

## CYLCH MEITHRIN TREFEURIG

### POLISI GWEITHIO AR EICH PEN EICH HUN

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

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

Bydd **Cylch Meithrin Trefeurig** 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; 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 Rhoi'r polisi mewn cyntedd y cylch yn y ffeil polisiau
- 2 Tynnu sylw rhieni a gofalwyr at bolisi mewn cyfarfod a nosweithiau rieni

**ADOLYGWYD GAN**

**DYDDIAD**

(Enw)

(Llofnod)

(Pryd)

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*(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 TREFEURIG**  
**LONE WORKING POLICY**

**Cylch Meithrin Trefeurig** adheres to this policy, reviews it annually and updates it as required.

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

**Cylch Meithrin Trefeurig** 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 The policy will be placed in the entrance to the Cylch in the policy file
- 2 We will draw the attention of the parents and carers to the policy in meetings and parents evenings

**REVIEWED BY**

**DATE**

(Name)

(Signature)

(Date)

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

## POLISI GWEITHIO AR EICH PEN EICH HUN

Diffinnir gweithio ar eich pen eich hun gan y Gweithgor Iechyd a Diogelwch fel “unrhyw un sydd yn gweithio ar ben ei hun, heb unrhyw arolygaeth agos na uniongyrchol”. Dyma rhai enghreifftiau o sefyllfaoedd o weithio ar eich pen eich hun sydd yn berthnasol i **Gylch Meithrin Trefeurig**:

- pan fydd aelod o staff yn gweithio gyda grŵp o blant.
- pan fydd aelod o staff mewn sefyllfa 1-1 gyda rhiant/gofalwr, gweithwyr asiantaethau eraill.
- pan fydd aelod o staff yn gweithio ar ei ben ei hun yn y lleoliad y tu allan i'r oriau agor.
- pan fydd aelod o staff yn gweithio 1-1 gyda phlentyn.

### Nod

Mae'r Cylch Meithrin yn cydnabod y gall fod yna risg ychwanegol i weithwyr sydd yn gweithio ar eu pen eu hunain. O ganlyniad, mae'r Cylch Meithrin yn ceisio osgoi, lle bo hynny'n ymarferol bosib, unrhyw sefyllfa lle bo aelod o staff yn gweithio ar ei ben ei hun. Serch hynny, mae'r Cylch Meithrin yn cydnabod bod gweithio ar eich pen eich hun yn anochel mewn rhai sefyllfaoedd. Mae'r Cylch Meithrin yn cydnabod pwysigrwydd sicrhau diogelwch staff sydd yn gweithio ar ei ben ei hun.

### Cod Ymarfer

Bydd y Cylch Meithrin yn:

- ymrwymo i osgoi, lle bo hynny'n bosib, sefyllfaoedd lle bod aelod o staff yn gweithio ar ei ben ei hun.

Ble nad ydy'n bosib osgoi sefyllfa lle bod aelod o staff yn gweithio ar ei ben ei hun, bydd y Cylch Meithrin yn:

- sicrhau bod gweithdrefn bendant wedi'i sefydlu ar gyfer sicrhau diogelwch unrhyw aelod o staff sydd yn gweithio ar ben ei hun.
- sicrhau na fydd aelod o staff yn gweithio 1-1 gyda phlentyn mewn ardal ddiarffordd (*secluded area*), lle bo hynny'n ymarferol bosib.
- sicrhau bod gan staff sydd yn gweithio mewn ardal arall gyda grŵp o blant o fewn golwg/clyw staff eraill, neu fod ganddynt fynediad at ffôn neu ffôn symudol tra'u bod yn gweithio ar ei ben ei hun.
- sicrhau bod gan aelod o staff sydd yn gweithio ar ei ben ei hun y tu allan i'r lleoliad (e.e. aelod o staff yn cerdded 2 blentyn i'r / o'r ysgol) fynediad at ffôn symudol.

## LONE WORKING POLICY

Lone working is defined by the Health and Safety Executive as “someone who works by themselves, without close or direct supervision”. Here are some examples of lone working situations which are relevant to **Cylch Meithrin Trefeurig**

- when a member of staff is working with a group of children.
- when a member of staff is in a 1-1 situation with a parent/carer, staff from other agencies.
- when a member of staff is working alone at the setting outside of normal working hours.
- when a member of staff is working 1-1 with a child.

### Aim

The Cylch Meithrin recognises that there may be an increased risk for staff who work alone. Therefore, the Cylch Meithrin aims to avoid, where reasonably practicable, any situation where a member of staff is working on their own. However, the Cylch Meithrin recognises that lone working is unavoidable in some situations. The Cylch Meithrin recognises the importance of ensuring the safety of staff who are working on their own.

### Code of Practice

The Cylch Meithrin is:

- committed to avoid, where reasonably practicable, situations where a member of staff is working alone.

In situations where it is impossible for staff to avoid working alone, the Cylch Meithrin will:

- ensure that a clear procedure is in place to ensure the safety of any member of staff who is working alone.
- ensure that no member of staff works 1-1 with a child in a secluded area, where reasonably practicable.
- ensure that staff working in a different area with a group of children are within sight/hearing of other staff members, or that they have access to a phone or mobile phone whilst working alone.
- ensure that members of staff who work alone outside of the setting (e.g. 1 member of staff walking 2 children to / from school) have access to a mobile phone.

- sicrhau bod yna asesiad risg priodol wedi ei wneud ar gyfer sefyllfaoedd ble mae disgwyl i aelod o staff weithio ar ei ben ei hun y tu allan i'r lleoliad.
- sicrhau bod yna weithdrefn bendant wedi'i sefydlu ar gyfer adegau pan fydd aelod o staff yn cyfarfod gyda rhiant/gofalwr/gwarcheidwaid, gweithwyr asiantaethau eraill mewn man/ystafell breifat ar gyfer rhannu gwybodaeth gyfrinachol a/neu sensitif.
- sicrhau bod gan staff mynediad at ffôn neu ffôn symudol tra'u bod yn gweithio ar ei ben ei hun y tu allan i oriau agor y lleoliad neu y tu allan i'r lleoliad gwaith.
- gofyn i staff rhoi gwybod i **aelod o'r pwyllgor / aelod arall o staff / aelod o'i theulu** ei bod yn dod i'r lleoliad gwaith y tu allan i oriau agor y lleoliad, am ba hyd y maent yn disgwyl bod yno a phryd maent yn disgwyl gadael.
- disgwyl i staff gymryd camau i sicrhau eu diogelwch personol os ydynt yn gweithio ar eu pen ei hun e.e. cloi drysau allanol y lleoliad, peidio gweithio ar uchder, parcio'r car o dan golau.
- cynnal asesiad risg achlysurol (e.e. yn flynyddol) i sicrhau bod y trefniadau i ddiogelu staff a phlant yn weithredol, yn ddigonol ac yn addas.
- sicrhau bod aelodau o staff neu'r pwyllgor sydd yn mynychu'r lleoliad yn dilyn larwm tân / ymwthiad (*intrusion*) yn aros am aelod o'r heddlu / gwasanaeth tân. Rhaid sicrhau checio perimedr tu allan y lleoliad cyn mynd i mewn, ac os oes unrhyw arwydd fod rhywun wedi cael mynediad i'r adeilad, rhaid aros am gefnogaeth yr heddlu cyn mynd i mewn i'r adeilad.
- sicrhau bod gweithdrefn bendant wedi'i sefydlu lle gall fod disgwyl i staff mynychu'r lleoliad yn dilyn larwm tân/ymwthiad (*intrusion*). Rhaid sicrhau dilyn unrhyw ganllawiau a gweithdrefnau sy'n berthnasol i'r adeilad (e.e. ysgol, canolfan deulu) wrth wneud hyn.
- sicrhau bod polisi yswiriant y Cylch Meithrin yn cynnwys yswiriant atebolrwydd cyflogwr ar gyfer gweithio ar eich pen eich hun.

**\*\*\*RHAID CADW'R ADRAN HON OS YW'N BERTHNASOL I WAITH Y CYLCH\*\*\***

Ble disgwylir i aelod o staff gwneud ymweliadau i gartref plentyn, bydd y Cylch Meithrin yn:

- sicrhau bod gweithdrefn bendant wedi'i sefydlu ar gyfer sicrhau diogelwch unrhyw aelod o staff sydd yn gwneud ymweliadau i gartref plentyn.
- sicrhau bod yna asesiad risg priodol wedi ei wneud ar gyfer sefyllfaoedd ble mae disgwyl i aelod o staff sydd yn gwneud ymweliadau i gartref plentyn.
- adolygu'r asesiad risg yn achlysurol (e.e. yn flynyddol) i sicrhau bod y trefniadau i ddiogelu staff sydd yn gwneud ymweliadau i gartref plentyn yn weithredol, yn ddigonol ac yn addas.
- gofyn i staff rhoi gwybod i **aelod o'r pwyllgor / aelod arall o staff** ei bod yn gwneud ymweliad i gartref plentyn, am ba hyd y maent yn disgwyl bod yno a phryd maent yn disgwyl gadael.
- gofyn i staff rhoi gwybod i'r **aelod o'r pwyllgor / aelod arall o staff** ei bod wedi dychwelyd o'r ymweliad i gartref plentyn.

- ensure that an appropriate risk assessment has been carried out for situations where a member of staff is expected to work alone outside of the setting.
- ensure that a clear procedure is in place for times when a member of staff meets with a parent/carer/guardian, staff from other agencies in a private area/room to share confidential and/or sensitive information.
- ensure that staff have access to a phone or mobile phone when working alone outside of normal working hours.
- ask staff to inform **a member of the Committee / another member of staff / a member of family** that they are coming to the workplace outside of its opening hours, how long they expect to be there, and when they expect to leave.
- expect staff to take steps to ensure their own personal safety if they are working alone, e.g. locking outside doors, not working at height, parking their car under a light.
- conduct regular risk assessments (e.g. annually) to ensure that the arrangements for safeguarding staff and children are operational, adequate and appropriate.
- ensure that a member of staff / committee member who attends the setting following a fire / intrusion alarm waits for a member of the Police / Fire Brigade. The perimeter of the Building must be checked before entering the building, and if there are any signs that an intruder has gained access to the building, then the member of staff / committee member must wait for Police support before entering the building.
- ensure that a clear procedure is in place where staff are expected to attend the setting in the event of fire / intrusion alarm. Any building specific (e.g. school, family centre) guidelines and procedures must be followed.
- ensure that the Cylch Meithrin Insurance policy includes employer's liability Insurance for lone workers.

\*\*\*THIS SECTION MUST BE KEPT IF APPROPRIATE TO THE CYLCH'S WORK\*\*\*

Where a member of staff is expected to carry out home visits, the Cylch Meithrin will:

- ensure that clear procedures are in place to ensure the safety of any member of staff who undertakes visits to children's homes.
- ensure that an appropriate risk assessment is in place for situations where a member of staff undertakes visits to children's homes.
- revise the risk assessment regularly (e.g. annually) to ensure that the arrangements for safeguarding staff who undertake home visits are operational, adequate and appropriate.
- ask staff to inform **a member of the Committee / another member of staff** that they are undertaking a home visit, how long they expect to be there, and when they expect to leave.
- ask staff to inform **the member of the Committee / other member of staff** that they have returned from the home visit.

- sicrhau bod gan staff mynediad at ffôn neu ffôn symudol tra'u bod yn gwneud ymweliad i gartref plentyn.
- gofyn i staff trefnu apwyntiad ar gyfer yr ymweliad, gan nodi'r amser cychwyn a hyd disgwyliedig yr apwyntiad.
- gofyn i staff gadw cofnod o unrhyw ymweliad i gartref plentyn, e.e. dyddiad – amser – pwy sy'n bresennol – themâu'r drafodaeth.
- disgwyl i staff gymryd camau i sicrhau eu diogelwch personol.
- disgwyl i staff sydd yn gwneud ymweliadau i gartref plentyn ddefnyddio cerbyd (e.e. car) i fyny i safon (treth car, MOT ayb) ac wedi'i yswirio'n briodol ar gyfer defnydd gwaith.
- gofyn i'r aelod o staff i geisio ymweld gyda rhywun arall sydd eisoes yn adnabyddus i'r teulu lle bo hynny'n ymarferol bosib, e.e. ymwelydd iechyd, gweithiwr teulu, gweithiwr Dechrau'n Deg.
- sicrhau bod polisi yswiriant y Cylch Meithrin yn cynnwys yswiriant priodol ar gyfer gwneud ymweliadau i gartref plentyn.

### **Engbreiffiau o ffyrdd y gellid sicrhau diogelwch personol**

Engbreiffiau yn unig sydd yn y rhestr isod, ac ni ddylid ei ystyried yn rhestr gynhwysfawr.

- Sicrhau bod cyfarfodydd min-nos yn gorffen yn brydlon.
- Peidio gadael aelod o staff ar ei ben ei hun i gloi'r lleoliad ar ddiwedd unrhyw gyfarfod neu weithgaredd min-nos.
- Parcio car o dan olau.
- Parcio'r car fel ei bod mor hawdd â phosib i adael.
- Peidio codi offer trwm ar eich pen eich hun.
- Cloi drysau allanol y lleoliad.
- Sicrhau eich bod yn gwybod pwy fydd yn y cartref yn ystod eich ymweliad.
- Sicrhau bod eich ffôn symudol wedi'i chargio.
- Gweithredu system 'buddy' ar gyfer staff sydd yn gwneud ymweliadau i gartref plentyn.

### **Polisiau Cysylltiedig**

Polisi Cyfrinachedd a Diogelu Data

Polisi Newid Clwt/Cewyn

Polisi Diogelu Plant

- ensure that staff have access to a phone or mobile phone while they undertake a home visit.
- ask staff to make appointments for home visits, noting the start time and expected duration of the visit.
- ask staff to keep a record of any home visits, e.g. date – time – who present – themes discussed.
- expect staff to take steps to ensure their own personal safety if they are working alone.
- expect staff who are undertaking home visits to use Vehicles (e.g. a car) which are up to standard (car tax, MOT etc.) and appropriately insured for business use.
- ask the member of staff to visit with someone who is already known to the family where reasonable practicable, e.g. health visitor, family worker, Flying Start officer.
- ensure that the Cylch Meithrin Insurance policy includes Insurance for undertaking home visits.

### **Some examples of how to ensure personal safety**

This list contains examples only, and shouldn't be considered to be exhaustive.

- Ensure that evening meeting finish on time.
- Never leave a member of staff alone to lock the building following any evening meeting or activity.
- Park your car under a light.
- Park the car so it is as easy as possible to leave.
- Don't lift heavy items alone.
- Lock external doors.
- Ensure that you know who will be at home during a visit.
- Make sure that your mobile phone is fully charged.
- Operate a 'buddy' system for staff who carry out home visits.

### **Associated Policies**

Confidentiality and Data Protection Policy

Nappy Changing Policy

Safeguarding Children Policy



## **Cysylltiadau a Gwybodaeth Ddefnyddiol**

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

HSE Working alone: Health and safety guidance on the risks of lone working  
<http://www.hse.gov.uk/pubns/indg73.pdf>

Suzy Lamplugh Trust: Legal Responsibilities  
<http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

Suzy Lamplugh Trust: Working Alone  
<http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

Suzy Lamplugh Trust: Travelling for Work  
<http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

GIG: 'Not Alone' A guide for the better protection of lone workers in the NHS  
[http://www.nhsbsa.nhs.uk/Documents/Lone\\_Working\\_Guidance\\_final.pdf](http://www.nhsbsa.nhs.uk/Documents/Lone_Working_Guidance_final.pdf)

### **Further Information and Useful Links**

The following Publications and websites provide useful additional information:

HSE Working alone: Health and safety guidance on the risks of lone working  
<http://www.hse.gov.uk/pubns/indg73.pdf>

Suzy Lamplugh Trust: Legal Responsibilities  
<http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

Suzy Lamplugh Trust: Working Alone  
<http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

Suzy Lamplugh Trust: Travelling for Work  
<http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

NHS: 'Not Alone' A guide for the better protection of lone workers in the NHS  
[http://www.nhsbsa.nhs.uk/Documents/Lone\\_Working\\_Guidance\\_final.pdf](http://www.nhsbsa.nhs.uk/Documents/Lone_Working_Guidance_final.pdf)