CYLCH MEITHRIN ____________________

POLISI NEWID CLWT / CEWYN

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

NewidClwt/Cewyn / Myndi'rTŷ Bach

Bydd arferion defnyddio ffedogau a menig wrth newid Clytiau/Cewyn neu wrth helpu plentyn i lanhau ei hun pe bai angen, yn parhau.Byddwnyndefnyddiomenig a ffedogauwrthddarparugofalpersonoliblentyn, gangynnwysgofalymarferolmegisymolchi, myndi'r toiled, neu gymorthcyntaf a rhaitriniaethauclinigolmegisbwydo â chymorth

Rydymynsylweddoli bod angeni staff gofal plant ddarparugofalcyswlltagosiblantbach, gangynnwysmyndi'r toiled, newidclwt a bwydo. Yn y sefyllfaoeddhyn, dylai staff ddilyn y Canllawiau Atal a RheoliHeintiauargyferLleoliadauGofal Plant ganddefnyddioffedogau a menigynôlyrangen.

Nidoesrheswmpenodol pam nadoesmoddiwahanolgrwpiau o blantrannutoiledau. Ondllebo'nbosibl, byddwnyndarparucyfleusterautoiledauarwahânileihaurisgiaucysylltiadaurhwnggrwpiau/ osnadywhynny'nbosib,byddwnyndefnyddiohylifdiheintiodwylocynmyndimewni'r toiled a sicrhau bod y toiledau'ncaeleuglanhau'nrheolaidd

Lleoliadau'ngweithredumewnadeiladaml-ddefnydd, felcanolfangymunedol, neu'nrhannucyfleusterautoiledau ag ysgolion,.

Einmesurauglanhau a hylendid ____
yw____
____
____

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 referalso the setting’s COVID 19 Risk Assessment and checklist

Nappy Changing / Going to the Toilet

The practice of wearing aprons and gloves when changing nappies or helping a child to clean themselves will continue. 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 understand that childcare staff provide intimate care for small children, including toileting, nappy changing and feeding. In these situations staff should follow the guidance in Infection prevention and control guidance for childcare settings, using aprons and gloves where needed

There is no specific reason why different groups of children cannot share toilets. However where possible, we will provide separate toilet facilities to reduce the risks of cross group contacts. Where this is not possible, we will use hand sanitiser before entering the toilet and ensuring toilets are cleaned regularly.

Settings operating from multi use buildings such as community centres or share toilet facilities with schools,
Our cleaning and hygiene measures are-:____.

Bydd**Cylch Meithrin** Llanrhaeadr Ym Mochnant yndilyn y polisihwna’iaddasuynôlyrangena’iadolyguynflynyddol.

Bydd**arweinyddCylch Meithrin** Llanrhaeadr Ym Mochnant
ynsicrhaufodpobaelod o staff yndeall y polisihwn.

Bydd**Cylch Meithrin** Llanrhaeadr Ym Mochnant
ynsicrhau bod rhieni a gofalwyryngwybod am y polisihwntrwygymryd y camaucanlynol:

(Nodwchsutbyddwchynrhannu’rwybodaethyma. E.e.Rhoi’rpolisiarwefan y Cylch Meithrin; rhoi’rpolisimewnllawlyfririeni; rhoicopio’rpolisiyngnghyntedd y Cylch Meithrin neu fan ble gall poblei weld; tynnusylwrhieni a gofalwyrat bolisimewnnosweithiau / boreauirieni. Nidyw’rrhestr hon yngyflawn)

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) (Dyddiad)

(Awgrymireich bod ynadolygueichpolisiynflynyddol a hysbysuAGC, llebohynny'nberthnasol, osydychwedigwneudnewidiadauiddo.)

CYLCH MEITHRIN ____________________

NAPPY CHANGING POLICY

Cylch Meithrin Llanrhaeadr Ym Mochnant adheres to 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 Cylch Meithrin 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. 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 NEWID CLWT/CEWYN

Nod

Nod y Cylch Meithrin yw 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.

Hawliau Plant

Mae cefnogi plant gyda'u anghenion corfforol yn rhan o sicrhau fod y Cylch Meithrin yn parchu hawliau plant sydd yng Nghonfensiwn Cenhedloedd Unedig ar Hawliau Plant. Yn benodol:

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

Erthygl 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 16: Mae gan blant yr hawl i breifatrwydd. Dylai'r gyfraith eu cadw rhag ymosodiadau ar eu ffordd o fyw, eu henw da, eu teuluoedd a'u cartrefi.

Erthygl 27: Mae gan blant yr hawl i safon bywyd sy'n ddigon da i ymateb i'w hanghenion corfforol a meddyliol. Dylai'r Llywodraeth helpu rhieni na allant fforddio i ddarparu hyn.

Cod Ymarfer

Os yw plentyn sy'n mynychu'r Cylch Meithrin yn parhau i fod mewn cewyn bydd y Cylch Meithrin yn gweithredu'r camau isod:

- newid clwt/cewyn y plentyn ar gyfnodau rheolaidd, yn ogystal ag unrhyw gyfnodau eraill pan fydd y plentyn wedi baeddu neu wlychu.
- peidio caniatáu i fyfyriwr (sydd ddim yn gyflogedig gan y lleoliad) neu berson ar brofiad gwaith, newid clwt plentyn ar unrhyw achlysur.
- sicrhau bod gweithgaredd newid clwt yn un tawel ac ymlaciol ac yn brofiad positif i blentyn.
- sicrhau bod pob aelod o staff yn estyn parch a gofal cynnes i blant ar bob adeg ac yn benodol, yng nghyd-destun y polisi hwn, yn ystod gweithgaredd newid clwt.
- sicrhau bod man priodol a deunydd hylendid addas ar gael ar gyfer newid clwt/cewyn y plentyn.
- darparu hyfforddiant i bob aelod o staff ar yr arfer orau wrth newid clwt/cewyn.

NAPPY CHANGING POLICY

Aim

The Cylch Meithrin's aim is to ensure that a child is not refused a place at the Cylch Meithrin if it still uses nappies, but to work with the parent/carer/guardian to train the child to use the toilet every time.

The Rights of the Child

Ensuring that the Cylch Meithrin supports children with their physical needs 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 2:	The Convention applies to everyone whatever their race, religion, abilities, whatever they think or say and whatever type of family they come from.
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 16:	Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.
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

If a child attending Cylch Meithrin continues to be in a nappy, the Cylch Meithrinwill:

- change the child's nappy at regular intervals, and at any other times when the child has a wet or soiled nappy.
- not permit students (not employed by the setting) or individuals on work experience to change a child's nappy under any circumstances.
- ensure that the nappy changing activity is a quiet, relaxing and positive experience for the child.
- ensure that every member of staff cares for the child in a warm and respectful manner at all times and specifically, in the context of this policy, during nappy changing activity.
- ensure a suitable area and appropriate hygiene materials are available for the nappy changing activity.
- provide training to all members of staff on best practice for changing nappies.

Trefn

- Casglu pob deunydd sydd ei angen cyn dechrau newid clwt.
- Gwisgo ffedog cyn dechrau ar weithgaredd newid clwt.
- Gwisgo menig newydd wrth newid clwt/cewyn bob plentyn yn unigol.
- Rhoi gorchudd papur glas dros y mat newid
- Wrth newid clwt plentyn, peidio byth â'i adael ar ei ben ei hun ar y mat newid, hyd yn oed os yw wedi'i glymu mewn gwregys.
- Rhoi'r clwt budr / gwlyb mewn sach blastig, ac yna yn y bin pwrpasol **
- Rhoi'r deunydd glanhau a'r menig budr mewn sach blastig, ac yna yn y bin pwrpasol.
- Golchi dwylo yn drwyadl
- Gosod arwydd "Gorsaf heb ei lanhau" mewn man amlwg a chlir
- Dychwelyd y plentyn i'r ystafell.
- Dychwelyd i'r orsaf newid clwt er mwyn golchi'r orsaf yn drwyadl gyda dŵr a diheintydd/hylif gwrth facteria addas, sychu'r orsaf gyda thywelion papur
- Golchi dwylo ar ôl gorffen y gwaith glanhau
- Rhoi popeth i gadw a sicrhau fod yr ystafell yn daclus a glân.
- Tynnu'r arwydd " Gorsaf heb ei lanhau" oddi ar y wal.
- Cofnodi ar y ffurflen newid clytiau a gedwir yn yr ardal newid clwt/cewyn
- Ail stocio'r cwpwrdd/silff gyda'r deunydd perthnasol os bydd angen.
- Cofnodi ar daflen ddyddiol y plentyn

** Os oes modd gosod y clytiau/cewynnau yn y bin sbwriel arferol (dylid gwirio hyn gyda'r Cyngor Sir) dylid gwisgo menig er mwyn mynd â'r clwt i'r bin. Yn dilyn hyn dylid tynnu'r menig a'u rhoi mewn bin pwrpasol ac yna golchi dwylo eto. Os nad oes modd gosod y clytiau/cewynnau yn y bin sbwriel arferol, dylid sicrhau trefn o labelu'r sach blastig a'i storio mewn man priodol i'r rhieni ei dderbyn i'w ddinistrio wrth gasglu'r plentyn. Dylid sicrhau bod rhieni a staff y Cylch Meithrin yn ymwybodol o'r drefn.

Procedure

- Collect all necessary materials before commencing the nappy changing.
- Wear an apron before commencing the nappy changing.
- Wear fresh gloves when changing the nappy of each individual child.
- Place blue paper covering on the changing mat.
- During nappy changing, never leave the child on its own on the changing mat, even if the child is secured with suitable safety harness.
- Place the wet/dirty nappy in a plastic bag, and then in the appropriate bin **
- Place the cleaning materials and dirty gloves in a plastic bag, and then in the appropriate bin.
- Wash hands thoroughly.
- Place a sign 'Station Uncleaned' in a suitable and clear location.
- Return the child to the room.
- Return to the nappy changing station in order to clean the area thoroughly with water. and appropriate disinfectant/anti-bacterial solutions, and dry the station with paper towels.
- Wash hands immediately following the cleaning process.
- Store all materials and leave the station tidy and clean.
- Remove the sign 'Uncleaned Station'.
- Record the nappy change on the form stored at the changing station.
- Restock the cupboard/shelf with appropriate materials if necessary.
- Record the nappy change on the child's daily record.

** If it is possible to dispose nappies in the usual bin (this should be verified with the County Council) gloves should be worn to dispose the nappy in the bin. The gloves should be removed and disposed in an appropriate bin and hands should be thoroughly washed. If it is not possible to dispose of the nappies in the usual bin, a procedure should be implemented to label and store the plastic bag in an appropriate location to transfer to the parent to dispose when collecting the child. The Cylch Meithrin should ensure that parents and staff are aware of the procedure.