



## **CYLCH MEITHRIN PWLL COCH**

### **POLISI CYDRADDOLDEB AC AMRYWIAETH**

#### **Nod**

Nod y Cylch Meithrin yw darparu amgylchedd cynhwysol sy'n hyrwyddo cyfraniad a chyfranogiad pawb sy'n gysylltiedig â'r Cylch Meithrin.

Bydd y Cylch Meithrin yn sicrhau bod pob sector o'r gymdeithas, yn enwedig y rheini o gefndiroedd difreintiedig, gwaeth beth fo'r iaith a siaredir, yn gwybod bod gweithgareddau'r Cylch Meithrin ar gael iddynt.

#### **Hawliau Plant**

Mae sicrhau cydraddoldeb ac amrywiaeth yn rhan o sicrhau fod y cylch meithrin / meithrinfa ddydd yn parchu hawliau plant sydd yng Nghonfensiwn y Cenedloedd Unedig ar Hawliau Plant, yn benodol:

- Erthygl 3: Dylai pob sefydliad sy'n ymwneud â phlant weithio at yr hyn sydd orau i bob plentyn.
- Erthygl 8: Dylai llywodraethau barchu hawl plant i enw, cenedligrwydd a chlymau teulu.
- Erthygl 14: Mae gan blant yr hawl i feddwl a chredu'r hyn a fynnent ac i arfer eu crefydd, cyhyd ag nad ydynt yn cadw pobl eraill rhag mwynhau eu hawliau. Dylai rhieni arwain eu plant yn y materion hyn.
- Erthygl 30: Mae gan blant yr hawl i ddefnyddio iaith ac arferion eu teuluoedd, boed y rhain yn cael eu rhannu gan fwyafrif y bobl neu beidio.

#### **Cod Ymarfer**

##### **Amgylchedd y Cylch Meithrin**

Mae'r Cylch Meithrin yn ymrwmo i roi cyfle i bob plentyn fanteisio ar amryw o brofiadau blynyddoedd cynnar. I'r perwyl hwn, mae'r Cylch Meithrin yn sicrhau bod amgylchedd y Cylch Meithrin yn hyrwyddo dealltwriaeth o amrywiaeth ddiwylliannol.

Bydd y Cylch Meithrin yn:

- hyrwyddo cydraddoldeb ac amrywiaeth o fewn pob gweithgaredd ac wrth weithio gyda'r plant a'u rhieni/gofalwyr/gwarcheidwaid<sup>1</sup>.
- cydnabod bod cyfartaledd ac amrywiaeth yn cynnwys pob agwedd o gyflogaeth a darparu gwasanaethau<sup>2</sup>. I'r perwyl hwn bydd y Cylch yn sicrhau bod y pwyllgor/rheolwr a'r staff yn cydymffurfio â'r polisi hwn ar bob adeg ac yn adolygu a diweddarau'r polisi yn flynyddol er mwyn sicrhau bod y polisi yn cydymffurfio gyda'r ddeddfwriaeth a'r canllawiau cyfredol<sup>3</sup>. Cyflwynir y polisi hwn i bob gweithiwr fel rhan o'r hyfforddiant anwytho.
- adnabod a chael gwared ar unrhyw arfer sydd yn camwahaniaethu ar sail hil, anabledd, rhyw, oed, tueddiad rhywiol, beichiogrwydd a mamolaeth, crefydd neu statws cymdeithasol.
- hyrwyddo amgylchedd sy'n rhydd o gamwahaniaethu, aflonyddu a bwlio. Bydd y Cylch yn delio gydag unrhyw ymddygiad sy'n mynd yn groes i hynny. Os bydd aelod o staff neu wirfoddolwr yn torri gofynion y polisi hwn, gall arwain at weithredu'r Drefn Ddisgyblu.

### **Gweithio gyda theuluoedd**

Mae'r Cylch Meithrin yn ymrwymo i sicrhau bod teuluoedd o bob sector o'r gymdeithas yn gwybod bod gweithgareddau'r Cylch Meithrin ar gael iddynt.

Bydd y Cylch Meithrin yn:

- creu argraff sy'n croesawu ac yn adlewyrchu pob sector o'r gymdeithas gan ddefnyddio iaith glir a syml. Sicrhau bod unrhyw lythyr, cylchlythyr, datganiad, poster, llyfryn, taflen ayyb sy'n arddangos enw'r Cylch yn osgoi iaith / lluniau / delweddau gwahaniaethol.
- sicrhau bod pawb sy'n gysylltiedig â'r cylch yn cael gwybod am holl weithgareddau'r Cylch y mae ganddynt hawl i gymryd rhan ynddynt, mewn cyfrwng priodol, mewn iaith syml, ac yn rhydd o dermau a allai fod yn wahaniaethol.
- annog rhieni/gofalwyr/gwarcheidwaid i gymryd rhan ym mywyd y lleoliad e.e. drwy sicrhau cynrychiolaeth deg a chytbwys o rieni'r cylch ar ei bwyllgor rheoli / cymdeithas rhieni.
- darparu cyfleusterau i alluogi bod pawb sy'n gysylltiedig â'r Cylch i gyfrannu at weithgareddau'r Cylch heb ystyried iaith, cenedligrwydd, hil, rhyw, cyfeiriadedd rhywiol, anabledd, crefydd, statws priodasol, diwylliant a statws cymdeithasol. Bydd cyfraniad pob aelod yn cael ei barchu.

<sup>1</sup> SGC 2016, 16.1: bod cyfle cyfartal ac arferion nad ydynt yn gwahaniaethu rhwng unigolion yn cael eu hyrwyddo yn y lleoliad.

<sup>2</sup> SGC 2016, 16.3: bod pob plentyn ac oedolyn yn cael eu trin â'r un gofal a bod y person cofrestredig yn cydymffurfio â'r ddeddfwriaeth a'r arferion perthnasol o beidio gwahaniaethu ym mhob maes, megis cyflogaeth, hyfforddiant, derbyn plant i ofal dydd a mynediad at yr adnoddau, y gweithgareddau a'r cyfleusterau sydd ar gael.

<sup>3</sup> SGC 2016, 16.2: bod polisi cyfle cyfartal wedi'i sefydlu, sy'n gyson â'r ddeddfwriaeth a'r canllawiau presennol, a'i fod yn cael ei adolygu'n rheolaidd. Rhaid i'r holl staff a gwirfoddolwyr ddeall a gweithredu'r polisi hwn, a rhaid iddo fod ar gael i rieni.

- trefnu cyfarfodydd sy'n addas i amgylchiadau pawb sy'n gysylltiedig â'r cylch o ran amser, rhybudd, mynediad, offer cyfieithu, ac unrhyw drefniadau ychwanegol eraill

sydd eu hangen. Monitro presenoldeb ac ystyried newid yr amser, lleoliad ayyb er mwyn rhoi cyfle i'r rheini na fyddent fel arall yn gallu mynychu.

- monitro mynediad i weithgareddau'r Cylch a gwneud ymdrech arbennig i gynnwys pob sector. Er mwyn gwneud hyn, bydd y Cylch yn cynnal adolygiad blynyddol o wasanaethau'r Cylch.
- cyd-weithio gyda rhieni/gofalwyr/gwarcheidwaid i sicrhau cwrdd â gofynion meddygol, diwylliannol a dietegol y plant.

### Gweithgareddau'r Cylch Meithrin

Mae'r Cylch Meithrin yn ymrwymo i roi cyfle i bob plentyn fanteisio ar amryw o brofiadau blynyddoedd cynnar. I'r perwyl hwn, mae'r Cylch Meithrin yn sicrhau bod gweithgareddau ac adnoddau'r Cylch Meithrin yn hyrwyddo dealltwriaeth o amrywiaeth ddiwylliannol.

Bydd y Cylch Meithrin yn:

- darparu cefnogaeth ac anogaeth i holl aelodau staff i ddatblygu eu gyrfa a chynyddu eu cyfraniad i waith y Cylch Meithrin trwy ehangu eu sgiliau a'u gwybodaeth. Bydd y Cylch Meithrin yn darparu hyfforddiant i staff a gwirfoddolwyr er mwyn gwella eu sgiliau ac ehangu eu gwybodaeth.
- sicrhau adlewyrchu amrywiaeth ddiwylliannol yn yr ystod o adnoddau sy'n cael eu darparu yn y Cylch Meithrin e.e. doliau, teganau, llyfrau, gemau.
- annog plant a'u teuluoedd i rannu profiadau o'u bywyd pob dydd.
- chwilio am gyfleoedd i wahodd neu ymweld â chynrychiolwyr o wahanol gymunedau i rannu profiadau o'u bywyd pob dydd.
- dathlu amrywiaeth o wyliau diwylliannol.
- annog plant i ddysgu am wahanol fwydydd, ac o ffyrdd gwahanol o fwyta, gan annog datblygu parch y plant tuag at y gwahanol arferion diwylliannol.

### **Polisiau Cysylltiedig**

Polisi Cynhwysiant a Chyfle Cyfartal

Polisi Staffio

Polisi Derbyn (*Admissions*)

Polisi Bwyta'n Iach a Chadw'n Heini



## **EQUALITY AND DIVERSITY POLICY**

### **Aim**

The aim of the Cylch Meithrin is to provide an inclusive atmosphere which promotes the contribution and participation of everyone involved with Cylch Meithrin.

The Cylch Meithrin will ensure that all sectors of the community, especially those from a deprived background, regardless of their language, know that the Cylch Meithrin activities are available to them.

### **The Rights of the Child**

This policy is part of ensuring that the Cylch Meithrin respects children's rights as included in the United Nations Convention of the Rights of the Child, particularly:

- Article 3      All organisations concerned with children should work towards what is best for each child.
- Article 8      Governments should respect children's right to a name, a nationality and family ties.
- Article 14     Children have the right to think and believe what they want and to practice their religion, as long as they are not stopping other people from enjoying their rights.
- Article 30     Children have a right to learn and use the language and customs of their families, whether these are shared by the majority of people in the country or not.

### **Code of Practice**

#### **The Cylch Meithrin environment**

The Cylch Meithrin commits to give every child opportunities to benefit from a range of early years experiences. To this end, the Cylch Meithrin will ensure that the Cylch Meithrin environment promotes understanding of cultural diversity.

The Cylch Meithrin will:

- promote equality and diversity within each activity and though working with parents/carers/guardians<sup>4</sup>.
- recognise that equality and diversity includes all aspects of employment and service provision<sup>5</sup>. To this end, the Cylch will ensure that the committee/manager and staff comply with this policy at all times and will review the policy annually to ensure that the policy complies with legislation and current guidelines. <sup>6</sup>. This policy is presented to all staff as part of their induction training.
- recognise and remove any practice which discriminates on the basis of race, disability, gender, age, sexual orientation, pregnancy and motherhood, religion or social status.
- promote and atmosphere which is free of discrimination, harassment and bullying. The Cylch will deal with any behaviour which violates this. Failure by a member of staff or volunteer to adhere to this policy could lead to action under the Disciplinary Procedure.

### **Working with Families**

The Cylch Meithrin is committed to ensuring that families from all sectors of the community are aware that the Cylch Meithrin's activities are available to them.

The Cylch Meithrin will:

- create an impression that welcomes and reflects all sectors of the community by using clear and simple language. Ensure that any letter, newsletter, statement, poster, booklet, leaflet etc. which displays the Cylch name does not use discriminatory language/pictures/images.
- ensure that everyone associated with the Cylch are made aware of all the activities that they have a right to take part in an appropriate medium, in clear language, and free from any terms that could be deemed discriminatory.
- encourage parents/carers/guardians to take part in the setting's life e.g. by ensuring a fair and balanced representation of Cylch staff on the management committee / parents association.
- provide facilities to allow everyone associated with the Cylch to contribute to the Cylch's activities without considering language, nationality, race, gender, sexual orientation, disability, religion, marital status, culture or social status. Everybody's contribution will be respected.
- arrange meetings which are suitable to the circumstances of all associated with the Cylch, in terms of time, notice, access, interpretation equipment, and any other

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<sup>4</sup> NMS 2016, 16.1: equality of opportunity and anti-discriminatory practice is promoted in the setting

<sup>5</sup> NMS 2016, 16.3: all children and adults are treated with equal concern and the registered person complies with relevant anti-discriminatory legislation and good practice in all areas, including employment, training, admission to day care and access to the resources, activities and facilities available.

<sup>6</sup> NMS 2016, 16.2: there is an equal opportunities policy, which is consistent with current legislation and guidance and is regularly reviewed. All staff and volunteers understand and implement this policy and it is available to parents.

necessary arrangements. Monitor attendance and consider changes to time, location etc. in order to give the opportunity to parents who wouldn't be able to attend otherwise.

- monitor access to the Cylch's activities and make a special effort to include every sector of the community. In order to do this, the Cylch will undertake an annual review of the Cylch's activities.
- work in partnership with parents/carers/guardians to meet the medical, cultural and dietary needs of the children.

### Activities of the Cylch Meithrin

The Cylch Meithrin is committed to offering children an opportunity to benefit from a range of early years experiences. To this end, the Cylch Meithrin ensures that the activities and resources in the Cylch Meithrin promote understanding of cultural diversity.

The Cylch Meithrin will:

- provide support and encouragement to members of staff to develop their careers and increase their contribution to the work of the Cylch Meithrin by enhancing their skills and information. The Cylch Meithrin will provide training to staff and volunteers in order to improve skills and expand their information.
- ensure that cultural diversity is reflected in the range of resources that the Cylch Meithrin provides e.g. dolls, toys, books, games.
- encourage children and their families to share experiences from their everyday lives.
- look for opportunities to invite or visit representatives from different communities to share experiences from their everyday lives.
- celebrate a variety of cultural festivals.
- encourage children to learn about different foods, eating practices, and encourage children to develop respect toward the various cultural practices.

### **Associated Policies**

Inclusion and Equal Opportunities Policy

Staffing Policy

Admissions Policy

Healthy Eating and Keep Fit Policy