



**Cylch Meithrin  
Ysgol Glan Morfa**

**OPERATIONAL  
PLAN**



Cylch Meithrin  
Ysgol Glan Morfa

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## CONTACT DETAILS

### THE CYLCH

**Address:** Cylch Meithrin Ysgol Glan Morfa

Ysgol Glan Morfa

Lewis Road

Cardiff

CF24 5EB

**Phone Number** 07940 401281 **E-mail Address** [bethancylchglanmorfa@gmail.com](mailto:bethancylchglanmorfa@gmail.com)

**Person in charge Bethan Trott** Level 5 Apprenticeship Leadership and  
Management in Child Care, Learning and  
Development  
Level 3 Transition to Playwork

**Leader**                      **Bethan Trott**

**Deputy Leader**        **Lleucu Cravos** Level 3 Childcare, Play and Development

**Assistant**                **Kiran Kaur** Level 2 Core in Childcare, Play and development  
Working towards Level 3 Childcare, Play and development

**Apprentices**            **Eve Sims** Level 2 Core in Childcare, Play and development  
Working towards Level 3 Childcare, Play and development

**Courtney Colman** Level 3 in Health and Social Care

Working towards Level 3 **Childcare, Play and development**



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## RESPONSIBLE INDIVIDUAL/ REGISTERED PERSON

**Name** Bethan Trott

**Phone number** 07940401281 **Email Address** [bethancylchglanmorfa@gmail.com](mailto:bethancylchglanmorfa@gmail.com)

**Name** Thomas Crockett

**Phone number** 07717 470301 **Email Address** [tcrockettinterlinkrct@hotmail.co.uk](mailto:tcrockettinterlinkrct@hotmail.co.uk)

### CIW:

CIW North Wales Office

Welsh Government Office

Sarn Menace

Llandudno Junction

LL31 9RZ

0300 7900 126

[ciwnorth@wales.gsi.gov.uk](mailto:ciwnorth@wales.gsi.gov.uk)

Social Services: 029 20536490 [CSMASH@cardiff.gov.uk](mailto:CSMASH@cardiff.gov.uk)

### CHILDREN ACT 1989

Cylch Meithrin Ysgol Glan Morfa acknowledges the importance of this legislation and undertake to implement it in the workplace at all times. The comfort, health, nurture, safety and dignity of the child is central to the day care philosophy at Cylch Meithrin Ysgol Glan Morfa.

### UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD

Cylch Meithrin Ysgol Glan Morfa operates in accordance with the United Nations convention, to this end children will have the right to expect every adult with responsibility over them to protect them from harm.



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## THE PROVISION

### Facilities

Cylch Meithrin Ysgol Glan Morfa is a Cylch Meithrin established to serve the children of Splott, Tremorfa, Adamsdown, Roath. It is located in/at school in a room suitable adapted with appropriate facilities and appropriate parking facilities.

Cylch Meithrin Ysgol Glan Morfa is registered with the Care Inspectorate Wales for 16 children.

### The Building

- Suitable security systems to control entry to and from the security doors only opened from the inside and the intercom system and camera at the reception
- A room/rooms suitably adapted to provide a stimulating environment
- Toilets
- Kitchen
- An outside playing area with a safe surface
- Meeting room for parents
- An area to develop an enthusiasm towards nature and the environment
- Car park
- The Cylch is registered to accept the Childcare offer.

### Resources

- It is expected that all resources be kept in good condition and in the appropriate place.
- Staff are expected to ensure that all the equipment is safe in every area. The Cylch will dispose of any equipment in a poor state or not suitable for the Cylch
- Staff are expected to run a regular cleaning programme for all the equipment.

### Language

The Cylch operates through the medium of Welsh. The immersion method is used to introduce the language to the children.



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### **Opening hours**

Monday - Friday 8.30-12.00 and 12.-3.00pm

Those who attend breakfast club come from 8.30 and the doors are open to everyone at 8.45

The Cylch will open for 39 weeks of the year and will not be open during the local authorities school holidays and bank holidays.

### **Fees**

£17.50 per morning session and £15 per afternoon session . Must be paid by the end of the month of invoice via bank transfer. A charge of 75p a day for snack.

### **MUDIAD MEITHRIN AIMS AND PRINCIPLES**

#### **Aim**

The aim of Mudiad Meithrin is to provide every young child in Wales with an opportunity to benefit from early years services and experiences through the medium of Welsh.

#### **Principles**

Mudiad Meithrin believes that:

- Acquiring the Welsh language is of advantage to children.
- Every child should have an equal opportunity to access Welsh medium services in the early years within easy reach of his home.
- Continuity in Welsh medium education is essential for every child attending our provision.
- Play is fundamental to the physical, emotional, linguistic, social and intellectual development of children.
- Children, whatever their needs, benefit from good quality early years experiences.
- The family is the foundation of a child's development. Every opportunity will be provided for families to support the early years' experiences of their children, and we will offer linguistic and social support for families through our provision's activities.
- Children's rights, in accordance with the United Nations Convention on the Rights of the Child and the Children's Act 2004, are very important. To this end children will have the right to expect every adult, who has responsibility for them, to protect them from all kinds of abuse.



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## **Mudiad Meithrin's Statement of values**

The Cylch Meithrin believes that every child has a right to:

- Receive care, love and respect
- Receive appropriate attention and support in order to meet their individual needs
- Benefit from every opportunity to play
- Guidance which will enable them to become a full member of society
- Be stimulated to enable them to develop to their full potential
- Benefit from early years experiences through the medium of Welsh
- Be treated as an equal, irrespective of race, colour, religion, nationality or social background
- Expect every adult who is responsible for them to defend them from all harm.
- Develop their own identity and their sense of belonging to their local community
- The Cylch Meithrin will work in partnership with parents/carers/guardians to promote these values.

## **ARRANGEMENTS FOR REGISTRATION, ARRIVING AND LEAVING**

### **Registration**

The Cylch is registered to accept children between the ages of 3 and 5 years old.

Accepting a child to Cylch Meithrin.

Before accepting a child in to the Cylch consideration must be given to the following

- Is there space available - must consider child to adult ratio, age of the child and registration limits.
- Arrangements for the Childcare offer
- Date of the application - consideration must be given to those on a waiting list
- Provision and suitable facilities - need to consider the needs and welfare of the child and their family
- Ensure that the child has not come from a cylch where there is an infection.



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## **Enquiries**

Each parent/ guardian who has made an enquiry will receive a parent's information pack for the Cylch.

- If a request is made by a parent to visit the Cylch the request should be referred to the leader.
- The parents/guardians will receive an invite to visit the Cylch at a convenient time.
- The leader will be responsible for any visits to the Cylch and introducing the staff
- If for any reason after visiting the Cylch the parents/guardians decide not to register the child in the Cylch the leader should contact the family to discuss the reasons why.

## **Reserving a Place**

- The leader will discuss with the parents /guardians and answer any questions they may have and ensure that all the paperwork is complete.
- If the child is eligible for a place through the Childcare offer the leader will liaise with the relevant agency to ensure that all necessary paperwork is completed to allow the child to start in the Cylch.
- The Cylch in co-operation with the parents/cares will ensure that all the child's personal details are kept up to date including information about those authorised to collect the child from the Cylch.
- Parents/Guardians are asked to sign a contract with the Cylch. If for any reason the parents/guardian need to change their weekly arrangements a months' notice will be required. The Cylch will always endeavour to meet the needs of parents but availability cannot always be guaranteed.

## **Arrangements upon arrival**

No entry to the Cylch will be permitted before the start time in order to ensure the safety of the children, however, it will be possible to arrive after the session has started.

- The staff will welcome the parents/guardians and children and ensure that all children are signed in

## **Collection arrangements**

- Parents/Guardians are asked to collect children on time. The Cylch Meithrin reserves the right to raise an additional fee if the child is not collected on time.



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- It is the staff who will open the main door to the Cylch to parents/guardians. Parents cannot open the door themselves
- The Parents/Guardians collect the children.
- The parents/guardians will be given information about the child's day at Cylch.

The staff should note the arrival and leaving time of each child if it is outside the usual session times. The Parent/Guardian will need to sign in and out.

### **Staff arrangements before children are collected**

- Ensure that all information that needs to be shared with the parent is ready.
- The children are expected to have clean hands and faces (and nappies if relevant) in readiness for the parents/guardians.
- Place each child's belonging in their bags and return any dirty clothes/nappies in a tied bag.
- Ensure that the children take everything home with them such as coats, bags or any work they have done at the Cylch.
- Only those parents/guardians or those noted on the collection of children form are permitted to collect the child. No other person is permitted to collect the child unless the leader has been informed and the person collecting has the password. If in any doubt DO NOT allow the child to leave.

### **Termination**

- The Cylch require a months' notice from parents/guardians if any child is to leave the Cylch. Fees are payable for that month.

### **RATIOS**

Adult: child ratio

- The adult: child ratio at the Cylch is:  
Age 3 - 4 Ratio 1 staff: 8 children
- If there are any difficulties meeting this ratio the matter must be referred to the leader urgently. The Cylch bank staff who are all DBS checked and have a staff file will be able to cover, in order to meet the above ratios.
- If a member of staff is unwell, they should notify the leader the night before or at the latest by 7.30 in the morning.



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## ILLNESS/INJURIES

- The leader and staff at the Cylch want to encourage and support the health and wellbeing of all children in their care.
- This includes monitoring children for symptoms of Chicken pox, Measles, Rubella, Meningitis, Hepatitis, Diarrhoea, vomiting and temperature exceeding 101F 38C or above.
- For the welfare of all concerned the Cylch will not accept any child to the Cylch if suffering from any contagious illnesses.
- In cases of diarrhoea or vomiting the child must not return to the Cylch until 48 hours after the symptoms have ceased.
- Any concerns regarding infections or illnesses should be reported to the leader. A report will be made to CIW and Public Health if necessary.
- The reason for any absence should be noted on the sickness form which is kept with the register.
- In the case of an injury, the details must be noted in the Accident book and the staff, leader and parents/guardians must sign the book.
- Any incidents should be noted in the incidents book. The staff member, the leader and the parents/guardian must sign the book.
- A record must be kept on the child's individual file.

## Best practice

- Staff must be aware of any potentially dangerous situations such as small items within children's reach, physical activity etc. Our policy is to avoid harm rather than deal with it.
- Children must not be left unattended - in the room, outside or in the toilets.
- Staff on work experience are not to be left unattended with the children.
- Staff must encourage a positive relationship with the children. Steps should be taken throughout the day to ensure safety, wellbeing and comfort.
- Our aim is to provide a safe and clean environment by maintaining the room and the resources and by providing clear guidelines to enable staff to work safely without risk to themselves or the children.
- The Cylch will offer any training or supervision needed by staff to ensure we meet these high standards.



## **MEDICATION**

- Medication can only be given with the express authority of the parent/guardian
- It is essential that the permission to administer medication form is signed by the parent/guardian.

### **Administering medication**

- Parents/guardians must sign form Appendix 57 to give staff permission to administer the medication
- When the child arrives with the medication the medication must be removed from the child's bag and placed in the medicine box.
- Some medicines must be kept in the fridge.
- Care must be taken in the process of storing and administering medication. Medicine should not be placed on any work surface.
- Only those staff with the permission to administer the medication should be noted on the form
- When administering medication 2 members of staff should be present to act as a witness.
- The parent /guardian should sign at the end of the day (Appendix 57) to confirm that all relevant information about administering the medication has been given at the end of the session.
- Only medication prescribed by a doctor can be given to the child.

### **Arrangements if a child is unwell**

- With the welfare of the child and any other children at the Cylch in mind, if in the staff's opinion a child is ill the parents/guardian will be contacted and asked to collect the child as soon as possible.
- If there is an accident or a serious accident the parents/guardian and the emergency services must be contacted urgently, and appropriate steps taken.
- If the parent/guardian is not available, the leader or another staff member will take charge of the situation and if necessary, accompany the child to the hospital with all the relevant information.



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## Emergency

- If a child needed urgent medical treatment and the Cylch were unable to contact the parents/ guardian or any other emergency contact names the cylch would make any appropriate arrangements to ensure the safety of the child.
- The signing of the Agreement between the Cylch Meithrin and the Parents (Appendix 58) and the registration form (Appendix 69) allow the Cylch to provide any emergency medical treatment that may be necessary.

## Accident procedure

An accident and incident book are kept in the Cylch.

Accidents are defined as anything which causes harm such as a child falling and hurting his arm, a member of staff falling and twisting an ankle. An incident is defined as anything that could have caused harm such as a child escaping from the Cylch or a member of staff catching her foot on some wires but didn't fall over.

The Cylch need to ensure that the parent/guardian sign any accident or incident report. A copy of the report will also be sent to the responsible individual who will conduct an investigation in to the incident. Following this anything that that poses a risk in the Cylch will need to be dealt with to prevent an accident from happening in the future.

If there is a serious accident or incident to a child, member of staff or visitor to the cylch then a report must be filed to the Health and Safety executive under the RIDDOR regulations (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) within 10 days. A report also needs to be made to CIW. A serious Accident is defined as follows:

Death or Serious injury: If an accident associated with work and one of its employees or a self-employed person working on the property causes death or serious injury or if a member of the public is killed or taken to hospital the relevant authority must be notified without delay.

Serious injuries which need notification;

- Breaking any bone except for fingers, thumbs or toes.
- Losing any part of the body
- Dislocating the shoulder, hip, knee or back bone.
- Loss of sight (permanent or temporary)
- Chemical or hot metal burning the eyes or any injury involving the eyes.



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- Injury as a result of an electric shock or an electric burn which causes unconsciousness or requires hospitalisation for over 24 hours.
- Any other injury; leading to hypothermia, illness as a result of a temperature, unconsciousness, injury requiring resuscitation, or hospitalisation for over 24 hours.
- Unconsciousness as a result of suffocation or contamination from a biological harmful substance.
- Illness requiring medical treatment, or unconsciousness as a result of inhaling, swallowing or absorption of harmful substances.

Injury over 3 days: If there is a work-related accident to an employee or a self-employed person working on the premises causing injury over 3 days the health and safety executive must be notified within 10 days.

An injury over 3 days is one that is not serious but means that the person injured has been absent from work or unable to work for more than 3 days.

Illness: If a doctor notifies the Cylch that one of its employees is suffering from a work-related illness and it's a notifiable illness the Cylch must then report the illness to the health and safety executive.

Illnesses/diseases include:

- Some poisons
- Skin diseases such as vocational dermatitis, skin cancer, perforated ulcer, acne,
- Respiratory disease such as asthma, asbestosis, mesothelioma,
- Diseases such as leptospirosis, hepatitis, anthracis, legionellosis and tetanus.
- Other diseases such as vocational cancer, some muscular conditions, vibration white finger and repetitive strain injury.

Dangerous incidents: If something happens that doesn't cause a notifiable injury, but it could have easily caused such an injury it should be reported immediately.

In order to report on any accident or injury the Cylch should phone 0845 3009923 or a report can be made through the website. This website also provides further information on reporting accidents and incidents  
[www.hse.gov.uk/riddor/cymraeg.htm](http://www.hse.gov.uk/riddor/cymraeg.htm)

**AFTER ANY ACCIDENT OR INCIDENT, THE RISK ASSESSMENT SHOULD BE REVIEWED**

**HEALTH AND SAFETY**



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The staff should be aware that there is a statutory and moral duty upon them to take all reasonable care of their own personal health safety and wellbeing and that of other members of staff, children, parents and visitors.

The health and safety rules at Cylch Meithrin Ysgol Glan Morfa ensure that staff at all levels are aware of their responsibilities. The risk at Cylch Meithrin Ysgol Glan Morfa Is low but in order to ensure everyone's safety the following must be followed:

- Staff must adhere to strict standards of cleanliness and hygiene especially when changing nappies, in the toilet, and during food preparation and serving.
- Nails must be kept clean and any cuts should be covered with a plaster.
- Disposable gloves and aprons must be used when dealing with any bodily fluids or dirty clothes.
- A report must be made to the leader on any diagnosis or suspected diagnosis of sickness to the leader.
- Any member of staff who suspects that they may have been in contact with someone who has AIDS HIV or hepatitis should notify the leader immediately.
- Any member of staff who suspects they may have been in contact with e-coli or other infection/virus should notify the leader immediately. They should not attend the Cylch in person. The leader should report immediately to the Responsible Individual / Registered Person.
- The entrance and exit to the Cylch should be kept clear at all times.
- A regular risk assessment of the room, structure and appliances must be undertaken.
- All staff must be aware of the fire rules and a regular fire drill should be undertaken.
- Staff must receive first Aid training and be aware of the procedure in the case of an accident.
- No smoking is permitted on the Cylch premises - inside or out.
- No person is to visit the Cylch without prior authorisation and without the leader first assessing any risk to the staff or children. If permission is given they must be escorted through the Cylch. If in any doubt the responsible individual should be contacted.
- Everyone must use the signing in and out book



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- Safety is important to the care given at Cylch Meithrin Ysgol Glan Morfa and any neglect of health, safety and hygiene rules are treated seriously and could be a disciplinary matter.
  - If any staff have any concerns, they should contact the Responsible Individual / Registered Person.

Procedure for dealing with blood and other bodily fluids:

<http://www.wales.nhs.uk/sitesplus/documents/888/Infection%20Prevention%20and%20Control%20for%20Childcare%20Settings%20Final%202014%20%282%29.output.pdf>

### **ONLY DISPOSABLE MOPS AND COLTHES ARE TO BE USED FOR THIS PURPOSE.**

- If there is an incident of biting especially where blood has been drawn the leader should be notified immediately
- All first aid incidents should be reported to the leader immediately.
- If staff are uncertain whether first aid is needed the Cylch policy is to discuss all matters with the leader/responsible individual to assess the situation.
- Any accident or incident should be noted in the accident and incident books and discussed with the parents/guardians.

### **POSSIBLE DANGERS.**

Cylch Meithrin Ysgol Glan Morfa will follow all policies and procedures in accordance with the Childminding and Day Care (Wales) Regulations 2010. The Cylch will undertake a full risk assessment of any dangers e.g. sun burn, wasp stings, rubbish, tripping, broken resources etc.

### **COMMUNICATION**

Cylch Meithrin Ysgol Glan Morfa encourage the staff to improve their skills in the work place. One of the necessary skills is communicating with parents

- Each parent must be treated as an individual in a polite and professional manner
- The respect of parents/guardians must be earned so they have confidence in us to care for their children.
- Each communication with parents - over the phone, in writing, face to face is an opportunity to show the quality of service at the Cylch.
- Time should be taken to talk to parents /guardians and their views should be listened to.



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- Our aim is to provide a high-quality service in every aspect of our work.

### Phone

- The phone should be answered as soon as possible
- Messages should be conveyed as soon as possible
- Phone calls should be returned as promised
- Personal phone calls should not be taken unless in an emergency.

### **SHARING INFORMATION WITH PARENTS/GUARDIANS AND WORKING IN PARTNERSHIP.**

The Cylch aims to transfer as much information as possible to the parents/guardians about the Cylch through:

- A notice board to share information with parents/guardians.
- Comments about the child during any session if relevant
- Comments box to receive ideas from parents /guardians on how to improve the service.
- Hold open evenings during the year.
- A termly newsletter to parents/guardians.
- Using seesaw

### **Cylch meithrin notice boards**

The notice board will include:

- General information about the Cylch
- Pictures of staff members
- Insurance certificate
- Mudiad Meithrin membership plaque
- CIW certificate
- First Aid certificates
- Details of snack
- Operational plan
- Statement of purpose
- Safeguarding procedure



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- Safeguarding certificates
- First Aid certificates
- Details of Policies
- Useful Contact details
- Fire procedure
- Snack details
- Order of the day

Other notice boards will show:

- The children's work and displays relating to the theme in the Cylch.

### **QUALITY OF CARE**

Mudiad Meithrin aims and principles are central to every aspect of the Cylch work. The quality of care is ensured through:

- Registration with CIW
- Registration with Mudiad Meithrin - bronze standard working towards Silver and Gold.
- Staff training: ensuring every member of staff receives statutory training and has the opportunity to attend training for continuous professional development.
- Appraisals and performance management.
- Following the Health pre-school scheme.
- Registering with Public Health
- Registering with Designed to smile.
- Annual self-evaluation for CIW
- Feedback from parents
- Working in partnership with parents/carers to meet the individual needs of each child.



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## MEETINGS

Management team and staff

- There will be a management meeting held each term
- An agenda will be sent out 1 week before the meeting
- A fortnight's notice of the meeting will be given to ensure that childcare arrangements can be made so that everyone can attend the meeting.
- Each member of staff is expected to be present.
- The Chairperson / Registered Person / Responsible Individual will chair the meeting
- If a member of staff cannot attend a formal apology should be sent through the leader.
- Meeting is an opportunity for everyone to voice their opinion on the Cylch.
- Discuss issues relating to the running of the Cylch.
- Plan for the coming weeks taking in to account the children's records
- Discuss roles and responsibilities.

## STAFF UNIFORM

Every member of staff is expected to conform to the rules on uniform;

- The Cylch T shirt
- Cylch Sweatshirt
- Plain black trousers ( $\frac{3}{4}$  trousers in the summer)
- Cylch Fleece/ Hoodie
- Flat black shoes - No open shoes such as flip flops
- It's good practice for staff members to keep spare set of clothes in the Cylch.
- Hair should be tied back
- Stud earrings only
- A watch with no sharp edges that could scratch the children
- No necklaces, bracelets or rings except for a wedding ring.
- No rings to be worn in the nose, eyebrows or mouth.
- No bright make up.
- Nails should be kept short to avoid scratching the children.



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## KEY WORKERS

Key workers are used in the Cylch. This ensures that children get a designated member of staff per groups of 4.

Key workers are responsible for

- Childs individual belongings
- Child hygiene requirements
- Responsibility for the child's snack morning and afternoon.
- Observe and record child's development.
- Transfer information to parents through the record sheet at the end of the session.
- Responsible for recording the child's development in the child's personal development book.
- Transfer any information relevant to the child's development to the leader and the parents/guardian so that any issues can be resolved swiftly.
- The key worker system ensures that children, staff and parents/guardians are given the best possible care in a safe and stable environment.

## TOILETS AND NAPPY CHANGING

### Toilets

- The children are encouraged to use the toilet independently (where appropriate)
- Ensure that they wash their hands with soap and running water and dry their hands with paper towels.

REMEMBER that some children whilst playing will forget the need to go to the toilet, children should be asked regularly if they need to go to the toilet. Until a child is fully dry accidents will happen and they will need to be dealt with in an effective and sensitive manner.

If there is an accident the following procedure should be followed.

- Make sure that the child is dealt with immediately and that they are given plenty of comfort.
- Secure the area for cleaning
- Wear disposable gloves and aprons and ensure there are clean clothes to hand.



- Clean the child in the changing area.
- Dispose of any solid matter in the toilet and place the soiled clothes in a bag for the parent to wash at home.
- The clothes should not be put to soak in water.

### **TOILETS AND NAPPY CHANGING.**

#### Procedure for Nappy Changing.

- The child's privacy must be ensured when following this procedure.
- Ensure that all the equipment is in good condition.
- Collect everything that is needed before starting.
- Collect the child.
- Wear disposable gloves and place a disposable cover over the changing mat each time.
- Whilst changing the nappy do not leave the child unattended.
- Place the dirty nappy in a double bag and in the bin provided or ready for the child to take home.
- Place the cotton wool/wipes and dirty gloves in a plastic bag and in the bin
- Place the sign changing station not cleaned above the changing area.
- Wash your hands and the child's hands with soap and running water and dry with paper towels.
- Return the child to the main room.
- Return to the changing station and clean with water and dry with paper towels.
- Clean the area with anti - bacterial solution.
- Put everything away and ensure the station is clean and tidy.
- Remove the sign changing station not cleaned from the wall.
- Wash hands with soap and running water.
- Re-stock the station if necessary.
- Complete the nappy changing form on the wall
- Record on the child's daily sheet.
- Ensure that parents have signed the nappy changing consent form  
Appendix 71a



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## PROCEDURE AT SNACK TIME

Procedure on food preparation.

- Put tables and chairs out ready for the children if necessary.
- Clean all the tables with anti-bacterial solution.
- Wash hands
- Wear an apron.
- Collect everything together.
- Clean the food preparation area.
- Wear disposable gloves.
- Prepare the snack in the kitchen.
- Prepare the children ready for snack - Ensure that they all have washed their hands. Ensure that the older children have been to the toilet
- Ask the children to sit by the table
- Serve the food/drink ensuring that the children have an opportunity to serve themselves.
- Staff to use appropriate language and encourage the children to say Diolch.
- Staff to sit with the children and chat.
- Wash the hands and faces of the children if necessary.
- Clear the tables with assistance from the children and wipe the tables with anti -bacterial solution.
- Brush the floor if necessary.

A variety of healthy well balanced nutritious food will be served. Any individual dietary needs can be met whether they be relating to a medical condition, religious or cultural beliefs.

Fresh drinking water is available throughout the session.

## OUTSIDE

- Cylch will ensure that there is appropriate outside space available which is safe and in good state of repair. Only the Cylch children will use the space whilst the Cylch is open. Cylch must ensure appropriate resources and outside activities for outside play.
- So that children can move freely inside / outside it's expected that outside doors are open during session. Only in cases of cold weather should the doors be shut.



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- Children to wear appropriate clothes when wet e.g. wellingtons and waterproofs.
- For the children's safety it is vital that every member of staff co-operate and keep a close eye on children and their movements in an out.
- A full risk assessment of the outside space must be undertaken at the start of each session - before the children go outside.
- One member of staff to ensure that the gates and fences are secure.
- Ensure that there are always enough staff outside to satisfy the staffing ratio.

## **FIRE GUIDELINES**

Procedure in the case of a fire

When the fire alarm sounds and it is not a drill you **MUST** react immediately.

- The staff to gather all the children to the fire door as shown on the plan.
- The leader to ensure that she has the Cylch phone and register.
- Count the children as they leave the room.
- Walk children out of the door and out of the building to the fire assembly point.
- Register the children and ensure they are comfortable.
- Await confirmation from the fire service that it is safe to return to the building. If it is not safe contact parents/guardians to collect the children.

## **Fire precautions**

- Conduct a risk assessment of potential fire hazard and review regularly.
- Ensure that there is a sufficient supply of fire extinguishers placed in convenient places and tested in accordance to fire regulations.
- Ensure that a fire drill is undertaken at least once every term and a record kept of form Reporting on a Fire Drill (Appendix 56a)
- Ensure that the alarms are tested weekly and recorded on form Fire Alarm Test Record (Appendix 56)
- Ensure that all staff receive training on fire prevention.



**Cylch Meithrin  
Ysgol Glan Morfa**

**ADDITIONAL NOTES DURING THE YEAR**

Copies of all policies are available at the Cylch and can be viewed at any time.  
This is a list of Cylch Meithrin Ysgol Glan Morfa Policies

**RHESTR O BOLISIAU CYFREDOL CYLCHOEDD MEITHRIN (24 Mawrth 2022)**

**LIST OF CURRENT POLICIES FOR CYLCHOEDD MEITHRIN (24 March 2022)**

POLISI / POLICY			
Dyma rhestr cyflawn o'r holl bolisiau yr awgrymir i Gylchoedd Meithrin fod wedi eu mabwysiadu er mwyn rheoli'r lleoliad a'u gweithgareddau yn effeithlon. Awgrymw'n i chi gael gwared ar hen fersiynau o bolisiau a enwir isod, gan mabwysiadu'r rhai newydd yn eu lle i'ch Cylch Meithrin.			
Here is a full list of the policies that Cylchoedd Meithrin are encouraged to have adopted in order to manage the setting and its activities effectively. We advise that you replace any previous versions of the policies listed below and adopt the revised versions for your Cylch Meithrin.			
ENW POLISI POLISI NAME		DIWEDDARWYD UPDATED	NODIADAU NOTES
AMDDIFFYFN RHAG YR HAUL (2013) SUN PROTECTION (2013)	Diweddardwyd Updated	2022_03_21	Ychwanegiad COVID-19 wedi ei ddileu o gychwyn y polisi COVID-19 addition removed from the beginning of the policy
ANIFEILIAID YN Y LLEOLIAD (2019) ANIMALS AT THE SETTINGS (2019)	Dim newid No change	2019_02_18	-
ASTHMA (2019) ASTHMA (2019)	Diweddardwyd Updated	2022_03_21	Ychwanegiad COVID-19 wedi ei ddileu o gychwyn y polisi COVID-19 addition removed from the beginning of the policy
BRECHU YMARFERWYR (2022) PRACTITIONER VACCINATION (2022)	Diweddardwyd Updated	2022_03_22	Cyfeiriadau at COVID wedi eu ymgorffori yn y testun craidd References to COVID included in main text
BYW GYDA COVID-19 (2022) LIVING WITH COVID-19 (2022)	Newydd - I'w Ychwanegu New - To Add	2022_03_14	-
BYW'N IACH: BWYTA'N IACH A CHADW'N HEINI (2020) HEALTHY LIVING: HEALTHY EATING AND KEEPING FIT (2020)	Diweddardwyd Updated	2022_03_21	Ychwanegiad COVID-19 wedi ei ddileu o gychwyn y polisi COVID-19 addition removed from the beginning of the policy
CADW PLANT RHAG CRWYDRO / PLENTYN AR GOLL (2017) PREVENTING CHILDREN FROM WANDERING / LOST CHILD (2017)	Dim newid No change	2017_XX_XX	-
CAMDDEFNYDD ALCOHOL A CHYFFURIAU (2018) MISUSE OF ALCOHOL AND DRUGS (2018)	Dim newid No change	2019_01_XX	-



**Cylch Meithrin**  
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CANMOL A CHWYNO (2018) COMPLIMENTS AND COMPLAINTS (2018)	Dim newid No change	2021_06_17	-
CAU'R CYLCH DROS DRO (2020) TEMPORARY CLOSURE OF CYLCH POLICY (2020)	Dim newid No change	2020_11_01	-
CLOI'R CYLCH - DIGWYDDIAD O ARGYFWNG (2019-COVID) LOCKDOWN POLICY -IN EVENT OF EMERGENCY (2019-COVID)	Cadw - Dim newid Keep - No change	2021_09_08	Dim newid ar hyn o bryd. No change at present.
CLUDO A THROSGLWYDDO PLANT (2017) TRANSPRTING AND TRANSFERRING CHILDREN (2017)	Diweddarwyd Updated	2022_03_21	Ychwanegiad COVID-19 wedi ei ddileu o gychwyn y polisi. Cymal yn cyfeirio at ddilyn canllawiau ychwanegol LIC wedi ei ychwanegu. COVID-19 addition removed from the beginning of the policy. Clause stating to follow current Welsh Gov guidance added.
CYDRADDOLDEB AC AMRYWIAETH (2020) EQUALITY AND DIVERSITY (2020)	Dim newid No change	2020_11_01	-
CYFRINACHEDD A DIOGELU DATA (21.08.2019-COVID) CONFIDENTIALITY AND DATA PROTECTION (21.08.2019-COVID)	Cadw - Dim newid Keep - No change	2021_09_28	Dim newid ar hyn o bryd - yn aros am ddiweddariad prosesau Profi ac Olrhain. No change at present. Waiting details of the changes to TTP.
CYNHWYSIANT A CHYFLE CYFARTAL (2020) INCLUSION AND EQUAL OPPORTUNITIES (2020)	Diweddarwyd Updated	2022_03_23	Ychwanegiad COVID-19 wedi ei ddileu o gychwyn y polisi. Cyfeiriadau at COVID wedi eu ymgorffori yn y testun craidd COVID-19 addition removed from the beginning of the policy. References to COVID included in main text
CHWYTHUR CHWIBAN (2013) WHISTLEBLOWING (2013)	Dim newid No change	2013	-
DELWEDDAU DIGIDOL (Lluniau a Fideos) (2018) DIGITAL IMAGES (Pictures and Videos) (2018)	Dim newid No change	2017_04_XX	-
DERBYN (2013) ADMISSIONS (2013)	Dim newid No change	2013	-
DI-FWG (2019) SMOKE-FREE (2019)	Dim newid No change	2021_03_10	-
DIOGELU OEDOLION (2021) SAFEGUARDING ADULTS (2021)	Dim newid No change	2022_01_17	-
DIOGELU PLANT PLANT (2021-COVID) CHILD SAFEGUARDING (2021-COVID)	Diweddarwyd Updated	2022_03_24	Ychwanegiad COVID-19 wedi ei ddileu o gychwyn y polisi. Cymal am weithdrefnau cysylltu gyda'r Swyddog Diogelu wedi ei ychwanegu. COVID-19 addition removed from the beginning of the policy. Clause on procedures for contacting the Safeguarding Officer added.
E-DDIOGELWCH (2017) E-SAFETY (2017)	Dim newid No change	2017_04_XX	-



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GADAEI A CHASGLU PLANT (2017) LEAVING AND COLLECTING CHILDREN (2017)	Diweddarwyd Updated	2022_03_23	Ychwanegiad COVID-19 wedi ei ddileu o gychwyn y polisi. Cymal yn cyfeirio at ddilyn canllawiau ychwanegol LIC wedi ei ychwanegu. COVID-19 addition removed from the beginning of the policy. Clause stating to follow current Welsh Gov guidance added.
GWEITHIO AR EICH PEN EICH HUN (2017-COVID) LONE WORKING (2017-COVID)	Diweddarwyd Updated	2022_03_24	Ychwanegiad COVID-19 wedi ei ddileu o gychwyn y polisi. Cyfeiriadau at COVID wedi eu ymgorffori yn y testun craidd COVID-19 addition removed from the beginning of the policy. References to COVID included in main text
POLISI GWIRFODDOLI (2020) VOLUNTEERING POLICY (2020)	Dim newid No change	2020_01_13	-
IECHYD, DIOGELWCH A LLES (2017) HEALTH, SAFETY AND WELFARE (2017)	Dim newid No change	MAI 2017	-
MEDDYGINIAETH (2020) MEDICATION (2020)	Dim newid No change	2020_11_01	-
NEWID CLWT/CEWYN (2017) NAPPY CHANGING (2017)	Diweddarwyd Updated	2022_03_22	Ychwanegiad COVID-19 wedi ei ddileu o gychwyn y polisi COVID-19 addition removed from the beginning of the policy
SALWCH, AFIECHYDON HEINTUS A DAMWEINIAU (2017-COVID) ILLESS, INFECTIOUS DISEASES AND ACCIDENTS (2017-COVID7)	Cadw - Dim newid Keep - No change	2021_09_08	Dim newid ar hyn o bryd - fe fydd diweddariad yn dilyn yn yr wythnosau nesaf. No change at present. - an update will follow in the next weeks.
STAFFIO (2013) STAFFING (2013)	Dim newid No change	2013	-
YMDDYGIAD CADARNHAOL (2017) POSITIVE BEHAVIOUR (2017)	Dim newid No change	2018_01_XX	-
YMWYBYDDIAETH AMGYLCHEDDOL (2019) ENVIRONMENTAL AWARENESS (2019)	Dim newid No change	2019_09_03	-
YR IAITH GYMRAEG (2022) THE WELSH LANGUAGE (2022)	Dim newid No change	2022_01_13	-