



CYLCH MEITHRIN PWLL COCH

POLISI CLUDO A THROSGLWYDDO PLANT

Nod

Mae'r **Cylch Meithrin** yn credu bod yna fantais i blant o gynnig gweithgareddau megis gwibdeithiau ac ymweliadau y tu allan i'r lleoliad i blant i gyfoethogi eu profiadau dysgu. Mae'r Cylch Meithrin yn cydnabod pwysigrwydd sicrhau diogelwch plant a staff tra'u bod yn teithio i'r ac o'r gweithgareddau hyn.

Ble mae'r Cylch Meithrin yn cynnig gwasanaeth gofal cofleidiol (*wrap-around*) gyda darparwr addysg leol, mae'r Cylch Meithrin yn cydnabod pwysigrwydd sicrhau diogelwch plant a staff tra'u bod yn teithio i ac o'r lleoliadau hyn.

Hawliau Plant

Mae gwibdeithiau a theithiau diogel yn rhan o sicrhau fod y **Cylch Meithrin** yn parchu hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant, yn benodol:

- 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.
- Erthygl 28 Mae gan blant yr hawl i addysg. Dylai disgyblaeth mewn ysgolion barchu hunan- barch dynol plant. Dylai addysg gynradd fod am ddim. Dylai gwledydd cyfoethog helpu gwledydd tlotach i gyflawni hyn.
- Erthygl 31 Mae gan blant yr hawl i ymlacio a chwarae ac ymuno mewn ystod eang o weithgareddau.

Cod Ymarfer

Bydd y Cylch Meithrin yn:

- sicrhau ei bod wedi gwneud asesiad risg priodol i bob gwibdaith a thaith.
- cael caniatâd ysgrifenedig rhiant/gofalwr/gwarcheidwaid cyn mynd a'r plant ar wibdaith/taith.
- sicrhau goruchwyliaeth ddigonol i bob gwibdaith a thaith, gan ddilyn y canllawiau ar gyfer cymarebau staffio a noder yn y Safonau Gofynnol

Cenedlaethol (SGC) ar gyfer Gofal Plant a Reoleiddir ar gyfer plant hyd at 12 oed¹.

- sicrhau fod gan o leiaf un person sy'n gofalu am y plant dystysgrif cymorth cyntaf, a honno'n briodol ar gyfer oedran y plant y gofelir amdanynt, gan ddilyn y canllawiau ar gyfer cymarebau staffio a noder yn y Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant a Reoleiddir ar gyfer plant hyd at 12 oed².
- sicrhau bod gweithdrefn bendant wedi'i sefydlu ar gyfer sicrhau diogelwch yn ystod unrhyw dripiâu³.
- cynllunio'r wibdaith / taith yn ofalus, gan nodi pwy sydd yn gyfrifol am bob agwedd ohono.
- sicrhau bod pob aelod o staff sy'n mynychu'r wibdaith / taith yn gwybod y rhaglen ac unrhyw weithdrefnau i'w dilyn mewn argyfwng.
- gwneud rhestr cyn cychwyn o'r holl blant sydd ar y wibdaith/taith, gan gynnwys manylion cysylltiadau brys y plant.
- cludo copi o'r rhestr ar y wibdaith/taith.
- gwirio'r rhestr yn rheolaidd yn ystod y wibdaith/taith i sicrhau fod pawb yn bresennol.
- sicrhau y gellid adnabod staff y Cylch Meithrin gan eraill, e.e. gan sicrhau eu bod yn gwisgo gwisg y lleoliad.
- sicrhau bod yna ffôn symudol yn cael ei chludo ar bob gwibdaith / taith.
- sicrhau bod blwch cymorth cyntaf teithiol yn cael ei gludo ar bob gwibdaith / taith.

¹ SGC 2016, 15.12: mewn gofal dydd, y gymhareb staffio ofynnol yw: 1 oedolyn: tri phlentyn o dan 2 oed; 1 oedolyn: pedwar plentyn 2 oed; 1 oedolyn: wyth plentyn 3–7 oed; a 1 oedolyn: deg plentyn 8-11 oed. Mae'r cymarebau hyn yn cynnwys unrhyw blant i staff neu wirfoddolwyr ac yn berthnasol i unrhyw weithgarwch, er enghraifft hebrwng a chludo plant. Ceir ystyried gwirfoddolwyr rheolaidd yn y cymarebau staffio arferol. SGC 2016, 15.4: bod lefelau staffio'n cael eu cynnal yn ystod gwibdeithiau, ac o dan rhai amgylchiadau efallai y bydd angen mwy o staff na hynny. Rhaid bod gan staff sy'n gorychwylio plant yn ystod gwibdeithiau gymhwyster lefel 3.

² SGC 2016, 10.14: ar unrhyw adeg, dylai fod gan o leiaf un person sy'n gofalu am y plant dystysgrif gyfredol mewn cymorth cyntaf, a honno'n briodol ar gyfer oedran y plant y gofelir amdanynt. Wrth gyfrifo'r gymhareb oedolion:plant, ni ddylai'r gymhareb rhwng pobl sydd wedi'u hyfforddi a phlant syrthio o dan 1:10, neu 1:13 ar gyfer plant o dan 8 oed mewn lleoliadau chwarae mynediad agored. Dylai pob cymhwyster cymorth cyntaf fod yn gyfredol a dylid ei adnewyddu bob 3 blynedd.

³ SGC 2016, 24.25: bod gweithdrefn wedi'i sefydlu ar gyfer sicrhau diogelwch yn ystod unrhyw dripiâu. Rhaid cadw cofnodion ynglŷn â pha gerbydau a ddefnyddir i gludo plant, gan gynnwys manylion yr yswiriant a rhestr o yrwyr dynodedig.

Ble ddefnyddir cludiant, bydd y Cylch Meithrin yn:

- sicrhau bod o leiaf un aelod o staff, yn ychwanegol i'r gyrrwr, yn bresennol. Rhaid dilyn y canllawiau ar gyfer cymarebau staffio a noder yn y Safonau Gofynnol Cenedlaethol (SGC) ar gyfer Gofal Plant a Reoleiddir ar gyfer plant hyd at 12 oed⁴, gan sicrhau nad ydy'r gyrrwr yn cael ei gyfri yn y gymhareb hon, gan sicrhau nad ydy'r gyrrwr yn cael ei gyfri yn y gymhareb hon.
- disgwyl i staff sydd yn cludo plant yn eu cerbydau personol (e.e. car) yn sicrhau ei fod wedi yswirio at ddefnydd busnes sy'n cynnwys cludo plant. Rhaid dilyn y canllawiau ar gyfer cymarebau staffio a noder yn y Safonau Gofynnol Cenedlaethol (SGC) ar gyfer Gofal Plant a Reoleiddir ar gyfer plant hyd at 12 oed, gan sicrhau nad ydy'r gyrrwr yn cael ei gyfri yn y gymhareb hon.
- disgwyl i staff sydd yn cludo plant yn eu ceir personol ddefnyddio cerbyd (e.e. car) i fyny i safon (treth car, MOT ayb) ac wedi'i yswirio'n briodol ar gyfer defnydd gwaith.
- cadw cofnodion ynglŷn â pha gerbydau a ddefnyddir i gludo plant, gan gynnwys manylion yr yswiriant a rhestr o yrwyr dynodedig lle bo hynny'n briodol (e.e. bws mini)⁵.
- sicrhau y defnyddir seddi sy'n briodol i oedran a thaldra'r plentyn wrth gludo plant mewn cerbyd⁶, gan ddilyn y gyfraith seddi car cyfredol.
- sicrhau bod y plant yn defnyddio harnais plentyn priodol neu yn gwisgo gwregys ddiogelwch, yn unol â gofynion rheoliadau seddi plant cyfredol.
- sicrhau dilyn canllawiau arfer dda wrth ddefnyddio'r seddi car priodol, e.e. tynnu cotiau plant cyn clymu'r harnais neu'r gwregys diogelwch.
- cofnodi'r union lwybr ar gyfer y daith, e.e. cyfarwyddiadau ysgrifenedig neu wedi ei nodi ar fap, lle bo hynny'n ymarferol bosib.
- sicrhau bod copi o'r uchod ar gael i'r staff sydd yn mynychu'r daith.
- sicrhau bod copi o'r uchod ar gael i aelod o staff ac/neu **aelod o'r pwyllgor/person cofrestredig** nad sydd yn cymryd rhan yn y daith i gyfeirio ato yn ôl yr angen e.e. mewn achos o argyfwng.
- clustnodi ardal ddiogel ar ddechrau ac ar ddiwedd y daith ar gyfer mynd i mewn i, a dod o'r cerbyd.
- sicrhau cyfri plant wrth fynd i mewn i ac wrth ddod o'r cerbyd.
- sicrhau nad oes plentyn yn cael ei adael heb oruchwyliaeth yn y cerbyd.

⁴ SGC 2016, 15.12: mewn gofal dydd, y gymhareb staffio ofynnol yw: 1 oedolyn: tri phlentyn o dan 2 oed; 1 oedolyn: pedwar plentyn 2 oed; 1 oedolyn: wyth plentyn 3–7 oed; a 1 oedolyn: deg plentyn 8-11 oed. Mae'r cymarebau hyn yn cynnwys unrhyw blant i staff neu wirfoddolwyr ac yn berthnasol i unrhyw weithgarwch, er enghraifft hebrwng a chludo plant. Ceir ystyried gwirfoddolwyr rheolaidd yn y cymarebau staffio arferol.

⁵ SGC 2016, 24.25: bod gweithdrefn wedi'i sefydlu ar gyfer sicrhau diogelwch yn ystod unrhyw dripiâu. Rhaid cadw cofnodion ynglŷn â pha gerbydau a ddefnyddir i gludo plant, gan gynnwys manylion yr yswiriant a rhestr o yrwyr dynodedig.

⁶ SGC 2016, 24.27: dylid defnyddio seddi sy'n briodol i oedran ac uchder y plentyn wrth gludo plant mewn cerbyd.

Ble trefnir taith cerdded, bydd y Cylch Meithrin yn:

- sicrhau goruchwyliaeth ddigonol i'r daith, gan ddilyn y canllawiau ar gyfer cymarebau staffio a noder yn y Safonau Gofynnol Cenedlaethol (SGC) ar gyfer Gofal Plant a Reoleiddir ar gyfer plant hyd at 12 oed⁷.
- cofnodi'r union lwybr ar gyfer y daith, e.e. cyfarwyddiadau ysgrifenedig neu wedi ei nodi ar fap.
- sicrhau bod copi o'r uchod ar gael i'r staff sydd yn mynychu'r daith.
- sicrhau bod copi o'r uchod ar gael i aelod o staff ac/neu aelod o'r pwyllgor/person cofrestredig nad sydd yn cymryd rhan yn y daith i gyfeirio ato yn ôl yr angen e.e. mewn achos o argyfwng.
- gwneud rhestr cyn cychwyn o'r holl blant sydd ar y wibdaith/taith, gan gynnwys manylion cysylltiadau brys y plant.
- cludo copi o'r rhestr ar y wibdaith/taith.
- gwirio'r rhestr yn rheolaidd yn ystod y wibdaith/taith i sicrhau fod pawb yn bresennol.
- sicrhau bod y plant a'r staff wedi gwisgo'n addas ar gyfer y daith a'r tywydd.
- sicrhau y gellid adnabod staff y Cylch Meithrin gan eraill, e.e. gan sicrhau eu bod yn gwisgo iwniform y lleoliad.
- sicrhau bod y plant a'r staff yn gwisgo siaced 'high-vis' ar gyfer y daith.

Ble cynigir gwasanaeth gofal cofleidiol (wrap-around) gyda darparwr addysg leol, bydd y Cylch Meithrin yn:

- sicrhau bod gweithdrefn bendant wedi'i sefydlu ar gyfer sicrhau diogelwch y plant a staff wrth symud rhwng y lleoliadau addysg a gofal.
- gwneud a chadw rhestr o'r holl blant sydd yn trosglwyddo rhwng y lleoliadau addysg a gofal, a rhannu'r rhestr hyn gyda'r lleoliad addysg leol.
- gwneud a chadw rhestr o'r staff sydd yn trosglwyddo neu'n casglu plant o'r lleoliadau addysg a gofal, a rhannu'r rhestr hyn gyda'r lleoliad addysg leol.

⁷ SGC 2016, 15.12: mewn gofal dydd, y gymhareb staffio ofynnol yw: 1 oedolyn: tri phlentyn o dan 2 oed; 1 oedolyn: pedwar plentyn 2 oed; 1 oedolyn: wyth plentyn 3–7 oed; a 1 oedolyn: deg plentyn 8-11 oed. Mae'r cymarebau hyn yn cynnwys unrhyw blant i staff neu wirfoddolwyr ac yn berthnasol i unrhyw weithgarwch, er enghraifft hebrwng a chludo plant. Ceir ystyried gwirfoddolwyr rheolaidd yn y cymarebau staffio arferol.

Os darganfyddir fod plentyn ar goll yn ystod unrhyw gwibdaith neu thaith, bydd y Cylch Meithrin yn:

- gwirio'r rhestr o'r holl blant sydd ar y wibdaith/taith.
- sicrhau fod goruchwyliaeth effeithiol o weddill y plant sydd ar y gwibdaith neu taith tra bod trefniadau chwilio ar waith.
- edrych yn fanwl yn yr ardal ble darganfyddir bod plentyn ar goll.
- holi'r plant eraill mewn modd sensitif er mwyn darganfod a ydynt wedi gweld i ble mae'r plentyn dan sylw wedi crwydro.

Os na ddarganfyddir y plentyn yn dilyn y camau uchod, dylid dilyn y camau isod ar frys:

- cysylltu â'r Heddlu.
- cysylltu â'r rhieni/gofalwyr/gwarcheidwaid.
- cysylltu ag AGC.

Yn dilyn y digwyddiad dylai'r **Arweinydd / Arweinydd y taith** baratoi adroddiad ysgrifenedig am y digwyddiad ynghyd ag adolygu'r asesiad risg.

Polisiau Cysylltiedig

Polisi Cadw Plant Rhag Crwydo / Plentyn ar Goll

Cysylltiadau a Gwybodaeth Ddefnyddiol

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

Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant a Reoleiddir i blant hyd at 12 oed (Diweddardwyd Ebrill 2016):

<http://AGC.org.uk/docs/AGC/publications/160411regchildcarecy.pdf>

ROSPA 'Minibus Safety: A Code of Practice' :

<http://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

Department of Transport, Rheoliadau Seddi Plant <https://www.gov.uk/child-car-seats-the-rules>

Brake, the road safety charity 'Trips on Foot' <http://www.brake.org.uk/top-level/21-facts-a-resources/resources/313-foottrips>



TRANSPORTING CHILDREN POLICY

Aim

The **Cylch Meithrin** believes that offering activities including trips and visits outside the setting is advantageous to children as it enhances their learning experiences. The Cylch Meithrin recognises the importance of ensuring the safety of children and staff as they travel to and from these activities.

Where the Cylch Meithrin offers a wrap-around Service with a local education provider, the Cylch Meithrin recognises the importance of ensuring the safety of children and staff as they travel to and from these settings.

The Rights of the Child

Safety during trips and outings is part of ensuring that the **Cylch Meithrin** respects the rights of the child, as noted in the United Nations Convention on the Rights of the Child, specifically:

- 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.
- Article 28 Children have a right to an education. Discipline in schools should respect children's human dignity. Primary education should be free.
- Article 31 All children have a right to relax and play, and to join in a wide range of activities.

Code of Practice

The Cylch Meithrin will:

- ensure that it has carried out an appropriate risk assessment for all trips and visits.
- get written consent from the parent/carer/guardian before taking the children on a trip/visit.
- ensure sufficient supervision during every trip or visit, following the guidelines on staffing ratios as noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years⁸.

⁸ NMS 2016, 15.12: in day care the minimum staffing ratios are: 1 adult to three children under 2 years; 1 adult to four children aged 2 years; 1 adult to eight children aged 3 - 7 years; 1 adult to ten children aged 8 –

- ensure that at least one person who is caring for the children has a current qualification in first aid appropriate for the age of the children being cared for, following the guidelines on staffing ratios as noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years⁹.
- ensure that a clear procedure is in place to ensure the safe conduct of any outings¹⁰.
- carefully plan the outing / visit, noting who is responsible for each aspect.
- ensure that all members of staff who are participating in the outing / visit are aware of the schedule and any procedures to follow in an emergency.
- make a list of all children taking part in the outing / visit, including the children's emergency contact details.
- take a copy of the list on the outing / visit.
- regularly check the list during the outing / visit to ensure that everyone is present.
- ensure that Cylch Meithrin staff can be identified by others, e.g. by ensuring that they are wearing their uniform.
- ensure that a mobile phone is carried during every outing / visit.
- ensure that a portable First Aid kit is carried during every outing / visit.

12 years. These ratios include any children of staff or volunteers and apply to any activity including escorting and transporting children. Regular volunteers can be taken into account in the normal staffing ratios. NMS 2016, 15.4: staffing levels are maintained during outings and, according to circumstances, it may be necessary to exceed them. Staff supervising outings are qualified to level 3.

⁹ NMS 2016, 10.14: at all times, at least one person caring for the children must have a current qualification in first aid appropriate for the age of the children being cared for. In calculating the ratio of adults to children, the ratio of trained persons to children should never fall below 1:10, or 1:13 for children under the age of 8 years in open access play settings. All first aid qualifications should be kept up to date and renewed every 3 years.

¹⁰ there is a procedure for safe conduct of any outings. Records are kept about vehicles in which children are transported, including insurance details and a list of named drivers.

Where transport is used, the Cylch Meithrin will:

- ensure that at least one member of staff, in addition to the driver, is present. The staffing ratios noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years¹¹ must be followed, and the driver must be supernumerary.
- expect staff who transport children in their personal vehicles (e.g. car) to ensure that the vehicle is insured for business purposes which includes transporting children. The staffing ratios noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years must be followed, and the driver must be supernumerary.
- expect staff who transport children in their personal vehicles to use a vehicle (e.g. car) which meets required standards (vehicle duty, MOT etc.) and which is appropriately insured for work purposes.
- keep records of which vehicles are used to transport children, including insurance details and a list of named drivers where appropriate (e.g. mini bus)¹².
- ensure that car seats appropriate to the age, weight or height of the child are used when transporting children¹³. Current child car seat legislation will be followed.
- ensure that all children wear an appropriate harness or safety belt, in accordance with current child car seat legislation.
- ensure that best practice guidelines are followed when using appropriate car seats, e.g. removing coats before fastening the harness or safety belt.
- record the precise route of the journey, e.g. written description or shown on a map, where practicable.
- ensure that a copy of the above is available to staff participating in the journey.
- ensure that a copy of the above is available for consultation by a member of staff and/or **a member of the committee/registered person** not participating in the journey should the need arise e.g. in case of an emergency.
- identify a safe area at the beginning and end of the journey to enter and leave the vehicle.
- ensure that children are counted as they enter and leave the vehicle.
- ensure that no child is left unsupervised in the vehicle.

¹¹ NMS 2016, 15.12: in day care the minimum staffing ratios are: 1 adult to three children under 2 years; 1 adult to four children aged 2 years; 1 adult to eight children aged 3 - 7 years; 1 adult to ten children aged 8 – 12 years. These ratios include any children of staff or volunteers and apply to any activity including escorting and transporting children. Regular volunteers can be taken into account in the normal staffing ratios.

NMS 2016, 15.4: staffing levels are maintained during outings and, according to circumstances, it may be necessary to exceed them. Staff supervising outings are qualified to level 3.

¹² NMS 2016, 24.25: there is a procedure for safe conduct of any outings. Records are kept about vehicles in which children are transported, including insurance details and a list of named drivers.

¹³ NMS 2016, 24.27: car seats appropriate to the age, weight or height of the child should be used when transporting children.

Where a journey is organised on foot, the Cylch Meithrin will:

- ensure sufficient supervision during every trip or visit, following the guidelines on staffing ratios as noted in the National Minimum Standards (NMS) for Regulated Childcare for Children up to the age of 12 years¹⁴.
- record the precise route of the journey, e.g. written description or shown on a map, where practicable.
- ensure that a copy of the above is available to staff participating in the journey.
- ensure that a copy of the above is available for consultation by a member of staff and/or a member of the committee/registered person not participating in the journey should the need arise e.g. in case of an emergency.
- make a list of all children taking part in the outing / visit, including emergency contact details.
- take a copy of the list on the outing / visit.
- regularly check the list during the outing / visit to ensure that everyone is present.
- ensure that both children and staff are appropriately dressed for the journey and the weather.
- ensure that Cylch Meithrin staff can be identified by others, e.g. by ensuring that they are wearing their uniform.
- ensure that children and staff wear 'high-vis' jackets for the journey.

Where the Cylch Meithrin offers a wrap-around service with a local education provider, the Cylch Meithrin will:

- ensure that a clear procedure is in place to ensure the safety of children and staff as they move between the childcare and education settings.
- make and maintain a list of the children who move between the childcare and education settings, and share this list with the local education setting.
- make and maintain a list of the staff who transport children between the childcare and education settings, and share this list with the local education setting.

¹⁴ NMS 2016, 15.12: in day care the minimum staffing ratios are: 1 adult to three children under 2 years; 1 adult to four children aged 2 years; 1 adult to eight children aged 3 - 7 years; 1 adult to ten children aged 8 – 12 years. These ratios include any children of staff or volunteers and apply to any activity including escorting and transporting children. Regular volunteers can be taken into account in the normal staffing ratios. NMS 2016, 15.4: staffing levels are maintained during outings and, according to circumstances, it may be necessary to exceed them. Staff supervising outings are qualified to level 3.

If a child is found to be missing during any outing or visit, the Cylch Meithrin will:

- check the list of all the children participating in the outing/journey.
- ensure appropriate supervision of the other children on the outing/journey whilst a search is in progress.
- conduct a thorough search in the area where the child is found to be missing.
- ask the other children in a sensitive manner to find out whether they have seen where the child in question has wandered.

If the child is not found after following this procedure, the following steps should be taken at once:

- contact the Police.
- contact the parents/carers/guardians.
- contact CIW.

Following the incident the **Leader / Visit Leader** should prepare a written report of the incident and also review the risk assessment.

Associated Policies

Preventing Children from Wandering / Lost Child Policy

Further Information and Useful Links

The following publications and websites provide additional information:

The National Minimum Standards for Regulated Childcare for Children up to the age of 12 years (Updated April 2016):

<http://ciw.org.uk/docs/CIW/publications/160411regchildcareen.pdf>

ROSPA 'Minibus Safety: A Code of Practice' :

<http://www.rospa.com/rospaweb/docs/advice-services/road-safety/practitioners/minibus-code-of-practice.pdf>

Department of Transport, Child Car Seat Rules: <https://www.gov.uk/child-car-seats-the-rules>

Brake, the road safety charity 'Trips on Foot' <http://www.brake.org.uk/top-level/21-facts-a-resources/resources/313-foottrips>