CYLCH MEITHRIN TREFEURIG

POLISI GADAEL A CHASGLU PLANT

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; 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)

____
____
____
____

(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 TREFEURIG

LEAVING AND COLLECTING CHILDREN POLICY

Cylch Meithrin Trefeurig follows 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 parents and carers attention to the policy in meetings and parents evenings____

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 GADAEL A CHASGLU PLANT

Nod

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

Egwyddorion

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

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

Erthygl 12: Mae gan blant yr hawl i ddweud eu barn ynghylch yr hyn a ddylai ddigwydd pan fo oedolion yn gwneud penderfyniadau sy'n effeithio arnyn nhw, ac i'w barn gael ei hystyried

Erthygl 19: Dylai llywodraethau ofalu bod plant yn cael y gofal priodol, a'u cadw rhag trais, camdriniaeth ac esgeulustod gan eu rhieni neu unrhyw un arall sy'n edrych ar eu hôl.

Cod Ymarfer

Bydd y Cylch Meithrin yn:

- cofnodi manylion pob unigolyn sydd a'r hawl i gasglu'r plentyn ar ffurflen CP1 (Ffurflen Casglu Plant).
- sicrhau bod rhieni/gofalwyr/gwarcheidwaid y plentyn yn darparu llun o bob person sydd a'r hawl i gasglu'r plentyn o'r Cylch Meithrin.
- pwysleisio i'r rhieni/gofalwyr/gwarcheidwaid, pan fo plentyn yn ymuno â'r Cylch Meithrin, na chaniateir i'r plentyn adael yng nghwmni unrhyw un na sydd wedi ei nodi ar y ffurflen CP1.
- hysbysu'r rhieni/gofalwyr/gwarcheidwaid ei fod yn ofynnol rhoi gwybod i'r Arweinydd, yn ysgrifenedig, o unrhyw newid yn y trefniadau casglu.
- hysbysu'r person sy'n casglu'r plentyn ei fod yn gwbl hanfodol rhoi gwybod i'r Cylch Meithrin os nad yw'n gallu casglu'r plentyn ar amser am unrhyw reswm
- dan amgylchiadau eithriadol, ar ddisgresiwn yr Arweinydd, gellir gosod trefn caniatâd trwy gyfrinair yn ei le i alluogi casglu plentyn.

- trafod gyda'r rhieni/gofalwyr/gwarcheidwaid unrhyw anghysondeb yn nhrefniadaeth casglu plant gan gadw cofnod o'r problemau yn y Llyfr Digwyddiadau. Bydd yr Arweinydd yn trafod y sefyllfa gyda'r Pwyllgor.

LEAVING AND COLLECTING CHILDREN POLICY

Aim

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

Principles

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

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

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

Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.

Code of Practice

The Cylch Meithrin will:

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

- hysbysu’r rhiant/gofalwr/gwarcheidwad mai ei gyfrifoldeb ef/hi yw trosglwyddo plentyn yn bersonol i aelod o’r staff.
- cymryd cyfrifoldeb dros drosglwyddo pob plentyn i’r sawl sy’n ei gasglu ac wedi hynny trosglwyddir y cyfrifoldeb i’r rhiant/gofalwr/gwarcheidwad.

Gweithdrefn plant heb eu casglu

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

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

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

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

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

Polisiau Cysylltiedig

Polisi Amddiffyn Plant

Polisi Canmol a Chwyno

- inform the parent/ carers/ guardians that it is their responsibility to hand the child over to a member of staff.
- take responsibility for handing the child over to whomever is collecting them thereafter the responsibility for the child is transferred back to the parents/ carers/ guardians.

Uncollected Child Procedure

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

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

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

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

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

Associated Policies

Child Protection Policy

Compliments and Complaints Policy