CYLCH MEITHRIN PWLL COCH

POLISI YMDRIN AG ANIFEILIAID

Nod

Yng Nghylch Meithrin Pwll Coch, mae'r plant yn dysgu am y byd o'u cwmpas, yn cynnwys anifeiliaid fel rhan o'r gweithgareddau sy'n cael eu cynnig i'r plant. Gall y profiadau hyn gynnwys cyswllt gydag anifeiliaid, neu greaduriaid byw eraill, naill ai yn y lleoliad neu drwy ymweliadau i leoliadau eraill.

Bydd y Cylch Meithrin yn gweithredu o fewn terfynau rhesymol ac ymarferol, i sicrhau iechyd, diogelwch a lles y staff, y plant o dan ei ofal, myfyrwyr ar brofiad gwaith, gwirfoddolwyr ac ymwelwyr, a'r anifeiliaid yn ystod y gweithgareddau hyn.

Egwyddorion

Mae'r Cylch Meithrin yn cydnabod budd hyrwyddo a threfnu cyswllt gydag anifeiliaid a chreaduriaid byw eraill i blant er mwyn cyfoethogi eu profiadau dysgu, yn ogystal â chwrdd ag anghenion emosiynol y staff, y plant o dan eu gofal, myfyrwyr ar brofiad gwaith, gwirfoddolwyr ac ymwelwyr.

Mae'r Cylch Meithrin yn cydnabod bod ymdrin ag anifeiliaid yn cynnig cyfleoedd i'r plant gyfoethogi eu profiadau dysgu o ofalu am eraill, pwysigrwydd gofalu amdanynt yn barhaol, eu cynefin a'u hanghenion bwyd. Er hynny, mae'r Cylch Meithrin hefyd yn cydnabod yr angen i sicrhau diogelwch y staff, y plant o dan eu gofal, myfyrwyr ar brofiad gwaith, gwirfoddolwyr ac ymwelwyr wrth ymdrin ag anifeiliaid, a hefyd i sicrhau diogelwch a lles yr anifail neu greadur byw arall.

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 plentyn hawl i fyw. Dylai llywodraethau ofalu fod plant yn goroesi ac yn datblygu'n iach.

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.

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

Cod Ymarfer

Lles yr Anifail

Mae gan aelodau o staff sydd yn gyfrifol am anifail neu greadur byw arall mewn Cylch Meithrin rhwymedigaeth gyfreithiol i sicrhau eu bod yn ateb gofynion lles yr anifail neu greadur byw arall, fel y noder yn *Neddf Lles Anifeiliaid 2006*:

- diet addas, gan gynnwys mynediad at ddŵr glan ar bob adeg.
- lle addas i fyw.
- cwmni addas, yn ôl anghenion yr anifail neu greadur byw penodol.
- gofod a chyfle i fihafio yn eu modd arferol.
- amddiffyniad o boen, ddioddefaint, anaf ac afiechyd.

Cyn penderfynu cael anifail neu greadur byw arall yn y lleoliad, bydd y Cylch Meithrin yn:

- cynnal trafodaeth agored gyda'r staff a phwyllgor rheoli'r Cylch i sicrhau ei bod yn barod i ysgwyddo'r cyfrifoldeb o ofalu am yr anifail neu greadur byw arall, a chofnodi'r penderfyniad.
- sicrhau bod pob aelod o staff a phwyllgor rheoli'r Cylch Meithrin yn ymwybodol o'u dyletswydd i ofalu am yr anifail neu greadur byw arall o ddydd i ddydd.
- amlygu trefniadau amgen ar gyfer gofalu am yr anifail neu greadur byw arall mewn achos o absenoldeb e.e. salwch aelod o staff.
- sicrhau ei bod yn gallu ateb gofynion ariannol cadw'r anifail e.e. costau milfeddyg.
- cynnal trafodaeth sydd yn cynnwys ystyriaeth o unrhyw risgiau hylendid neu ddiogelwch, ystyriaethau iechyd penodol (e.e. *airborne diseases*) sy'n deillio o gadw'r anifail neu greadur penodol, ac ystyriaeth i allu menywod beichiog i ymdrin ag anifeiliaid neu greaduriaid penodol.
- nodi'n glir yn y **Datganiad o Ddiben** ei bod am gadw anifail neu greadur byw arall yn y lleoliad ac / neu ei bod am drefnu cyswllt gydag anifeiliaid a chreaduriaid byw eraill fel rhan o weithgareddau'r Cylch Meithrin.

Mae'r Cylch Meithrin yn ymwybodol o'r posibilrwydd na fydd pob plentyn wedi dod i gysylltiad gydag anifail tebyg cyn y cyswllt yn y Cylch.

Bydd y Cylch Meithrin yn:

- sicrhau bod staff yn ymwybodol o arwyddion a symptomau ar gyfer adwaith alergaidd cyntaf neu anadnabyddus mewn plentyn. Gall rhain gynnwys: brech, atgaseg, poen bol, dolur rhydd, croen yn cosi, llygaid yn rhedeg, diffyg anadl, poen y frest, chwydd o'r geg neu'r dafod, chwydd y llwybr anadlu neu'r ysgyfaint, gwichian neu anaphylaxis.

- gofyn i rhieni / gofalwyr rhannu'r holl fanylion am alergeddau ac adweithiau alergaidd posib maent yn ymwybodol ohonynt gyda'r Cylch ar y ffurflen priodol.

Petai angen triniaeth feddygol ar frys ar blentyn a bod y **Cylch Meithrin** yn methu cysylltu â'r rhieni / gofalwyr / gwarchodwyr na'r personau cyswllt brys arall, bydd y **Cylch Meithrin** yn gwneud y trefniadau angenrheidiol i sicrhau diogelwch y plentyn.

Mae arwyddo'r **cytundeb gofal plant** a'r **ffurflen gofrestru** yn caniatáu i'r **Cylch Meithrin** awdurdodi unrhyw driniaeth feddygol brys a allai fod yn angenrheidiol mewn argyfwng. (Gweler y **Ffurflen P1-12**). Rhaid i berson â chyfrifoldeb rhiant cyfreithiol bod wedi arwyddo'r ffurflen hon.

<u>Anifeiliaid Anwes yn y Lleoliad</u>

Bydd y Cylch Meithrin yn:

- cywain barn rhieni / gofalwyr, plant a pherchennog yr adeilad wrth ddewis anifail neu greadur byw arall i'w gadw fel anifail anwes yn y Cylch Meithrin.
- cwblhau asesiad risg, sydd yn cynnwys ystyriaeth o unrhyw risgiau hylendid neu ddiogelwch sy'n deillio o gadw'r anifail neu greadur penodol.
- sicrhau bod cartref addas a diogel yn cael ei ddarparu ar gyfer yr anifail neu greadur.
- sicrhau cynnig y bwyd / maeth cywir i'r anifail neu greadur, ar yr amser cywir.
- sicrhau bod unrhyw frechiadau, triniaeth feddygol ac anghenion gofal cyffredinol yr anifail neu greadur yn gyfredol ac yn cael eu cofnodi.
- sicrhau bod cartref yr anifail neu greadur yn cael ei lanhau yn rheolaidd.
- sicrhau bod staff ac eraill yn gwisgo menig tafladwy wrth lanhau cartref yr anifail neu greadur.
- sicrhau bod staff yn goruchwylio plant ar bob achlysur wrth ymwneud a'r anifail neu greadur.
- sicrhau bod plant yn ymwybodol o, ac yn dilyn y dulliau cywir o ymdrin â'r anifail neu greadur penodol.
- sicrhau bod staff a phlant yn golchi dwylo ar ôl ymdrin ag anifail neu greadur byw arall.
- sicrhau bod staff a phlant yn golchi dwylo ar ôl ymdrin â bwyd yr anifail neu greadur byw arall.
- gwneud trefniadau amgen priodol ar gyfer gofal yr anifail neu greadur yn ystod cyfnodau cau'r Cylch Meithrin e.e. dros y penwythnos / ar ddiwrnod INSET / dros gyfnodau gwyliau

sicrhau bod dodrefn yn cael eu golchi gyda hylif gwrth-facteriol rhag ofn bod yna olion yr anifail neu'r cawell.

Ymweliad gan Anifail neu Greadur Byw arall i'r Lleoliad

Bydd y Cylch Meithrin yn:

- cywain barn rhieni / gofalwyr, plant a pherchennog yr adeilad wrth ddewis anifail neu greadur byw arall i ymweld â'r Cylch Meithrin.
- cwblhau asesiad risg, sydd yn cynnwys ystyriaeth o unrhyw risgiau hylendid neu ddiogelwch sy'n deillio o ymweliad yr anifail neu greadur penodol.
- sicrhau bod yswiriant atebolrwydd cyhoeddus priodol gan gwmnïau sy'n cael eu gwahodd i ddod ag anifeiliaid i'r lleoliad.
- gwirio alergeddau, gan gynnwys alergeddau at anifeiliaid, er mwyn sicrhau nad oes plentyn nac aelod o staff, myfyrwyr ar brofiad gwaith, gwirfoddolwyr nac ymwelwyr eraill i'r Cylch alergedd i'r anifeiliaid neu greadur penodol.
- cael caniatâd gan rieni / gofalwyr i blant ymdrin ag a / neu gyffwrdd yr anifail neu greadur.
- sicrhau bod cartref / lleoliad addas a diogel yn cael ei ddarparu ar gyfer yr anifail neu greadur yn ystod amser yr ymweliad.
- gwirio gyda'r perchennog bod unrhyw frechiadau, triniaeth feddygol ac anghenion gofal cyffredinol yr anifail neu greadur yn gyfredol a bod hyn yn cael ei gofnodi.
- sicrhau bod staff yn goruchwylio plant ar bob achlysur wrth ymwneud a'r anifail neu greadur.
- sicrhau bod plant yn ymwybodol o, ac yn dilyn y dulliau cywir o ymdrin â'r anifail neu greadur penodol.
- sicrhau bod staff a phlant yn golchi dwylo ar ôl ymdrin ag anifail neu greadur byw arall.
- sicrhau bod staff a phlant yn golchi dwylo ar ôl ymdrin â bwyd yr anifail neu greadur byw arall.
- sicrhau bod dodrefn yn cael eu golchi gyda hylif gwrth-facteriol rhag ofn bod yna olion yr anifail neu'r cawell.

Ymweliadau i Fferm, Siop Anifeiliaid a Lleoliadau Tebyg

Bydd y Cylch Meithrin yn:

- cael caniatâd ysgrifenedig rhiant/gofalwr cyn mynd a'r plant ar y wibdaith/taith.
- cael caniatâd gan rieni / gofalwyr i blant ymdrin ag a / neu gyffwrdd yr anifail neu greadur.
- gwirio alergeddau er mwyn sicrhau nad oes plentyn nac aelod o staff, myfyrwyr ar brofiad gwaith, gwirfoddolwyr nac ymwelwyr eraill i'r Cylch alergedd i'r anifeiliaid neu greaduriaid penodol.
- cwblhau asesiad risg, sydd yn cynnwys ystyriaeth o unrhyw risgiau hylendid neu ddiogelwch penodol sy'n deillio o'r ymweliad.
- sicrhau bod staff yn goruchwylio plant ar bob achlysur wrth ymwneud a'r anifeiliaid neu greaduriaid byw eraill.
- sicrhau bod plant yn ymwybodol o, ac yn dilyn y dulliau cywir o ymdrin â'r anifeiliaid neu greaduriaid penodol.

- sicrhau bod staff a phlant yn golchi dwylo ar ôl ymdrin ag anifeiliaid neu greaduriaid byw arall.
- sicrhau bod staff a phlant yn golchi dwylo ar ôl ymdrin â bwyd yr anifeiliaid neu greaduriaid byw arall.
- sicrhau glanhau mwd a malurion eraill o esgidiau sydd wedi eu gwisgo ar ymweliad o'r fath.
- sicrhau na fydd esgidiau sydd wedi eu gwisgo ar ymweliad o'r fath yn cael eu gwisgo tu fewn

Polisïau Cysylltiedig

Polisi Iechyd, Diogelwch a Lles

Polisi Cludo a Throsglwyddo Plant

Polisi Cadw Plant Rhag Crwydro

Polisi asthma

Cysylltiadau Defnyddiol a Gwybodaeth Pellach

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

Animal Welfare Act 2006: https://www.legislation.gov.uk/cy/ukpga/2006/45/contents

Herts for Learning: Blog – Keeping Animals in School:
https://www.hertsforlearning.co.uk/blog/keeping-animals-school

RSPCA: Animals in School:
https://education.rspca.org.uk/education/teachers/animalfriendlyschools/details/-/articleName/TEACH_AnimalFriendlySchoolsAnimalsInSchools

RSPCA: Pets in School:
https://education.rspca.org.uk/education/teachers/schoolcouncils/details/-/articleName/TEACH_SchoolCouncilsPetsInSchool

CYLCH MEITHRIN PWLL COCH

ANIMAL HANDLING POLICY

Aim

In Cylch Meithrin Pwll Coch the children learn about the world around them, and this includes animal-related activities. These activities and experiences can include contact with animals and other living creatures, either within the setting or during a visit to other locations.

The Cylch Meithrin will take all reasonable and practical steps to ensure the health, safety and welfare of the staff, the children under their care, students on work experience, visitors and volunteers, and also that of the animals involved during these activities.

Principles

The Cylch Meithrin recognises the benefits of arranging and promoting contact with animals and other living creatures, in order to enrich children's learning experiences, and in addition, to meeting the emotional needs of staff, the children under their care, students on work experience, visitors and volunteers.

The Cylch Meithrin recognises that handling animals can enrich children's learning experiences regarding caring for others, the importance of continually caring for animals, and of their habitat and feeding requirements. However, the Cylch Meithrin also acknowledges the need to ensure the safety of staff, the children under their care, students on work experience, visitors and volunteers, and also the safety and welfare of the animals or other living creatures.

Children's Rights

Promoting the health, safety and welfare of children is the Cylch Meithrin's way of respecting children's rights, as outlined by the United Nations Convention on the Rights of the Child; in particular:

Article 6: every child has the inherent right to life. Governing bodies shall ensure to the maximum extent possible the survival and development of the child.

Article 27: children have the right to a standard of living adequate to their physical and mental needs. Governing bodies should assist parents to implement this right.

Article 31 children have the right to relax and play, and to participate in a wide range of activities.

Code of Practice

Animal Welfare

Staff members responsible for an animal or other living creature within the Cylch Meithrin have a legal obligation to ensure that the animal or living creature's welfare needs are met, as noted in the *Animal Welfare Act 2006:*

- suitable diet, including access to fresh water at all times
- adequate accommodation
- suitable companionship, according to the needs of that specific animal or living creature
- space and opportunity to exhibit natural behaviours
- defence from pain, suffering, injury and sickness

Prior to deciding whether or not to have an animal or other living creature living in the setting, the Cylch Meithrin will:

- hold open discussions with the Cylch's staff and managment committee to ensure that it is ready to take on the responsibility of caring for an animal or living creature, and formalise this agreement in writing.
- ensure that each staff and committee member is aware of their duty to care for this animal or creature on a daily basis.
- outline alternative arrangements for care, in the case of absence (e.g. staff member's illness).
- ensure that the Cylch can meet the financial requirements for the animal's care, e.g. vet's bills.
- hold discussions regarding any hygiene or safety risks, any specific health risks (e.g. airborne diseases) arising from keeping that specific animal or creature. Consideration must be given to a pregnant woman's ability to handle the animal.
- note clearly in the **Statement of Purpose** that they intend to keep an animal or live creature within the setting, and / or that they intend to arrange contact with animals and other living creatures as part of the Cylch Meithrin's activity.

The Cylch Meithrin is aware of the possibility that this may be the first time that some of the children in the Cylch come into contact with this type of animal.

The Cylch Meithrin will:

- ensure that staff are aware of signs and symptoms of a first-time or unknown allergic reaction in a child. These may include: a rash, dislike, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling of the airways or lungs, wheezing or anaphylaxis.
- Ask parents/carers to share all information regarding allergies or allergic reactions that they are aware of, by completing the relevant paperwork.

Should a child require urgent medical care and the Cylch Meithrin be unable to contact the parent/carer/guardian or other emergency contact, then the Cylch Meithin will make the necessary arrangements in order to ensure the child's safety.

By signing the **childcare agreement** and the **registration form**, parents/carers permit the **Cylch Meithrin** to authorise any urgent medical treatment which may be necessary in an emergency. (**See Form P1-13**). A person with legal parental responsibility must have signed this form.

Pets within the Setting

The Cylch Meithrin will:

- seek the opinion of parents/carers, children and the owners of the building when choosing an animal or other living creature to keep as a pet in the Cylch Meithrin.
- complete a risk assessment, which considers any hygiene or safety risks which would stem from keeping a particular animal or creature.
- ensure that the animal or creature is provided with a suitable home and care.
- ensure that the animal or creature is given the correct food/nutrition at the appropriate time.
- ensure that any inoculations or medical treatment that the animal or creature receives and their general care requirements are recorded and kept up to date.
- ensure that the animal or creature's home is cleaned regularly.
- ensure that staff and others wear disposable gloves when cleaning the animal or creature's home.
- ensure that staff supervise children on each occasion they handle the animal or creature.
- ensure that the children are aware of, and follow, the correct handling procedure for that animal or creature.
- ensure that staff and children wash their hands after handing that animal or creature.
- ensure that staff and children wash their hands after handing the animal or creature's food.
- Make appropriate arrangements for the animal / creature's care during the periods when the Cylch Meithrin is closed, e.g. over the weekend / INSET days / holidays.
- ensure that furniture is cleaned with anti-bacterial fluid in case there are traces of the animal or cage.

A visit by an Animal or other Living Creature to the Setting.

The Cylch Meithrin will:

- seek the opinion of parents/carers, children and the owners of the building when choosing an animal or other living creature to visit the Cylch Meithrin.
- complete a risk assessment, which considers any hygiene or safety risks arising from a visit by a particular animal or creature.
- ensure that the company bringing animals to the setting has appropriate public liability insurance in place.
- check allergies, including allergies to animals, in order to ensure that none of the children, staff, students on work experience, volunteers or visitors to the Cylch are allergic to that specific animal or creature.
- obtain permission from parents/carers for children to handle / touch the animal or creature.
- ensure that a suitable space / home is provided for the animal / creature during the visit.
- check with the owner that any inoculations, medical treatments or care requirements have been fully met, are up to date and recorded.
- ensure that staff supervise children each time they handle the animal or creature.
- ensure that children are aware of, and follow, the correct procedure for handling the animal or creature.
- ensure that staff and children wash their hands after handing the animal or creature.
- ensure that staff and children wash their hands after handling the animal or creature's food.
- ensure that furniture is cleaned with anti-bacterial fluid in case there are traces of the animal or cage.

<u>Visits to the Farm, Pet Shop and Similar Locations</u>

The Cylch Meithrin will:

- obtain a parent/carer's written permission before taking the children on a visit.
- obtain written permission from the parent/carer to permit their child to handle / touch the animal or creature.
- check allergies, including allergies to animals, in order to ensure that none of the children, staff, students on work experience, volunteers or visitors to the Cylch are allergic to that specific animal or creature.
- complete a risk assessment, which considers any hygiene or safety risks arising from the visit.
- ensure that staff supervise children each time they handle the animal or creature
- ensure that children are aware of, and follow, the correct procedure for handling the animal or creature
- ensure that staff and children wash their hands after handing the animal or creature

- ensure that staff and children wash their hands after handling the animal or creature's food
- ensure that mud and other debris is cleaned from shoes worn for the visit.
- ensure that shoes worn for the visit are not worn indoors.

Accompanying Policies

Health, Safety and Welfare Policy

Transportation and Transporting Children Policy

Preventing Children from Straying Policy

Asthma Policy

Useful Contacts and Further Information

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

Animal Welfare Act 2006: https://www.legislation.gov.uk/cy/ukpga/2006/45/contents

Herts for Learning: Blog – Keeping Animals in School: https://www.hertsforlearning.co.uk/blog/keeping-animals-school

RSPCA: Animals in School: https://education.rspca.org.uk/education/teachers/animalfriendlyschools/details/-/articleName/TEACH_AnimalFriendlySchoolsAnimalsInSchools

RSPCA: Pets in School: https://education.rspca.org.uk/education/teachers/schoolcouncils/details/-/articleName/TEACH_SchoolCouncilsPetsInSchool