
- rhannu copi o'r polisi hwn gydag unrhyw arlwywyr annibynnol sy'n darparu bwyd i'r lleoliad.

**Pecynnau Bwyd o'r Cartref**

Mewn nifer o achosion, gofynnir i rieni / gofalwyr / gwarcheidwaid ddarparu pecyn bwyd i'w plentyn.  Dylai'r pecyn bwyd roi'r un faint o egni i'r plentyn ag y byddai pryd cynnes i blant rhwng 1 a 4 oed.  Ceir enghreifftiau o fyrbrydau iach a maint dogn priodol yn *Eating well: Packed lunches for 1 – 4 year olds*[11] gan First Steps Nutrition Trust.

Bydd y Cylch Meithrin yn:

- rhannu gwybodaeth gyda rhieni / gofalwyr / gwarcheidwaid am ein dull gweithredu mewn perthynas â bwyd a ddaw i mewn o'r cartref.
- sicrhau storio bwyd gan ddilyn y rheoliadau diogelwch a hylendid bwyd perthnasol.

[11] https://static1.squarespace.com/static/59f75004f09ca48694070f3b/t/5a926d288165f549b5a68ca2/1519545646246/Packed_lunches_Dec17.pdf

- ensure that the menu meets the cultural, religious and dietary needs of all the children in the Cylch's care. Individually prepared meals will only be served when absolutely necessary.
- encourage parents / carers / minders to offer suggestions for healthy meals
- inform parents / carers / minders if a child frequently is unwilling to eat his / her food
- ensure that children have plenty of time to each their foods
- ensure that snacks are never withheld from children as a form of punishment
- follow the best practice outlined in the *Best Practice Guidance : Section 4: Food and Nutrition: Standards, guidelines and planning menus* when planning healthy meals of an appropriate portion size
- share a copy of this guideline with any external caterers providing food to the setting.

**Packed Lunches from Home**

In many cases parents / carers / minders will be asked to provide their child with a packed lunch. The packed lunch should give a child the same amount of energy as a hot meal for a child aged between 1 and 4. Examples of healthy snacks and appropriate portion sizes are available in *Eating well: Packed lunches for 1 – 4 year olds*[12] from the First Steps Nutrition Trust.

The Cylch Meithrin will:

- share information with parents / carers / minders about our operational methods in relation to food which is brought in from home.
- store food ensuring that we meet food safety and hygiene regulations
- consistently promote a message about nutrition and create opportunities to pass this message onto parents / carers / minders
- promote the need to include a good variety of different foods each day

[12] https://static1.squarespace.com/static/59f75004f09ca48694070f3b/t/5a926d288165f549b5a68ca2/1519545646246/Packed_lunches_Dec17.pdf

- hyrwyddo negeseuon cyson ynglŷn â maeth a chreu cyfleoedd i drosglwyddo'r negeseuon hyn i rieni / gofalwyr / gwarcheidwaid.
- hyrwyddo'r angen i gynnwys amrywiaeth dda o fwydydd gwahanol bob dydd.
- gofyn i rieni / gofalwyr / gwarcheidwaid i beidio ag anfon melysion, a bwydydd eraill anaddas i'r lleoliad yn y bocs bwyd.
- gofyn i rieni / gofalwyr / gwarcheidwaid i beidio ag anfon bwyd yn cynnwys alergenau bwyd penodol i'r lleoliad mewn achosion ble adnabyddir alergedd difrifol gan blentyn neu oedolyn yn y lleoliad, a phenderfynwyd gwahardd yr alergen bwyd o'r lleoliad.

**Dathliadau**

Mae dathlu pen-blwyddi a dathliadau eraill, sydd yn cynnwys gwyliau cenedlaethol (e.e. Gŵyl Ddewi) ac elusennol (e.e. Diwrnod Plant Mewn Angen) yn gallu bod yn rhan bwysig o weithgarwch y Cylch Meithrin. Er mwyn osgoi dibynnu ar fwydydd llai iach, bydd y Cylch Meithrin yn ystyried ffyrdd amgen o ddathlu sydd ddim yn ddibynnol ar gacennau a bisgedi fel sy'n draddodiadol.

Bydd y Cylch Meithrin yn:

- sicrhau bwydydd iachus ar gyfer partïon pen-blwydd, neu unrhyw ddigwyddiadau eraill yn y lleoliad.
- danfon cacen pen-blwydd sydd wedi ei rhoi gan rieni / gofalwyr / gwarcheidwaid i'w rhannu gyda'r plant adref. Bydd angen rhoi gwybod i'r rhieni / gofalwyr / gwarcheidwaid beth yw'r ffynhonnell fel y gall y rhieni defnyddio eu disgresiwn ar gyfer ei rhoi i'w plentyn. Nid yw'n arfer ddiogel i roi cacen pen-blwydd cartref i bob plentyn heb yn wybod beth yw'r cynhwysion, ac felly'r alergenau posib.

- ask parents / carers / minders not to send sweets and other unsuitable foods in the lunch box
- ask parents / carers / minders not to send foods containing certain allergens to the setting, in cases where a child or adult has developed a severe allergy to certain foods and a decision has been taken to ban that allergen from the setting.

**Celebrations**

Birthdays and other celebrations, including national holidays (e.g. St. David's Day) and charitable celebrations (e.g. Children In Need Day) can form an important part of the Cylch's activities. In order to reduce dependence on less healthy foods, the Cylch Meithrin will consider alternative ways of celebrating which aren't dependent on cakes and biscuits, as was previously traditional.

The Cylch Meithrin will:

- ensure that the food served for birthday parties or other celebrations is healthy
- send birthday cake given by parents / carers / minders to be shared in the Cylch home with the children. Parents / carers / minders will need to know the source of the cake so that they can use their discretion as to whether they can give it to their child. It is not a safe practice to give homemade birthday cake to children without knowing its ingredients and possible allergens.

## Cadw’n Heini

Mae’r CCUHP[13] yn creu hawl benodol i bob plentyn gael gorffwys ac amser hamdden, i gymryd rhan mewn chwarae a gweithgareddau hamdden priodol ar gyfer eu hoed.  Yn ogystal â bod yn hwyl, mae chwarae’n cynnig llawer mwy i blant, gan gynnig buddion iechyd a llesiant iddynt.

Mae’r plant yn ein gofal yn rhan o'r cenedlaethau cyntaf sydd yn gorfod gwneud penderfyniad ymwybodol i fod yn gorfforol egniol.  Mae gweithgarwch yn yr awyr agored yn gwneud lles i’n hiechyd meddyliol a chorfforol.

Mae’r Cylch Meithrin yn rhoi pwyslais ar sicrhau bod plant yn cael negeseuon am bwysigrwydd cadw’n heini o’r oed ifancaf posib, ac yn cael cyfleoedd dyddiol i fwynhau gweithgareddau corfforol mawr a mân, y tu mewn ac yn yr awyr agored.

Bydd y Cylch Meithrin yn:

- dilyn canllawiau’r *Cynllun Cyn-ysgol Iach a Chynaliadwy*.
- dilyn canllawiau’r *Cynllun Gwên*.
- cyfrannu at y 180 munud o weithgarwch corfforol dyddiol yr awgrymwyd gan y WHO ar gyfer plant 2 – 4 oed.
- annog plant i chwarae yn yr awyr agored bob dydd er mwyn sicrhau eu bod yn cael golau haul sy’n helpu eu cyrff i gynhyrchu fitamin D.
- sicrhau dilyn canllawiau’r **Polisi Amddiffyn Rhag yr Haul** lle bo hynny’n berthnasol.
- defnyddio ystod o weithgareddau, ardaloedd chwarae a themâu’r lleoliad i gyflwyno negeseuon i’r plant am gadw’n heini.
- cynnal gweithgareddau corfforol y tu mewn a’r tu allan yn ddyddiol er mwyn i blant gael cyfle i gadw’n heini.
- cyflwyno gweithgareddau dawns a symud creadigol er mwyn annog plant i fwynhau cadw’n heini.
- cyflwyno gweithgareddau sydd yn helpu plant i ddatblygu sgiliau echddygol a sgiliau llawdrin priodol.

[13] Confensiwn y Cenhedloedd Unedig ar Hawliau’r Plentyn

## Keeping Fit

The UNCRC[14] has created a specific right for children to have time to rest and enjoy leisure, and to participate in play and leisure activities suitable for their age. In addition to being fun, play offers health and wellbeing benefits to children.

The children in our care are among the first generation who have had to make a conscious decision to be physically energetic. Open air activity has mental and physical health benefits.

The Cylch Meithrin places emphasis on ensuring that children receive messages regarding the importance of keeping fit from the youngest possible age, and that they have daily opportunities to enjoy physical activities of all sorts, both indoors and in the open air.

The Cylch Meithrin will:

- follow the *Healthy and Sustainable Pre-school Scheme* guidelines.
- follow the *Design to Smile* scheme.
- contribute to the 180 minutes of daily physical exercise recommended by the WHO for children aged 2 – 4 years.
- encourage children to play out of doors every day in order to ensure that they receive enough sunlight to help their bodies generate vitamin D.
- ensure that the **Protection from the Sun Policy** is followed where relevant.
- use a variety of activities, play areas and themes within the setting to introduce messages to the children about keeping fit.
- hold daily physical activities inside and outside in order to give children the opportunity to keep fit.
- introduce dance and creative movement activities to encourage children to enjoy keeping fit.
- introduce activities to help children develop their motor and manipulative skills
- ensure that children do not remain seated for long periods unless required for safety reasons.

[14]United Nations Convention on the Rights of the Child

- sicrhau nad yw'r plant yn eistedd am gyfnodau estynedig ble nad yw'n angenrheidiol am rhesymau diogelwch.
- manteisio ar gyfleusterau lleol priodol i gyflwyno amrywiaeth o weithgareddau corfforol i'r plant.

**Amser Sgrîn**

Mae canllawiau diweddar[15] (2019) gan y WHO[16] yn awgrymu na ddylai plant 2 – 4 oed bod treulio gormod[17] o *amser sgrin eisteddog*[18] mewn dydd. Mae'r diffiniad yn o *amser sgrin eisteddog* yn cynnwysgwylio rhaglenni teledu neu fideos a chwarae gemau cyfrifiadur ar unrhyw ddyfais gyda sgrin, gan gynnwys cyfrifiadur tablet neu ffôn symudol.

Bydd y Cylch Meithrin yn:

- cyfyngu gweithgareddau *amser sgrin eisteddog* i'r hyn sydd yn angenrheidiol ac yn cefnogi datblygiad sgiliau'r plentyn.
- rhoi gwybod i rhieni / gofalwyr / gwarcheidwaid tua faint o amser y plentyn sydd wedi eu treulio mewn gweithgareddau o'r fath yn ystod eu hamser yn y lleoliad bob dydd.

[15] https://apps.who.int/iris/handle/10665/311664
[16] WHO = World Health Organisation
[17] Mae'r WHO yn awgrymu na ddylai plant 2 – 4 oed treulio mwy nag 1 awr (60 munud) y dydd mewn gweithgareddau *amser sgrin eisteddog*.
[18] Sedentary screen time

- take advantage of local facilities to introduce a variety of physical activities to the children.

## Screen Time

Recent guidelines[19] from the WHO[20] suggest that 2 – 4 year olds should not have too much sedentary screen time[21] during the day. Their definition of sedentary screen time includes watching television or videos and playing computer games on any device with a screen, including a computer tablet or mobile phone.

The Cylch Meithrin will:

- restrict sedentary screen time activities to those which are necessary to support the development of the child's skills.
- inform parents / carers / minders each day approximately how much time the child has spent engaged in sedentary screen time activities during their time at the setting.

[19] https://apps.who.int/iris/handle/10665/311664
[20] WHO = World Health Organisation
[21] The WHO suggests that 2 – 4 year olds should not have more than 1 hour (60 minutes) a day of sedentary screen time

**Iechyd a Lles Emosiynol**

Disgrifir iechyd a lles emosiynol gan Lywodraeth Cymru fel 'cyflwr cyfannol, goddrychol sy'n bresennol pa fo amrywiaeth o deimladau, gan gynnwys egni, hyder, bod yn agored, mwynhad, bodlonrwydd, llonyddwch a gofalu, wedi'u cyfuno ac yn gytbwys'[22].Mae lles y plentyn yn rhan greiddiol o ddarpariaeth blynyddoedd cynnar. Gall ymarferwyr arsylwi lles emosiynol plentyn o oed ifanc iawn, a bydd yr arsylwadau hyn yn eu galluogi i gefnogi datblygiad cadarnhaol y plentyn.

Bydd y Cylch Meithrin yn cefnogi plant i gynyddu eu gwydnwch (*resilience)* emosiynol. Er mwyn gwneud hyn, mae'r Cylch Meithrin yn rhoi pwyslais ar helpu'r plant i ymdopi gyda'r profiadau maent yn dod ar eu traws yn ystod eu hamser yn y lleoliad.

Bydd y Cylch Meithrin yn:

- sicrhau datblygiad perthnasau cadarnhaol a rhyngweithiol rhwng staff a'r plant yn eu gofal.
- sicrhau bod staff penodol yn dod i nabod ac yn datblygu dealltwriaeth arbennig o anghenion plant penodol e.e. drwy weithredu system gweithwyr allweddol.
- cynllunio gweithgareddau i helpu i gynyddu lles emosiynol y plant. Gall y gweithgareddau hyn gynnwys amser cylch neu weithgareddau torfol sydd yn cynnig cyfleoedd i'r plant i gyfathrebu gydag ymarferwyr a phlant eraill.
- defnyddio ystod o weithgareddau, ardaloedd chwarae a themâu'r lleoliad i helpu'r plant i ddod yn ymwybodol bod teimladau yn newid.
- defnyddio ystod o weithgareddau, ardaloedd chwarae a themâu'r lleoliad i helpu'r plant i sylwi ar eu teimladau a'u mynegi mewn ffordd cadarnhaol.
- defnyddio ystod o weithgareddau, ardaloedd chwarae a themâu'r lleoliad i helpu'r plant i ddod yn ymwybodol o deimladau pobl eraill.
- cyflwyno ystod o weithgareddau er mwyn codi ymwybyddiaeth plant bod teimladau yn gallu newid.
- dilyn a gweithredu canllawiau'r **Polisi Ymddygiad Cadarnhaol**.

**Health and Emotional Well-being**

[22]https://llyw.cymru/sites/default/files/publications/2018-12/meddwl-yn-gadarnhaol-iechyd-a-lles-emosiynol-mewn-ysgolion-a-lleoliadau-blynyddoedd-cynnar.pdf

The Welsh Government describes emotional health and wellbeing as 'a holistic, subjective state which is present when a range of feelings, among them energy, confidence, openness, enjoyment, happiness, calm, and caring, are combined and balanced'[23]. A child's wellbeing underpins early years provision. Practitioners may observe a child's emotional wellbeing from a very young age, and those observations can enable them to positively support the child's development.

The Cylch Meithrin will support children to increase their emotional resilience. In order to do this, the Cylch Meithrin places emphasis on helping children to cope with the experiences they come across during their time in the setting.

The Cylch Meithrin will:

- ensure the development of positive interactive relationships between staff and the children in their care.
- ensure that appointed staff come to know and develop a special understanding of the needs of specific children in their care, e.g. through implementing the key worker system.
- design activities to help increase children's emotional welfare. These activities can include circle time or collective activities which offer children opportunities to communicate with practitioners and other children.
- use a range of activities, play areas and themes in the setting to help children understand that feelings can change.
- use a range of activities, play areas and themes in the setting to help children reflect on their feelings and express them in a positive way.
- use a range of activities, play areas and themes in the setting to help children become aware of other people's feelings.
- Introduce a range of activities to raise children's awareness that their feelings can change.
- Follow and implement the **Positive Behaviour Policy** guidelines.

**<u>Polisïau Cysylltiedig</u>**

Polisi Amddiffyn Rhag yr Haul

[23]https://gov.wales/sites/default/files/publications/2018-03/thinking-positively-emotional-health-and-well-being-in-schools-and-early-years-settings.pdf

**Cysylltiadau a Gwybodaeth Ddefnyddiol**

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

- Children's Commissioner for Englang: *Playing Out: A Children's Commissioner's report into the importance to children of play and physical activity* (2018) https://www.childrenscommissioner.gov.uk/publication/playing-out/
- Llywodraeth Cymru: *Canllawiau bwyd a maethar gyfer lleoliadau gofal plant* (2018) https://llyw.cymru/canllawiau-bwyd-maeth-ar-gyfer-lleoliadau-gofal-plant
- RCPCH (Royal College of Paediatrics and Child Health) *The health impacts of screen time: a guide for clinicians and parents* (2019) https://www.rcpch.ac.uk/resources/health-impacts-screen-time-guide-clinicians-parents
- WHO (World Health Organization) *Guidance on Physical Activity, sedentary Behaviour and Sleep for children under 5 years of age* (2019) https://apps.who.int/iris/bitstream/handle/10665/311664/9789241550536-eng.pdf?sequence=1&isAllowed=y

## Related Policies

Protection from the Sun Policy

Positive Behaviour Policy

## Links and Useful Information

We suggest referring to the publications and websites below for further information:

- Children's Commissioner for England: *Playing Out: A Children's Commissioner's report into the importance to children of play and physical activity* (2018) https://www.childrenscommissioner.gov.uk/publication/playing-out/
- Welsh Government: *Best Practice Guidance : Food and nutrition Guidance for childcare providers*(2018) https://llyw.cymru/canllawiau-bwyd-maeth-ar-gyfer-lleoliadau-gofal-plant
- RCPCH (Royal College of Paediatrics and Child Health) *The health impacts of screen time: a guide for clinicians and parents* (2019) https://www.rcpch.ac.uk/resources/health-impacts-screen-time-guide-clinicians-parents
- WHO (World Health Organization) *Guidance on Physical Activity, sedentary Behaviour and Sleep for children under 5 years of age* (2019) https://apps.who.int/iris/bitstream/handle/10665/311664/9789241550536-eng.pdf?sequence=1&isAllowed=y