



Cylch Meithrin
Ysgol Glan Morfa

Cylch Meithrin Ysgol Glan Morfa Policies

If there is any doubt about the wording of this policy, the Welsh version is always correct.

These policies were adopted by the Cylch Meithrin on 19-9-2024

Cylch Meithrin Ysgol Glan Morfa follows this policy and updates it as required and reviews it annually. The Cylch Meithrin leader will ensure that every member of staff has read and understands this policy. The Cylch Meithrin will ensure that parents and carers are aware of this policy and take appropriate steps to do so.

- It is suggested that you review your policy annually and notify CIW, where appropriate, of any changes you make.

Adolygwyd y polisi hon gan Bethan Trott Arweinydd 19-9-2024

This policy was revised by Bethan Trott Arweinydd 19-9-2024

A handwritten signature in black ink, appearing to read 'Bethan Trott'.



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WELSH LANGUAGE POLICY

Introducing, transferring and developing Welsh language literacy and communication skills

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Being a member of Mudiad Meithrin is dependent upon acceptance and implementation of this Welsh Language Policy. You are not permitted to change any element of this policy. If the Cylch experiences difficulty in maintaining the necessary standard of Welsh within the Cylch's activities, you should contact your Cylchoedd Support Coordinator for further advice and support.

Background

Since Mudiad Meithrin was established in 1971, its aim has been to offer every pre-school child in Wales the opportunity to have early years' experiences and services through the medium of Welsh. **Cylch Meithrin Ysgol Glan Morfa** believes that acquiring the Welsh language is of benefit to children.

The Cylch Meithrin aims to support each child as they develop their information and skills in Welsh. The Cylch offers every pre-school child in its catchment area the opportunity to have early years' experiences through the medium of the Welsh language. The Cylch organises as many contact hours as possible with the Welsh language and uses only Welsh in its activities. The Cylch Meithrin promotes Welsh-medium education, and takes advantage of opportunities to work with the local Welsh-medium Primary School and other partners who promote the Welsh language.

Children's Rights

Ensuring an environment where children are able to develop Welsh language skills is part of ensuring that the Cylch Meithrin respects the rights of children under the United Nations Convention on the Rights of the Child, specifically:



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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 **Registered Person / Responsible Individual / Voluntary Management Committee** will ensure that the policy is implemented, and will delegate responsibility for day-to-day implementation to the **Leader**. Each member of staff must keep to and facilitate the implementation of the policy.

The **Leader** will ensure that each member of staff, parent / carer, volunteer and work experience student is aware of the policy and their responsibility to implement it. The **Leader** will ensure that each new staff member receives a copy of the policy during their induction training and that a copy is given to each new member of the Cylch Meithrin's Voluntary Management Committee during the induction meeting.

Introducing the Welsh Language

Welsh is the only language used during Cylch Meithrin sessions.

For children who come from Welsh-speaking homes, this will mean continuing to nurture and develop the Welsh language skills they already possess. The Cylch Meithrin will support the children in building on their Welsh-language skills by providing learning experiences within the setting.

Children who attend the Cylch Meithrin and come from non-Welsh speaking homes will be introduced to the Welsh language through the **Language Immersion Method**¹. The Language Immersion Method is a new way to introduce a language, mirroring the way a baby learns language for the first time. It refers to the fact that children receive their education or care in a different language to that which is spoken at home.

¹ More information is available about the Language Immersion Method in the Llyfr Mawr Piws: Appendix 81. There is a free online course 'What is the Immersion Scheme' available here: <https://intranet.meithrin.co.uk/cyrsiau-ar-lein/>. Contact your local Support Officer if you are interested in attending a face-to-face course.



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In the Cylch Meithrin this means that Welsh is the only language used in the setting and around the children. This means that all the session's provision and activity is delivered solely in Welsh. In doing this, the children are immersed in the target language throughout their time at the setting. The Language Immersion Scheme is a way of supporting children from non-Welsh speaking homes to acquire language in a way which mirrors the way they learn the language of the home... as they hear and use language which corresponds with the experiences offered by the setting.

It is the responsibility of the Cylch Meithrin's Voluntary Management Committee to ensure that each early years child in their vicinity is given the opportunity to have experiences through the medium of the Welsh language. To facilitate the implementation of this policy, we have noted specific expectations below.

The Cylch Meithrin

The Cylch Meithrin will:

- plan for the progress of each child's Welsh language skills.
- plan to provide a variety of activities, play areas and themes in order to progress each child's Welsh language skills.
- Plan to provide a variety of activities in order to satisfy the needs, experiences, information and skills of the relevant Education Curriculum.
- Ensure the setting offers a rich Welsh-language atmosphere.
- Ensure the setting introduces local Welsh culture
- Take advantage of opportunities to attend local Welsh-language events e.g. Sioe Cyw, Gŵyl Dewin a Doti.
- Contact the local Support Officer when a need for linguistic support has been identified.



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Cylch Meithrin Staff

The Cylch Meithrin staff will:

- possess sufficient fluency in Welsh to undertake the duties of their role.
- follow the methodology of the Language Immersion Scheme.
- speak Welsh at all times with children in the setting.
- speak Welsh at all times with other staff.
- use full sentences when speaking with staff and children.
- ensure that their pronunciation is at all times clear and correct. This will support the development of the children's Welsh language skills.
- consistently repeat words and sentences in order to demonstrate language patterns.
- assist children in understanding the meaning of words and sentences through use of gestures and appropriate props.
- respect the right of the child to use their chosen language.

Cylch Meithrin Activities

The Cylch Meithrin will:

- commit to implementing all elements of the Welsh Language Policy within the setting.
- commit to using Welsh in every activity associated with the Cylch Meithrin, but ensure that no parent / carer / guardian or child is excluded from any activity due to their linguistic background.
- commit to using the Language Immersion Method to introduce the Welsh Language to children and develop their skills. ensure that there is a wide range



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of Welsh-language paper, digital and audial resources available to extend the children's Welsh language skills.

- use a wide range of activities, play areas and themes in the setting to support the development of the children's Welsh language skills as a natural part of these activities. ensure that the children have opportunities to acquire the Welsh language through play and by interacting with adults and other children in the setting.
- use a range of methods and techniques, activities, play areas and themes to develop the children's language skills through a holistic curriculum which includes opportunity for free and structured play, in conjunction with a specific language programme where appropriate.
- create opportunities to nurture Welsh language skills by introducing songs and nursery rhymes and by listening to stories in Welsh within the setting.
- make use of appropriate Mudiad Meithrin resources to introduce the Welsh language and develop the Welsh language skills of children in the setting, e.g. Dewin and Doti Resources, the Croesi'r Bont scheme where it is offered.
- take advantage of Welsh-speaking visitors and guest speakers by inviting them into the Cylch to enrich themes and learning experiences, wherever practically possible.
- ensure that the Cylch Meithrin displays are only labelled in Welsh.

Working with parents / carers / guardians

The Cylch Meithrin will:

- offer appropriate support to non-Welsh speaking parents / carers / guardians to enable them to participate fully in the life of the Cylch Meithrin and to support their children's education.



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- ensure that any written material (e.g. letter, e-mail, poster) produced in the name of the Cylch Meithrin is provided in Welsh or bilingually.
- ensure that any digital information produced in the BETHAN TROTT of the Cylch Meithrin is delivered in Welsh or bilingually (e.g. Social Media posts, website).
- respect the right of parents / carers / guardians to use their preferred language.
- promote schemes for parents / carers / guardians such as Cymraeg for Kids and Clwb Cwtsh etc. **Advertising Jobs**

The Voluntary Management Committee will ensure that every person appointed to a post in the setting is aware of, understands and will commit to the Welsh Language Policy.

The Cylch Meithrin will:

- ensure that job advertisements explain the Cylch's commitment to the Welsh language. This may involve placing a note similar to the following as part of the advertisement: "Pleased to support the Welsh language in Splott" #Cymraeg / #MeithrinMiliwn
- ensure that job advertisements note that Welsh language skills are essential for the post. This can include a note to state that applications are welcomed from learners as well as fluent speakers.
- ensure that all staff appointed have sufficient fluency in Welsh to undertake the duties of the post. In cases where it is not possible for the Cylch Meithrin to appoint an individual who already has the necessary Welsh language skills, any new member of staff appointed who needs to improve their language will be required to undertake a relevant Welsh course. Where it is decided to appoint an individual who needs to develop their Welsh language skills to undertake the duties of the post as there is no suitable person who already has the necessary Welsh language skills, a clause (s) relevant to their contract of employment will



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be added. The National Centre for Learning Welsh has developed bespoke courses for the early years workforce.

- undertake to conduct all job interviews through the medium of Welsh. Where this is not possible (e.g. where (all) members of the Interview Panel are not Welsh speaking), the Cylch Meithrin will ensure that at least one question in each staff interview is requested and answered in Welsh. This may mean that the Cylch Meithrin invites the local Support Officer to the interviews to ask the question, and to report back to the Interview Panel on its perception of the individual's Welsh language skills. It may also be possible to arrange simultaneous translation to be able to conduct the interviews through the medium of Welsh.

Promoting Welsh-medium Education

The Cylch Meithrin will:

- encourage parents / carers / carers to continue their children's education through the medium of Welsh.
- take advantage of opportunities to work with the local Welsh-Medium Primary School (s).
- ensure effective transition between the Cylch Meithrin and the local Welsh-Medium Primary School (s).
- share details of the local Welsh-Medium Primary School (s) with parents / carers / guardians.
- share relevant Welsh-medium education leaflets and promotional material with parents / carers / guardians.

In areas where there is no designated Welsh-Medium School, but the local school (s) are 'dual stream' schools, the Cylch Meithrin will have to arrange to meet with the Headteacher (s). It will be necessary to explain that the Cylch Meithrin will co-operate with the Welsh stream, and that the Cylch Meithrin will liaise with the Welsh stream staff to arrange transition visits and / or joint activities. The Cylch Meithrin



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can contact the local Support Officer to seek advice, or to ask them to assist with discussions with these school (s).

Welsh and Additional Learning Needs

The Cylch Meithrin is committed to providing appropriate support for every child in the Cylch who has Additional Learning Needs. The Cylch Meithrin will operate in accordance with the current Special Educational Needs (or Additional Learning Needs) Code of Practice for Wales and the Equality Act.

The Cylch Meithrin is Welsh speaking, and the Cylch will work with other agencies and professionals who support the child to ensure that appropriate support is provided through the medium of Welsh.

However, the Cylch Meithrin recognises that there are cases where a child has additional needs, and it may be necessary to provide additional, appropriate support for the child in their home language. All such cases are considered individually, with consideration of and reference to the guidance for the implementation of the Additional Learning Needs and Education Tribunal (Wales) Act on each occasion.

If a case arises, the Cylch Meithrin will discuss with the parents / carers / guardians, the relevant professionals, and the local Cylchoedd Support Coordinator to agree the best way to provide the child with the necessary support / intervention. Please note that it is not possible to conduct any activity / intervention that is not through the medium of Welsh when it would be part of the usual activity of the Cylch Meithrin or involve other children attending the Cylch, as this will affect the other children's right to receive Welsh medium education and care at the setting.

The Cylch Meithrin and Mudiad Meithrin will continue to operate and advocate to ensure that appropriate and appropriate support for Additional Learning Needs is available through the medium of Welsh for every child in Wales.

Related Policies



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Staffing Policy

Useful Links

The Welsh Language Commissioner: <http://www.comisiynyddygyymraeg.cymru/Pages/Croeso.aspx>

The National Centre for Learning Welsh: <https://dysgucymraeg.cymru/>

Mentrau Iaith Cymru: <http://www.mentrauiath.cymru/>

Merched y Wawr: <http://merchedywawr.cymru/>

Yr Urdd: <https://www.urdd.cymru/en/>

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SUN PROTECTION POLICY

AIM

The cylch's aim is to ensure that the staff and the children can enjoy the sun in safety. The cylch will work with the staff, the volunteers and the parents/guardians to achieve this.

CODE OF PRACTICE

The cylch will:

Environment

- undertake a risk assessment of the outdoor play area
- ensure that there are shelters for the children and the staff
- ensure that there is permanent shelter where possible by planting trees and shrubs. Where this isn't possible, the cylch will ensure that there is a gazebo or a similar cover which can be erected quickly

Timetable

- ensure that children have opportunities to play in the open air before 11.00a.m. or after 2.00p.m. and less time in the open air around mid-day

Clothes

- ensure that children wear sunhats and where possible clothes which cover the skin when they play outside in the open air during the summer
- ensure that the staff wear sunhats when they are in the open air in order to promote good practice

Sun cream

- ask parents'/guardians' consent **LIMP: Appendix 71 - Consent Form**, for staff to assist children to put sun cream on when they play outside during the summer
- ask parents to provide sun cream of at least factor 30+ which is suitable for their child, in a clearly labelled container

Education

- introduce the children to messages about safety in the sun through stories and creative work
- remind all the staff of the importance of safety in the sun every year during the spring term



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ASTHMA POLICY

A Welsh version of this document is available. If there is any doubt about the wording of this policy, the Welsh version is always correct.

Asthma is the most common chronic childhood condition, and rates of asthma in Wales are amongst the highest in the world - affecting one in every nine children.²

It is vitally important that Cylch Meithrin staff know how to care for children who suffer from asthma. Asthma is a long-term condition which affects the small tubes in the lungs known as airways. These carry air in and out of the body. If a child has asthma these airways have a tendency to swell and redden. When asthmatic children come into contact with an asthma trigger, such as pet hair, pollen, a virus etc., this can cause their airways to narrow, making it difficult to breathe. The condition can vary from an occasional cough to serious and life threatening symptoms.

Children's Rights

Ensuring health, safety and welfare is one of the ways that the Cylch Meithrin / Day Nursery demonstrates its respect for children's rights, as outlined by the United Nations Convention on the Rights of the Child, specifically:

- Article 3: All organisations concerned with children should work towards what is best for each child.
- Article 6: All children have the right of life. Governments should ensure that children survive and develop healthily.
- Article 15: Children have the right to meet together and to join groups and organisations, as long as this does not stop other people from enjoying their rights.
- Article 24: Children have the right to good quality health care and to clean water, nutritious food and a clean environment so that they will stay healthy.
- Article 29: Education should develop each child's personality and talents to the full. It should encourage children to respect their parents, and their own and other cultures.

Causes of Asthma

Everybody's asthma is different, and the Cylch will ensure that it knows the specific causes of asthma in the children who are under its care where possible. Among the likely causes are:

² Guidelines on the emergency use of salbutamol in schools in Wales: <http://learning.gov.wales/docs/learningwales/publications/15021-use-of-emergency-salbutamol-inhalers-guidance-en.pdf>



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- Cold or Virus
- Physical Activity
- Sudden change in temperature or weather
- Emotions
- Allergies (e.g. pollen, animals, dust, mould)
- Irritants (e.g. tobacco smoke, chemical pollution)

Asthma Treatment

There are two main types of asthma inhalers - preventers and relievers. Usually reliever inhalers are blue and it is taken by the child when symptoms present themselves. They relax the muscles that surround the narrow airways to make breathing easier. (According to Asthma UK if a child needs to use an asthma reliever inhaler more than 3 times a week this asthma is poorly controlled and should be clinically re-assessed)

Preventer inhalers can be brown, sometimes other colours, and they must be taken every day, even if the child feels well, as this lessens the swelling of the airways. This means that the child is less likely to have a negative reaction when they come into contact with an asthma trigger. There are other ways some children control their asthma such as tablets / granules (montelukast) and anti-histamines. Preventer inhalers will not improve breathing in the case of a sudden asthma attack.

Most children under five will need to use a spacer device to help them use their inhaler effectively. This large plastic device is shaped like a plastic bottle. At one end is an opening for the mouth, and at the other is a hole to fit the inhaler. The spacer facilitates the use of inhalers and ensures that the child gets the correct amount of medication in their lungs. If the child is under three, perhaps they will use a face mask.

In 2014 legal changes³ made it possible for settings such as cylchoedd meithrin, nurseries and schools to purchase salbutamol inhalers without prescription, for use in emergency situations. If your Cylch will keep an emergency inhaler under this arrangement you will need to adopt LIMP, Appendix 57ch - Cylch Meithrin Salbutamol Emergency Inhaler Policy, as part of this policy.

The Cylch will:

- provide an opportunity for every child with asthma to take full part in the activities of the cylch.

³ http://www.legislation.gov.uk/uksi/2014/1878/pdfs/uksi_20141878_en.pdf



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- ensure that the cylch environment, including the physical environment, social, and educational activities are suitable for children with asthma, e.g. especially when dealing with pets.
 - ask parents/carers/guardians for their children's asthma symptoms, how they can identify symptoms as they appear or worsen and what is likely to cause an asthma attack. Parents should also be asked how to administer reliever medication, e.g. whether the child uses separators (spacers). All staff should be made aware of the information given by the parents / carers / guardians. There is a template of an asthma plan that could be useful when discussing with parents on the website of AsthmaUK.⁴
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- Bethan Trott and Lleucu Cravos are responsible for:
 1. Keeping a specific record of which children have asthma, and the medicines they take, together with a record of the guidance given by parents. The record should be up23/09/2024d on a regular basis.
 2. Ensuring that reliever medicines are within their use-by-23/09/2024.
 3. Ensuring that all staff members have received appropriate training on the right method of administering the medicines. Staff should use this website (<https://www.asthma.org.uk/advice/inhalers-medicines-treatments/using-inhalers/>) approved by medical experts. Staff can also ask parents/carers/guardians, or, if necessary, a doctor or other competent person. This should be certified on the MI form and it should be ensured that the training is up23/09/2024d once a year.
 4. Understanding that all children with asthma need immediate help to use reliever inhalers. As such, the reliever inhalers should not be locked up, and all staff should know where they are kept. Ensure that access to the inhaler is available at all times e.g. on visits outside of the Cylch.
 5. Ensuring that the Cylch has medication, a reliever inhaler and spare spacer for each child who requires them. Ensuring that parents/carers/guardians have labelled each medication, inhaler and spacer with the child's NAME.
 6. Ensuring that a robust process is in place so that parents/carers/guardians are notified each time the child has shown symptoms of asthma or has had to use medication to alleviate the condition whilst in the Cylch. Parents/carers/guardians should notify if the child is unwell or has used reliever inhalers outside of the Cylch.



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7. Working in partnership with all the Cylch's staff, parents/carers, doctors and nurses, to ensure that the policy is implemented and maintained successfully.
8. Keeping an Asthma Register with the children's inhalers, so that details are on hand of which children in the Cylch suffer from asthma, and which medications are needed and when.

The Cylch's staff will know how to recognise an asthma attack, and the Cylch's staff will respond quickly as an asthma attack can deteriorate quickly.

Early signs of an asthma attack can include:

- Constant coughing (while resting)
- Shortage of breath or difficulty breathing (child may be breathing quickly and with effort)
- Wide nostrils (the nostrils move when breathing)
- Unable to speak or complete sentences
- They may be trying to tell you that their ' chest feel tight' (younger children may express this as stomach pain)
- Being unusually quiet
- Lips turning blue

If a child suffers a sudden attack of asthma the Cylch's staff will: (See LIMP, Appendix 57d - If a child has an Asthma attack)

1. Help the child sit up straight and calm
2. Help the child take a puff of the inhaler (usually blue) for 30-60 seconds, up to 10 times. (Use a spacer if available)
3. Call 999 for an ambulance if:
 - They don't feel better after 10 puffs
 - Their symptoms get worse - e.g. cough, breathlessness, wheeze, tight chest or 'tummy / chest ache'
 - You're worried any time
4. Repeat step 2 if the ambulance takes longer than 15 minutes

Always call 999 immediately if you don't have a reliever inhaler with you.



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If you go to A&E, remember to take your child's written asthma plan with you - even if it's a photo on your phone.

Informing Parents

At least one parent or person with parental responsibility must be notified straight away. They should also be given written notice following an asthma attack so that the parent can transfer this information to the child's doctor. A copy of that letter should be kept in the child's health record.

Recording the event:

It will be necessary to record:

- 1 Date/time/location of incident and when medication was used
- 2 How many puffs of the inhaler was given and was a separator used? (Was the child given the separator to keep? The Cylch should not re-use it)
- 3 Details of the asthma attack; what happened, did the child go home / receive medical attention / were parents informed ... etc.

A copy of that letter should be kept in the child's health record.

The event should be recorded in the incident book and Care Inspectorate Wales (CIW) should be informed

List of Appendices in the Llyfr Mawr Piws

Appendix 57ch: Cylch Meithrin Salbutamol Emergency Inhaler Policy

Appendix 57d: If a child has an Asthma attack



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VACCINATION POLICY: PRACTITIONERS

A Welsh language version of this policy is available. If there is any doubt about the wording of this policy, the Welsh version is always correct.

Background

Every year immunisation saves more lives worldwide than any other medical intervention. In Wales, immunisation is seen as a key measure in keeping children healthy and giving them the best start in life. That is why Public Health Wales encourage all early years practitioners to be fully immunised following the Public Health Wales guidelines.

Early Years settings play a valuable role in preventing outbreaks of vaccine preventable diseases by promoting, but not forcing, all practitioners to take advantage of appropriate vaccinations.

Public Health Wales believes that access to the immunisation status of practitioners at your setting allows health professionals to respond quickly and efficiently in the event of a disease outbreak. It is best practice to keep these records, and they are not required by CIW.

Further information on promoting vaccination in your pre-school setting is available from your immunisation coordinator within your local health board or alternatively you can contact your BETHAN TROTTE health visitor. Information on Infection Prevention and Control for Childcare Settings (2019) is also available from <http://www.wales.nhs.uk/sitesplus/888/page/95109>.

Code of Practice

The **Registered Person / Responsible Individual / Voluntary Management Committee** will ensure that the policy is implemented, and will delegate responsibility for day-to-day implementation to the Leader. Each member of staff must facilitate the implementation of the policy. The **Leader** will ensure that all members of staff, parents / carers, volunteers, work experience students and contractors are made



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aware of the policy and their responsibility to implement it. The **Leader** will ensure that each new staff member receives a copy of the policy during their induction training.

Vaccination of Setting Practitioners

It is the responsibility of all staff / volunteers / students on work placements to ensure they keep up to 23/09/2024 with their immunisations as recommended by the NHS schedule. The complete routine immunisation schedule for Wales can be found at www.nhsdirect.wales.nhs.uk/livewell/vaccinations/Leaflets/.

The NHS recommends that everyone born after 1970 working with children are protected against measles, mumps and rubella. Two doses of measles, MR or MMR vaccine are needed to be fully protected.

If you have missed your Meningococcal ACWY vaccine you remain eligible to receive it for free until your 25th birthday.

The Setting will:

- encourage, but not force, all practitioners to take advantage of the vaccinations recommended by Public Health Wales. e.g. MMR vaccine, Flu Vaccine, Tetanus, COVID-19.
- understand that some individuals are unsure or oppose vaccination for religious or medical reasons, due to allergies, pregnancy or breastfeeding amongst other reasons. The setting will not judge practitioners who choose not to accept a vaccination.
- keep a record of the immunisation status of all practitioners. This will help to protect the practitioners and the children in the setting's care. This is best practice and it is not required by CIW regulations. If the information is kept by the setting, it will be kept confidential in the practitioner's staff file.



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- expect practitioners to get permission from the **Leader / Chair of the Voluntary Management Committee** before attending a vaccination appointment. The Setting will follow the usual procedures for attending medical appointments as laid out in the **Staffing Policy**.
- expect practitioners who feel unwell following a vaccination to follow the usual sickness and absence procedures.

The Setting understands that vaccination is a divisive issue. Setting practitioners have a responsibility to communicate with their co-workers in a responsible and respectable manner when discussing any vaccine.

No Setting practitioner should behave in a manner that could be perceived as bullying or upsetting to others, for example, making fun of a co-worker because of their stance regarding vaccination, or by forcing others to follow their personal view on vaccination. Harassing or scaring a co-worker because of their opinion or personal circumstances could lead to disciplinary action following the relevant disciplinary procedures in the **Staffing Policy**.

Associated Policies

Healthy Living Policy

Staffing Policy



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LIVING WITH COVID-19 POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Aim

The aim of the cylch is to ensure the welfare, safety and development of all children in its care and all staff, family members and volunteers who come into contact with the setting.

This Policy applies to all those involved with the Cylch / Nursery including parents, children of staff and volunteers. All staff are asked to sign up to read and understand this policy and this policy is shared with parents and carers. This policy replaces THE REOPENING OF A NURSERY SETTING DUE TO COVID-19 LOCKDOWN POLICY

The Policy is designed to be read alongside the Welsh Government document:

[Wales' long-term COVID-19 transition from pandemic to endemic | GOV.WALES](#) and:
[Guidance for childcare, preschool and educational settings - Public Health Wales \(nhs.wales\)](#)

Public Health Wales Childcare settings

We will also refer to the resources and advice in Dwylo Diogel, Mudiad Meithrin's Hand Hygiene pack.

Children's Rights

The Cylch Meithrin respects children's rights in accordance with the declarations of the United Nations Convention on the Rights of the Child and The Rights of the Child and Young Persons (Wales) Measure 2011. In times of crisis it is more important than ever that the work of the Cylch continues to protect and implement children's rights. See the Children's Commissioner for Wales' version of these Rights [here](#).

Moving from pandemic to endemic

The Welsh Government has published [Wales' long-term COVID-19 transition from pandemic to endemic | GOV.WALES](#)

The COVID-19 situation is currently stable and improving in Wales. With high levels of the population vaccinated and fewer people going into hospital and dying from COVID-19, now is the time to make the transition from an emergency situation to a situation where we manage COVID-19 alongside other respiratory infections and other vaccine-preventable diseases. The Transition Plan sets out how we will do this in all aspects of life in Wales.



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Covid-19 has not gone away and will remain with us globally, but at some point in the future, Covid-19 will be 'endemic', meaning it is still with us, but the spread of the disease is more predictable.

We will be carefully downsizing our emergency approach to a more sustainable set of arrangements that we can use in the longer term. In doing so, we will retain the ability to increase our response again should there be a

Specific actions by end of March/early April 2022

- The legal requirement to self-isolate will be removed and replaced by guidance for individuals to test if they are symptomatic and to isolate if they are positive (testing on day 5 and 6 before stopping isolation).
- Regular asymptomatic workplace tests will end.
- Public access to lateral flow tests for routine asymptomatic testing will end.
- Regular asymptomatic testing in childcare and education settings, with the exception of special education settings and dedicated units, will end at the end of term.

Details of follow-up actions can be found in [Wales' long-term COVID-19 transition from pandemic to endemic | GOV.WALES](#)

General Guidance

General guidance will be available to businesses and organisations. But the need for specific COVID-19 guidance for the Childcare and Play sectors is no longer as urgent, given the actions set out in the Transition Plan and the fact that we have moved towards an approach based on general guidance. This approach is similar to that practised for other respiratory viruses, and is in line with existing legislation relating to health and safety in the workplace.

Removal of COVID-19 Guidance for Childcare and Play sectors

The COVID-19 Guidance for the Childcare and Play sectors will be scrapped in March, and settings will be asked to use general Welsh Government guidance [Welsh Government Guidance](#) and [self-isolation advice](#) as well as : [Guidance for childcare, preschool and educational settings - Public Health Wales \(nhs.wales\)](#)

This guidance includes advice on standard infection control precautions to reduce the risk of infection in childcare settings including respiratory infections. Every early years setting is expected to follow Welsh Government General guidance for all



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aspects of their provision, and to check their risk assessments, to ensure that they comply with current requirements.

Protective Behaviours

The setting recognises the importance of voluntarily adhering to the protective behaviours below in order to contribute to the well-being of everyone in the setting, and also to reduce risks to the more vulnerable people in society

Children with Symptoms

We will follow the guidance in The recommended time for individuals to be kept away from placements due to common infections <https://phw.nhs.wales/services-and-teams/aware-health-protection-team/documents/exclusion-period-for-common-infections-may-2023-including-a-z-of-common-infections-and-next-steps/>

I would encourage parents to follow the latest public health advice on testing and self-isolation

Adults with Symptoms

We will follow the guidance in The recommended time for individuals to be kept away from placements due to common infections

<https://phw.nhs.wales/services-and-teams/aware-health-protection-team/documents/exclusion-period-for-common-infections-may-2023-including-a-z-of-common-infections-and-next-steps/>

if an adult has symptoms that may be COVID-19, I would encourage them to follow the latest public health advice on testing and self-isolating

Hand Hygiene

Hand hygiene is paramount before and after all direct contact with a child, and after cleaning equipment and the environment. Hands should be thoroughly washed for 20 seconds with soap and water. Hand sanitiser can be used with alcohol if the hands are not clearly dirty and if soap and water are not available. However, thorough hand washing with soap and water is more effective than using hand sanitiser. Hands should be thoroughly wiped after washing, using disposable hand drying paper. Paper towels should be disposed of in a lidded bin and should not be allowed to overflow. Bins should be emptied frequently and at least daily. The use of hand dryers is not recommended.

Children should be supervised if using a hand sanitiser, given the risks of ingestion and possible splashes to the face and eyes. Toddlers and those with complex needs should continue to receive support to clean their hands properly. Skin-friendly cleaning wipes can be used as an alternative.



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Some children with additional learning needs and disabilities may need additional support to follow public health advice or they may often be distressed by hand washing. Staff will know where this is likely to be the case and should consider how they can best support individual children.

Respiratory Hygiene

It is important to establish good hygiene when encouraging the children to cough or sneeze appropriately. A cough, tinge or blow a nose into a tissue should be used once that covers the face or elbow where there is no tissue nearby.

Mae 'hold it, put it in the bin, kill it and wash your hands' is key. Disposable tissues should be used to cover the nose and mouth when sneezing, coughing or drying and blowing the nose. Tissues should be placed in separate bins with a double bag immediately after use and disposed of safely. Bins should be emptied, cleaned and disinfected regularly throughout the day. Biodegradable bags (Biodegradable) e.g. starch plastic are acceptable to reduce plastic waste)

Consider how to encourage young children to learn and practise these personal hygiene practices through games, songs and repetition.

Tools, Resources and Soft Materials

All resources and toys will be treated in accordance with the advice contained in the Infection Prevention and Control Guidelines for Childcare settings

Changing Nappies / Going to the Toilet

The practice of using aprons and gloves when changing Nappies/Nappies or when helping a child to clean themselves if necessary will continue. We will use gloves and aprons when providing personal care for a child, including practical care such as washing, toileting, or first aid and some clinical treatments such as supported feeding.

Cleansing and disinfection

We will cleanse and disinfect equipment, toys and surfaces, including those throughout the setting, such as toilets, sinks, taps and changing areas, frequent tables and handles, including outdoor equipment and access gates.

We will keep a cleaning rota and up 23/09/2024 it as necessary.

If the Cylch/nursery meets in a room where different children or other users have been present in front of them, the Cylch will make arrangements to ensure that the room and toilets and communal areas have been cleaned before the children come to the setting.



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Personal Protective Equipment (PPE)

Staff who used to use PPE such as gloves and apron when caring for children will continue to do so. The Cylch/Nursery Leader will ensure that all staff know how to correctly wear and undress the PPE to minimise the risks of spreading infection.

For

- Children with Symptoms,
- Adults with Symptoms,
- Hand Hygiene,
- Respiratory Hygiene,
- Soft Equipment, Resources and Materials,
- Changing Nappies / Going to the Toilet,
- Cleansing and disinfection and
- Personal Protective Equipment (PPE),

We will follow the guidelines laid out in **Health protection in children and young people's settings including education**, by following this link: [Guidance for childcare, preschool and educational settings - Public Health Wales \(nhs.wales\)](#)

Test, Trace and Protect

Further action on the Test, Trace and Protect (TTP) approach will be taken from April to June if public health references allow. More details can be found [here](#)

Vaccination

Vaccination remains a vital part of our response to coronavirus and is the most important thing an individual can do to protect themselves and others. We will continue to encourage the setting's staff to get vaccinated and keep them up to date with Covid-19 vaccinations. [COVID-19 vaccination strategy | HELM. WALES](#)

Outdoors

There are welfare benefits to being outside and there are benefits in terms of the Covid-19 virus.

- Evidence shows that the risk of infection is less external
- Evidence suggests the virus does not live long outside in sunlight



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The setting will continue to make use of the outdoors e.g. for play, activities, and staff meetings (where possible) and we will consider holding meetings with parents outside (where possible)

Ventilation

We will continue to ensure appropriate ventilation indoors and follow the advice given by the HSE on Ventilation and air conditioning during the coronavirus (COVID-19) pandemic' (hse.gov.uk); Ventilation Tool - Breathe Freely; CIBSE - Emerging from Lockdown [CIBSE - Emerging from Lockdown](#)

Safe workplaces

Measures such as improving ventilation, increasing use of outdoor areas, supporting flexible and hybrid working arrangements (where possible) promoting healthier lifestyles, and supporting better hygiene will have long-term benefits. They will also help to manage short-term risks from new variants. One of the most important ways to prevent infection is to support workers to do the right thing and stay at home when they are ill. This will also help to ensure that infections do not spread throughout the workplace or the workforce.

We will also consider contingency plans, so that we can respond to future waves

LOCAL CONTACT DETAILS

<p>All Wales Health Protection Team (AWAReTDI) Emergency Response Number / E-mail:</p>	<p>Telephone: 0300 003 0032 E-bost: AWARe@wales.nhs.uk <mailto:AWARe@wales.nhs.uk> (This e-mail is not monitored outside office hours)</p>
<p>Contact number for Environmental Health Officer</p>	<p>Telephone number:</p>
<p>Contact number for Care Inspectorate Wales:</p>	<p>Telephone: 0300 7900 126 OR E-bost: ciw@gov.uk</p>



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Who to contact if there are cases:

AWARe TDI ar

Telephone: 0300 003 0032

E-bost: AWARe@wales.nhs.uk

[<mailto:AWARe@wales.nhs.uk>](mailto:AWARe@wales.nhs.uk)

Care Inspectorate Wales on

Telephone: 0300 7900 126 OR

E-bost: ciw@gov.uk



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HEALTHY LIVING POLICY

Including Healthy Eating and Keeping Fit in the Cylch Meithrin

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Background

The Welsh Government's Healthy Wales: Healthy Weight strategy has the aim of getting everybody in Wales, including our smallest children, to maintain a healthy weight. The early years are a vital period in a child's development, setting an important foundation for a child's future health and well-being. One aspect of the Welsh Government's ambition is that early years care and education settings will provide children with healthy food and help them to be energetic. The Best Practice: Food and Nutrition Guidance for Childcare Providers document⁵ offers clear guidance on how to support children's healthy eating, and assists early years settings in meeting the requirements of the Child Minding and Day Care Regulations (Wales) 2010⁶ on food and drink.

Children's Rights

Ensuring a healthy environment is part of ensuring that the Cylch Meithrin respects the rights of the child under the United Nations Convention on the Rights of the Child, specifically:

Article 6: All children have the right of life. Governments should ensure that children survive and develop healthily.

Article 24: Children have the right to good quality health care and to clean water, nutritious food and a clean environment so that they will stay healthy.

⁵ [Food and nutrition guidance for childcare providers | GOV.WALES](#)

⁶ <http://www.legislation.gov.uk/wsi/2010/2574/contents/made/welsh?view=plain>



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Article 27: Children have a right to a standard of living that is good enough to meet their physical and mental needs.

Article 31: All children have a right to relax and play, and to join in a wide range of activities.

Code of Practice

The **Registered Person / Responsible Individual / Voluntary Management**

Committee will ensure that the policy is implemented, and will delegate responsibility for day-to-day implementation to the **Leader**. Each member of staff must keep to and facilitate the implementation of the policy. The **Leader** will ensure that all members of staff, parents / carers, volunteers, work experience students and contractors are made aware of the policy and their responsibility to implement it. The Leader will ensure that each new staff member receives a copy of the policy during their induction training.

Healthy Eating

The eating habits a child fosters during its early years will be life-long. During this period it is essential that a child's diet is nutritious and balanced, and that they have enough to drink. As a Cylch Meithrin we are keen to create an environment which promotes healthy choices of food and drink as children become more vocal and decisive about the foods they will eat. The Cylch Meithrin will do this by complying with the requirements needed to meet the regulations regarding children's food, drink and health needs, as outlined in the Child Minding and Day Care Regulations (Wales) 2010.

The Cylch Meithrin believes that snack and meal times are an important part of the cylch's activity. They offer children the chance to talk to one another and develop their social skills, in addition to opportunities to try new foods and learn about healthy foods and drinks.



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The Cylch Meithrin's aim is to provide, and / or encourage the provision of nutritious snacks and meals which satisfy the children's dietary needs whilst also meeting the relevant National Minimum Regulations⁷.

The Cylch Meithrin will:

- ensure that children sit at a table when eating or drinking.
- ensure that staff sit with the children when eating or drinking in order to promote food eating habits and good table manners.
- ensure that no child will be forced to eat against their will.
- ensure that all foods served by the setting have been correctly stored, prepared and served following good food hygiene practices.
- ensure staff training on healthy eating.
- ensure staff training on food safety and hygiene.
- ensure that children and staff wash their hands thoroughly before serving or eating any snack or meal.
- use a range of activities, play areas and themes within the setting to introduce healthy eating messages to the children.
- ensure opportunities to explore a variety of foods, drinks, tastes and textures in different contexts.

The Food Standards Agency and the Food Hygiene Rating System

The Cylch Meithrin will need to register with the Food Standards Agency. Refer to the website for more information:

<https://www.food.gov.uk/business-guidance/register-a-food-business> .

⁷ https://careinspectorate.wales/regulations-and-national-minimum-standards-day-care-and-play?_ga=2.46615461.386693834.1564670807-57906312.1535117875



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The Food Hygiene Rating System gives a score between 5 and 0 to businesses and settings which prepare or serve food. The scores indicate how the food, hygiene and safety are managed by the setting at the time of the inspection. It is the responsibility of the setting to comply with food hygiene laws at all times.

When a score is awarded it is also made available online, and you must display the sticker in the setting. The stickers and certificates will also note the date the food hygiene inspection was carried out by a local authority food safety officer.

Refer to the website for more information: <https://www.food.gov.uk/safety-hygiene/food-hygiene-rating-scheme>

Food Allergies and Special Dietary Requirements

Since September 2014 it has been mandatory for childcare providers to comply with the EU Food Information for Consumers Regulation (Food Information Regulation (2014)⁸. These regulations make it mandatory to provide information about 14 allergens which may be present or used in any served food.

Allergens pose a massive risk to people with allergies as they can endanger their lives. Young children are especially at risk of danger as other people are responsible for choosing and preparing their foods.

The Cylch Meithrin Will:

- question parents / carers / minders about any dietary requirements, likes or allergies the child may have. The setting will record these and ensure that all staff members are aware of them, and will follow any necessary instructions or procedure.
- expect staff to notify them of any food allergies they may have. These will be recorded in the staff file, and permission will be sought to share these details

⁸ <https://www.gov.uk/guidance/food-labelling-giving-food-information-to-consumers>



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with other staff members. Any necessary instructions / procedures will be followed.

- Implement an allergy scheme for any child or member of staff who suffers from allergic reactions, in order to prevent and manage allergic reactions
- ask parents / carers / minders of children who have special dietary needs to give as much information as possible about suitable snacks and foods. In some instances it may be necessary to ask parents / carers / guardians to provide food specifically for their child.
- provide information regarding allergens in the food which is prepared and / or served in the setting to parents / carers / minders and staff. The setting will ensure that the information is accurate, consistent and available for verification. The setting will ensure that it is available to parents / carers / guardians and local authority officers upon request.
- check food labels regularly as food ingredients can change.
- ensure that staff can identify allergens in any meal served in the setting.
- follow the Food Standards Agency's allergen guidelines for food businesses.⁹
- exclude allergens from the setting, where a child or an adult at the setting has a severe allergy to them.

Healthy Drinks

Neither water nor milk contain added sugars. Water and milk are the only drinks a child needs, and children are less likely to gain unhealthy weight or suffer from tooth decay by drinking them.

The Cylch Meithrin will:

- ensure that drinking water is always available to children and staff.

⁹ <https://www.food.gov.uk/cy/canllawiau-busnes/canllawiau-alergenau-ar-gyfer-busnesau-bwyd>



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- provide each child with a drink of milk at snack time, unless there is a dietary reason why a child cannot drink cow's milk.

Snacks

Young children need healthy snacks between meals. It must be ensured that these snacks are an age-appropriate portion size. Healthy snacks help to meet children's energy and important nutritional needs. One snack will provide about 10% of a child's daily energy (around 120kcal) for a child aged between 1 - 4 years. Examples of healthy snacks and appropriate portion sizes are available in the Best Practice Guidance: Food and nutrition for childcare providers: Menus and recipes.

The Cylch Meithrin will:

- provide each child with suitable snacks which are nutritious and safe for teeth, adapted to suit their age range, development, needs and religious background.
- ensure that children have plenty of time to eat their snacks
- ensure that snacks are never withheld from children as a form of punishment
- encourage parents / carers / minders to offer suggestions for healthy snacks.
- ask parents / carers / minders not to send sweets, crisps or other unsuitable snacks into the setting
- inform parents / carers / minders if a child frequently is unwilling to eat his / her snack
- Follow the best practice as outlined in Best Practice Guidance: Section 4: Food and Nutrition: Standards, guidelines and planning menus for planning and providing healthy snacks of an appropriate portion size.



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Meals

Where the setting provides meals it is essential to plan menus to make sure that the Cylch Meithrin is offering a balanced and healthy diet for the children in its care. 'Home cooking' at the setting gives the Cylch Meithrin more control over the content and nutrition of the food it provides for the children. In settings where this is not possible, where food purchased from the local school is served at the setting, the meals should meet the school's food standards.

Where independent caterers are used, the Cylch Meithrin will draw their attention to the *Best Practice Guidance: Food and Nutrition in Childcare Settings*, ensuring that the caterers have a copy of their own. It must be explained to them that the meals will need to satisfy these guidelines in order to be served at the setting.

The Cylch Meithrin will:

- plan menus for all the meals provided. The Cylch will plan across a 3-week cycle, ensuring variety and balance of each of the main food groups.
- plan menus following the best practice outlined in the *Best Practice Guidance: Section 4: Food and Nutrition: Standards, guidelines and planning menus*. Examples of menus and portion sizes are available in *Best Practice Guidance: Food and nutrition for childcare providers: Menus and recipes*.
- ensure that the menu meets the cultural, religious and dietary needs of all the children in the Cylch's care. Individually prepared meals will only be served when absolutely necessary.
- encourage parents / carers / minders to offer suggestions for healthy meals
- inform parents / carers / minders if a child frequently is unwilling to eat his / her food
- ensure that children have plenty of time to eat their foods



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- ensure that snacks are never withheld from children as a form of punishment
- follow the best practice outlined in the Best Practice Guidance : Section 4: Food and Nutrition: Standards, guidelines and planning menus when planning healthy meals of an appropriate portion size
- share a copy of this guideline with any external caterers providing food to the setting.

Packed Lunches from Home

In many cases parents / carers / minders will be asked to provide their child with a packed lunch. The packed lunch should give a child the same amount of energy as a hot meal for a child aged between 1 and 4. Examples of healthy snacks and appropriate portion sizes are available in Eating well: Packed lunches for 1 - 4 year olds¹⁰ from the First Steps Nutrition Trust.

The Cylch Meithrin will:

- share information with parents / carers / minders about our operational methods in relation to food which is brought in from home.
- store food ensuring that we meet food safety and hygiene regulations
- consistently promote a message about nutrition and create opportunities to pass this message onto parents / carers / minders
- promote the need to include a good variety of different foods each day
- ask parents / carers / minders not to send sweets and other unsuitable foods in the lunch box
- ask parents / carers / minders not to send foods containing certain allergens to the setting, in cases where a child or adult has developed a severe allergy to

¹⁰ https://static1.squarespace.com/static/59f75004f09ca48694070f3b/t/5a926d288165f549b5a68ca2/1519545646246/Packed_lunches_Dec17.pdf



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certain foods and a decision has been taken to ban that allergen from the setting.

Celebrations

Birthdays and other celebrations, including national holidays (e.g. St. David's Day) and charitable celebrations (e.g. Children In Need Day) can form an important part of the Cylch's activities. In order to reduce dependence on less healthy foods, the Cylch Meithrin will consider alternative ways of celebrating which aren't dependent on cakes and biscuits, as was previously traditional.

The Cylch Meithrin will:

- ensure that the food served for birthday parties or other celebrations is healthy
- send birthday cake given by parents / carers / minders to be shared in the Cylch home with the children. Parents / carers / minders will need to know the source of the cake so that they can use their discretion as to whether they can give it to their child. It is not a safe practice to give homemade birthday cake to children without knowing its ingredients and possible allergens.

Keeping Fit

The UNCRC¹¹ has created a specific right for children to have time to rest and enjoy leisure, and to participate in play and leisure activities suitable for their age. In addition to being fun, play offers health and wellbeing benefits to children.

The children in our care are among the first generation who have had to make a conscious decision to be physically energetic. Open air activity has mental and physical health benefits.

¹¹ United Nations Convention on the Rights of the Child



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The Cylch Meithrin places emphasis on ensuring that children receive messages regarding the importance of keeping fit from the youngest possible age, and that they have daily opportunities to enjoy physical activities of all sorts, both indoors and in the open air.

The Cylch Meithrin will:

- follow the Healthy and Sustainable Pre-school Scheme guidelines.
- follow the Design to Smile scheme.
- contribute to the 180 minutes of daily physical exercise recommended by the WHO for children aged 2 - 4 years.
- encourage children to play out of doors every day in order to ensure that they receive enough sunlight to help their bodies generate vitamin D.
- ensure that the **Protection from the Sun Policy** is followed where relevant.
- use a variety of activities, play areas and themes within the setting to introduce messages to the children about keeping fit.
- hold daily physical activities inside and outside in order to give children the opportunity to keep fit.
- introduce dance and creative movement activities to encourage children to enjoy keeping fit.
- introduce activities to help children develop their motor and manipulative skills
- ensure that children do not remain seated for long periods unless required for safety reasons.
- take advantage of local facilities to introduce a variety of physical activities to the children.



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Screen Time

Recent guidelines¹² from the WHO¹³ suggest that 2 - 4 year olds should not have too much sedentary screen time¹⁴ during the day. Their definition of sedentary screen time includes watching television or videos and playing computer games on any device with a screen, including a computer tablet or mobile phone.

The Cylch Meithrin will:

- restrict sedentary screen time activities to those which are necessary to support the development of the child's skills.
- inform parents / carers / minders each day approximately how much time the child has spent engaged in sedentary screen time activities during their time at the setting.

Health and Emotional Well-being

The Welsh Government describes emotional health and wellbeing as 'a holistic, subjective state which is present when a range of feelings, among them energy, confidence, openness, enjoyment, happiness, calm, and caring, are combined and balanced'¹⁵. A child's wellbeing underpins early years provision. Practitioners may observe a child's emotional wellbeing from a very young age, and those observations can enable them to positively support the child's development.

The Cylch Meithrin will support children to increase their emotional resilience. In order to do this, the Cylch Meithrin places emphasis on helping children to cope with the experiences they come across during their time in the setting.

¹² <https://apps.who.int/iris/handle/10665/311664>

¹³ WHO = World Health Organisation

¹⁴ The WHO suggests that 2 – 4 year olds should not have more than 1 hour (60 minutes) a day of sedentary screen time

¹⁵ <https://gov.wales/sites/default/files/publications/2018-03/thinking-positively-emotional-health-and-well-being-in-schools-and-early-years-settings.pdf>



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The Cylch Meithrin will:

- ensure the development of positive interactive relationships between staff and the children in their care.
- ensure that appointed staff come to know and develop a special understanding of the needs of specific children in their care, e.g. through implementing the key worker system.
- design activities to help increase children's emotional welfare. These activities can include circle time or collective activities which offer children opportunities to communicate with practitioners and other children.
- use a range of activities, play areas and themes in the setting to help children understand that feelings can change.
- use a range of activities, play areas and themes in the setting to help children reflect on their feelings and express them in a positive way.
- use a range of activities, play areas and themes in the setting to help children become aware of other people's feelings.
- Introduce a range of activities to raise children's awareness that their feelings can change.
- Follow and implement the **Positive Behaviour Policy** guidelines.

Related Policies

Sun Protection Policy

Promoting Positive Behaviour Policy



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Links and Useful Information

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

- Children's Commissioner for England: Playing Out: A Children's Commissioner's report into the importance to children of play and physical activity (2018) <https://www.childrenscommissioner.gov.uk/publication/playing-out/>
- Welsh Government: Best Practice Guidance : Food and nutrition Guidance for childcare providers (2018) <https://llyw.cymru/canllawiau-bwyd-maeth-ar-gyfer-lleoliadau-gofal-plant>
- RCPCH (Royal College of Paediatrics and Child Health) The health impacts of screen time: a guide for clinicians and parents (2019) <https://www.rcpch.ac.uk/resources/health-impacts-screen-time-guide-clinicians-parents>
- WHO (World Health Organization) Guidance on Physical Activity, sedentary Behaviour and Sleep for children under 5 years of age (2019) <https://apps.who.int/iris/bitstream/handle/10665/311664/9789241550536-eng.pdf?sequence=1&isAllowed=y>



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PREVENTING CHILDREN FROM WANDERING / LOST CHILD POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Aim

The aim of the **Cylch Meithrin** is to ensure that children remain within the cylch building and environment without the possibility of them wandering from the site. The cylch should ensure that robust procedures are in place and that all staff know how to react when a child wanders from the site.

For details of the steps to follow if a child goes missing away from the site, refer to the **Transporting Children Policy**.

Principles

Keeping children safe and secure in every situation is an important part of respecting their rights. In particular:

- | | |
|------------|--|
| Article 3 | All organisations concerned with children should work towards what is |
| 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 23 | Children who have any kind of disability should have special care and support so that they can lead full and independent lives |
| Article 31 | All children have a right to relax and play, and to join in a wide range of activities. ¹⁶ |

Code of Practice

The Cylch Meithrin will:

- undertake a comprehensive risk assessment.
- ensure that children cannot open or close doors on their own - handles or bolts should be out of the children's reach. Any doors which lead off the site should remain closed at all times.
- ensure that windows are secure and that children cannot open them. Any open windows should be fitted with a security handle.

¹⁶ United Nations Convention on the Rights of the Child <http://www.childrensrights.wales/index.php/component/content/article?id=7&Itemid=112>



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- ensure that any outdoor play area is secure and that children cannot open any door/gate.
- inspect the room/building prior to every session to ensure that the site is secure, e.g. ensure that emergency exits are closed properly, and that no low level windows are open.
- ensure that the Leader (or person who assumes the role in the absence of the Leader) has established an order where specified staff members take charge of registering children as they arrive.
- ensure that the Leader (or person who assumes the role in the absence of the Leader) has established an order where specified staff members take charge of registering children as they leave the cylch in the care of an adult who is
- responsible for them.

Steps to take if a child is found to be missing from the setting:

- Check the register to ensure that the child should still be in attendance and that no one has already collected the child.
- Ask all staff to confirm that a parent/carer/guardian hasn't already collected the child.
- Perform a detailed search at the setting, inside and outside.
- Ask the other children in a sensitive manner in order to discover if they have seen the child in question leaving the building.
- Ensure that efficient supervision of the other children is in place while the search is undertaken.

If the child is still not found, take the following steps immediately:

- contact the police
- contact the parents/carers/guardians
- contact CSSIW

Following the incident the Leader should prepare a written report about the incident and review the risk assessment.

Steps to take if a child goes missing away from the setting:

Refer to the Transporting Children Policy.

Associated Policies

Transporting Children Policy



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DRUG AND ALCOHOL MISUSE POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

The **Health and Safety at Work Act 1974**, places a legal requirement on companies to provide a safe working environment for their employees. The Cylch Meithrin is committed to maintaining the highest standards of health, safety and welfare for the benefit of all staff, volunteers, students and visitors to the setting, in addition to the children under its care.

The aim of this policy is to increase awareness of the effects of alcohol and drug¹⁷ misuse and the most likely symptoms, and to ensure that:

- all members of staff are aware of their responsibilities with regard to the misuse of alcohol and drugs and their associated problems.
- staff who have issues which are related to drugs or alcohol are encouraged to seek help promptly.
- staff who have issues with alcohol or drugs which affects their work are treated fairly and with compassion.

Aim

The Cylch Meithrin operates, within reasonable and practical limits, to ensure the health, safety and welfare of its staff, the children in its care, students on work experience, volunteers and visitors to the setting. This includes ensuring that all members of staff are able to fulfil their roles safely and effectively in an environment which is free from alcohol and the misuse of drugs, and ensuring that children are not left in the care of adults who may be under the influence of alcohol or other substances that may affect their ability to care for them.

See the **Health, Safety and Welfare Policy** for further information.

¹⁷ The term 'drug' is used to refer to all drugs and substances, legal or illegal, which could adversely affect behaviour or performance and/or which can lead to an increased risk of accidents and/or injuries.



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Principles

The Cylch Meithrin is committed to providing a safe environment that ensures the welfare of the children in our care. This includes making sure that children are not left in the care of adults who may be under the influence of alcohol or other substances that may affect their ability to care for them.

The Cylch Meithrin will not allow staff who are clearly under the influence of alcohol or drugs, and/or whose ability to work has been impaired in any way as a result of alcohol or drug use, to work at the setting.

The Cylch Meithrin will not allow staff, volunteers, and students on work experience to work if they are known to be in possession of, or if they are supplying alcohol or illegal substances at the workplace. Any individual found to be in possession of, or supplying illegal substances will be reported to the relevant authorities.

The Cylch Meithrin recognises that some members of staff may become dependent on alcohol or drugs. We acknowledge that dependency is different from drinking or occasional use of alcohol or drugs. The Cylch Meithrin also recognises that such addiction can be successfully treated. We aim to promote a sympathetic and understanding culture towards staff who have an addiction to alcohol or drugs and to encourage them to seek help and support.

The Rights of the Child

This policy 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 6: All children have the right of life. Governments should ensure that children survive and develop healthily.

Article 27: Children have a right to a standard of living that is good enough to meet their physical and mental needs.

Code of Practice

Alcohol and Drugs in the Workplace

The misuse of alcohol and drugs can lead to lower levels of attendance, efficiency and general performance in the workplace. Where the member of staff is responsible for making decisions and caring for children, misuse of alcohol and drugs can affect their judgement and increase health and safety risks.

Misuse of alcohol or drugs can lead to irresponsible behaviour which could damage the good NAME of, and consequently the sustainability of the Cylch Meithrin.



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The Cylch Meithrin will ask anyone who is clearly under the influence of alcohol or drugs when they arrive at the setting, or whom they suspect of to be under the influence of alcohol or drugs to leave the premises immediately. **LIMP: Appendix 49a - Possible signs of alcohol and / or drug misuse** for more information.

The Cylch Meithrin will ensure that the employee is not permitted to drive, and will, if necessary, call a taxi to take the employee home.

Where this is a member of staff, the Cylch Meithrin will:

- hold an inquiry, and this could lead to disciplinary procedures as laid out in the **Staffing Policy** which could lead to dismissal.
- contact **CIW** to inform them of the situation, as required by the notification of change form in Regulation 9.
- suspend the individual pending the outcome of the investigation. Alternative arrangements will need to be made to ensure the setting maintains the required staffing ratios during this period.
- ensure that the individual receives full pay for the shortest possible period . A 23/09/2024d record of the incident will be kept with the individual's staff file.
- make a referral to the Disclosure and Barring Service. See Attachments 2 and 3 for more information.

The Cylch Meithrin will:

- expect staff, volunteers, and students on work experience to arrive at work able to fulfil their professional duties safely and without limitations arising from the use or after-effects of alcohol or drugs¹⁸. Individuals should not present themselves for work while under the influence of alcohol or drugs, where their performance or their ability to fulfil their duties safely and competently are affected in any way.
- refuse to accept staff, volunteers, and students on work experience in the workplace who are clearly under the influence of alcohol or drugs, and / or whose ability to work has been impaired in any way as a result of alcohol or drug use.
- expect staff, volunteers, and students on work experience to not consume alcohol or keep / take illegal drugs during contractual working hours, including

¹⁸ The use of drugs also includes the use of legal substances or medications which have the same effect as illegal drugs.



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during lunch and other break times. Any incident of alcohol consumption or taking illegal drugs during contractual working hours could lead to disciplinary procedures as noted in the **Staffing Policy** which could lead to dismissal.

- refuse to accept staff, volunteers, and students on work experience in the workplace who are suffering from the after-effects of alcohol or drugs on their person. It is important to remember that alcohol and drugs remain in the body for a period of time after they have been consumed, and this could affect the individual's ability to carry out their duties safely.
- expect staff, volunteers, and students on work experience to behave responsibly in the workplace and at work-related social events.

If an individual is representing the setting at an external event where alcohol is served, this should be considered as 'at work' despite the fact that this is outside normal working hours. Consequently, staff are expected to behave in a professional and appropriate manner at all times.

The Cylch Meithrin will take all reasonable steps to prevent consumption or over consumption of alcohol by any member of staff, volunteers, and students on work experience and will take steps to deal with any unacceptable behaviour which arises.

The Cylch Meithrin regards drinking to an "unreasonable level" as any of the following situations:

- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others.
- The individual continues to drink when instructed to stop by a manager.

Any such behaviour could lead to disciplinary procedures as laid out in the **Staffing Policy**.

The Cylch Meithrin expects staff, volunteers, and students on work experience placements to comply with current drink-driving and drug-driving legislation at all times.

A conviction for a drink-driving offence or for a driving whilst under the influence of drugs offence can harm the good NAME of the setting, and if driving is part of your job, you may be unable to continue in your role.



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If you commit a drink-driving or drug-driving offence during or outside of your contracted work hours, this could lead to disciplinary procedures as laid out in the **Staffing Policy** which could lead to dismissal.

The Cylch Meithrin will:

- contact the **Police** if anyone who is under the influence of alcohol or drugs arrives at the setting by car.
- contact the **Police** if they suspect that anyone, including staff, volunteers, students on work experience, visitors or contactors of being in possession of illegal drugs.
- contact the **Police** if they suspect that an illegal activity (e.g. supplying illegal drugs) has taken place, as required by the **Misuse of Drugs Act 1971**.

If they are a member of staff, this will lead to disciplinary procedures as noted in the **Staffing Policy** which could lead to dismissal.

Medication

The Cylch Meithrin acknowledges that not all drugs used are illegal, or obtained illegally. We acknowledge that some drugs which are legally obtained can affect the work and performance of an individual, and that misuse of the drug is not the cause.

The Cylch Meithrin expects staff, volunteers, and students on work experience placements who take such medication to seek advice from their GP or Pharmacist on its possible effect on their ability to fulfil their role.

The Cylch expects any individual who takes medication that might affect their ability to fulfil their role to share relevant information with the **Leader / Manager / Chairperson / Registered Person/ Responsible Individual** in a timely manner so that an appropriate risk assessment can be carried out. Any instructions subsequently given must be followed. Drugs that cause drowsiness must not be used while at work

Identifying issues

No member of staff, volunteer or student on work experience should present themselves for work while under the influence of alcohol or drugs, where their performance or their ability to fulfil their duties safely and competently are affected in any way.

No member of staff, volunteer or student on work experience should bring or use any alcohol or illegal substances on Cylch premises under any circumstances. Strict control/safety measures should be followed in relation to any prescribed or over the counter medication on Cylch premises.



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If a member of staff, volunteer or student on work experience believe that they are experiencing alcohol or drug related issues, they are expected to seek expert advice and support as soon as is possible.

Colleagues should not try to conceal their work or their behaviour if they are suffering from alcohol or drug related conditions. Staff are encouraged to seek support through the **Leader / Manager / Chairperson / Registered Person/ Responsible Individual**.

If a member of staff, volunteer or student on work experience notices a difference in a colleague's behaviour, they should bring the matter to the attention of the **Leader / Manager / Chairperson / Registered Person / Responsible Individual**, or to follow the procedure laid out in the **Whistleblowing Policy**.

Leader / Manager / Chairperson / Registered Person/ Responsible Individual
Responsibilities

If the **Leader / Manager / Chairperson / Registered Person/ Responsible Individual** considers that there is a decline in work performance and/or a change in the behaviour of a member of staff, volunteer or student on work experience as a result of the misuse of alcohol or drugs, they will invite them to a meeting to discuss the situation. The aim of this meeting is to:

- discuss the reason for the investigation, and to seek the staff member's opinion on the reason for, for example, the decline in their performance and/or behaviour;
- where appropriate, encourage the member of staff to seek help from an occupational health professional to receive appropriate medical advice.
- where appropriate, to offer to refer the member of staff to an occupational health professional to receive appropriate medical advice.

Providing support

Issues associated with drugs and alcohol can develop for a variety of reasons, and over a substantial period of time. The Cylch Meithrin is committed to treating these issues in a similar fashion to other health issues. Where possible, the Cylch will provide support, with the aim of enabling staff to return to their full responsibilities.

This could include:

- signposting to appropriate treatment providers, where appropriate, in partnership with the GP.
- allowing time to attend appointments.



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- adapting responsibilities or providing alternative support during treatment and for an agreed period of time following treatment, dependent on the operational requirements and practicalities of doing so within the job requirements.

If a member of staff, volunteer or student on work experience does not complete a treatment programme and returns to work before they are ready to do so, the **Leader / Manager / Chairperson / Registered Person/ Responsible Individual** will meet with the individual to decide what, if any, further steps should be taken.

Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.

Confidentiality

The aim of the Cylch Meithrin is to ensure that the confidentiality of any member of staff experiencing alcohol or drug related issues is maintained.

However, it must be acknowledge that in supporting staff, volunteer or student on work experience, sharing some information is likely to be essential. As a rule, the Cylch Meithrin will seek an individual's permission before disclosing any confidential information. The Cylch Meithrin will follow the guidelines of the **Confidentiality and Data Protection Policy** on such occasions.

If a member of staff, volunteer or student on work experience seeks support for alcohol or drug related issues directly from you **Line Manager / Cylch Committee** and wishes to keep this secret from their colleagues, we will respect their wishes unless there is reason to believe that this would put them, their colleagues, anyone else, or the business in danger. In these circumstances, the **Line Manager / Cylch Committee** will encourage them to inform their colleagues and will give you sufficient time to do so before discussing the matter with them.

Safeguarding Children

The Cylch Meithrin has a responsibility for the children in our care. To this end, the Cylch Meithrin will ask individuals who arrive at the setting clearly under the influence of alcohol or drugs to leave the setting.

Where the Cylch Meithrin deems that a parent/carer/guardian is unable to care for a child because they are under the influence of alcohol or drugs, the Cylch Meithrin will contact one of the emergency contacts provided on the **P1** form.

To the best of the ability, the Cylch Meithrin **Staff / Leader** will try to ensure that a child does not travel in a vehicle driven by an individual they suspect of being under the influence of alcohol or drugs.



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If this is not possible, remember that there is no legal right to withhold a child from their parent/carer/guardian. Where the Cylch Meithrin deems that the child is at risk or has concerns for the child's welfare, the Cylch Meithrin will follow the guidelines set out in its **Child Protection Policy**.

The Cylch Meithrin will:

- manage the incident sensitively to ensure that positive family relationships are maintained.
- ensure that two members of staff are present when speaking to the parent / carer / guardian.
- keep a written record of the incident in the **Incident Book**.
- contact the **Police** if anyone who is under the influence of alcohol or drugs arrives at the setting by car.
- contact the **Police** if they suspect that anyone, including staff, volunteers, students on work experience, visitors or contractors of being in possession of illegal drugs.
- contact the **Police** if they suspect that an illegal activity (e.g. supplying illegal drugs) has taken place, as required by the **Misuse of Drugs Act 1971**.
- contact **Social Services** to note a concern about the safety of the child.

GUIDELINES FOR UNEXPECTED INCIDENTS

Unexpected incidents can relate to parents, carers, guardians, staff, volunteers, students on work experience, visitors or any other individual who comes into contact with the setting.

- Unexpected incidents could include:
- Discovering drugs or drug-related equipment at the setting.
- Suspicions, rumours or allegations about an individual's activities.
- Disclosure by an individual about substance misuse on the Cylch Meithrin premises or whilst on a trip/visit.
- Misuse of or symptoms of the misuse of substances.
- Selling substances.
- Possession of substances.



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All cases of alcohol or drug misuse should be treated seriously and reported to the **Leader or the Registered Person/ Responsible Individual**. A written record of the incident should be kept in the **Incident Book**, including the date and time of the incident.

The safety and wellbeing of the children is paramount at all times.

First Aid procedures / guidelines must be followed if you suspect that an individual is ill or unsafe as a result of the misuse of drugs or alcohol.

Where the Cylch Meithrin deems that the child is at risk or has concerns for the child's welfare, the Cylch Meithrin will follow the guidelines set out in its **Child Protection Policy**.

Where an illegal activity is suspected of taking place (e.g. supplying illegal substances), the Cylch Meithrin will contact the **Police** as required by the **Misuse of Drugs Act 1971**.

Where this refers to a member of staff disciplinary procedures as noted in the **Staffing Policy** will be followed, referring also to the **Misuse of Alcohol and Drugs Policy** (above) and the **Smoke-Free Policy**.

Discovery of drugs or drug-related equipment at the setting

If drugs or drug-related paraphernalia are discovered at the Cylch Meithrin premises (inside or outside), the following steps must be followed:

- Report the discovery to the leader at once.
- Call **999** if someone is in danger or if you suspect an individual is at risk of harm.
- Keep a record of each incident in the **Incident Book**, including the 23/09/2024 and time.
- Contact the **Police / Local Authority** as appropriate to organise the safe disposal of the items as soon as is possible.
- Not allow any children to access the area until the items have been removed.

Associated Policies

Staffing Policy

Child Protection Policy

Confidentiality and Data Protection Policy

Health, Safety and Welfare Policy



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Leaving and Collecting Children Policy

Whistleblowing Policy

Smoke-Free Policy

Useful Contacts and Information

The following websites and publications provide useful further information:

ACAS 'Dealing with someone who has a drug or alcohol problem' <http://www.acas.org.uk/index.aspx?articleid=4387>

BMA 'Alcohol, drugs and the workplace - The role of medical professionals' July 2016
<https://www.bma.org.uk/advice/employment/occupational-health/alcohol-drugs-and-the-workplace>

HSE 'Drug Misuse at Work: A Guide for Employers' <http://www.hse.gov.uk/pubns/indg91.pdf>

HSE 'Don't mix it: A guide for employers on alcohol at work' <http://www.hse.gov.uk/pubns/indg240.pdf>

HSE 'Drug Misuse at work: a guide for employers' <http://www.hse.gov.uk/pubns/indg91.pdf>

TUC 'Drugs and Alcohol in the Workplace: Guidance for Workplace Representatives' <https://www.tuc.org.uk/workplace-issues/health-and-safety/drugs-and-alcohol/guides-and-reports-reps/drugs-and-alcohol>

Misuse Of Drugs Act 1971 <http://www.legislation.gov.uk/ukpga/1971/38>

DrugWise 'What are the UK Drug Laws?' <http://www.drugwise.org.uk/what-are-the-uk-drug-laws/>

Wales Drug and Alcohol Helpline <http://dan247.org.uk/Default.asp>

LIMP Appendix 49a: Possible signs of alcohol and / or drug misuse.

You have a general duty under the Health and Safety at Work etc Act 1974 (HSW Act) to ensure, as far as is reasonably practicable, the health, safety and welfare at work of your employees. You also have a duty under the Management of Health and Safety at Work Regulations 1999, to assess the risks to the health and safety of your employees. If you knowingly allow an employee under the influence of drug



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misuse to continue working and his or her behaviour places the employee or others at risk, you could be prosecuted. Your employees are also required to take reasonable care of themselves and others who could be affected by what they do at work.

Please remember that all the signs noted below may be caused by other factors, such as stress, and should be regarded only as indications that an employee may be misusing drugs and / or alcohol.

Possible signs of drug / alcohol misuse which you might look for include:

- sudden mood changes;
- unusual irritability or aggression;
- a tendency to become confused;
- abnormal fluctuations in concentration and energy;
- impaired job performance;
- poor time-keeping;
- increased short-term sickness absence;
- a deterioration in relationships with colleagues, customers or management;
- dishonesty and theft (arising from the need to maintain an expensive habit).



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COMPLIMENTS AND COMPLAINTS POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Aim

The Cylch Meithrin aims to give satisfaction to its customers at all times by providing a service of the highest standard in all aspects of its work.

Principles

It is important to the Cylch Meithrin that we reach expectations, and as such it is essential that we are aware of any occasion when we have fallen below the expected level.

The Cylch Meithrin welcomes the opinions of parents / guardians / carers about the service it provides, so that it can be improved, if necessary. If parents / guardians / carers or any other member of the public are unhappy with any aspect of the services provided by the Cylch Meithrin, they should be referred to the setting's Compliments and Complaints Policy.

Parents are informed of the policy and of the compliments and complaints procedure before their child starts in the setting. Training is provided for all the staff on how to implement the Compliments and Complaints Policy and the Code of Practice.

The Rights of the Child

Ensuring that everyone knows how to compliment or complain about our service is an essential part of respecting the Rights of the Child as stated in the United Nations Convention on the Rights of the Child. In particular:

- Article 3: All organisations concerned with children should work towards what is best for each child.
- Article 12: Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.
- Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.



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Article 29: Education should develop each child's personality and talents to the full. It should encourage children to respect their parents, and their own and other cultures. **Code of Practice**

The **Responsible Individual / Registered Person** supported by the Person In Charge will ensure that all the staff understand and receive a copy of the Compliments and Complaints Policy and are trained appropriately.

The Cylch Meithrin will undertake an annual self-assessment (LIMP: Appendix 9a - Evaluation at the End of your Child's Time in the Cylch and LIMP: Appendix 9b - Evaluating the Service During the Child's Period in the Cylch).

The Cylch Meithrin will establish a robust procedure for receiving complaints and will attempt to resolve them in a constructive way as soon as possible. Throughout the complaints procedure, the voice of the child must be considered and respected, and all actions taken must be in the best interest of the child.

The Cylch Meithrin acknowledges that at any stage during the complaints procedure outlined in this policy any complainant has the right to refer any complaint or issue directly to CIW. Notwithstanding this, the Cylch Meithrin will follow the procedure set out in this policy when dealing with any complaints.

Types of Complaint

A complainant is defined as any service user who is unhappy with any aspect of the Cylch Meithrin's services.

This includes:

- Any service user who is unhappy with the performance / behaviour / the service given to them by a member of staff, volunteer, or member of the Cylch Meithrin Committee.
- Any complaint by a service user related to an allegation against a Registered Person.
- Any service user who believes that the Cylch Meithrin, as an organisation, has acted unprofessionally / incorrectly in a specific situation.



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Dealing with Complaints

On receiving information about any complaint which falls into the 3 categories listed above, the person who receives the complaint should refer the matter at once to the **Responsible Individual / Registered Person**.

All complaints should be handled in a sensitive manner respecting the confidentiality of all involved. If a parent / guardian / carer or another member of the public is dissatisfied with any aspect of the service, the procedures listed below will be followed.

The **Responsible Individual / Registered Person** is responsible for ensuring that the correct procedures are followed in order to respond to the complaint in a constructive manner as swiftly as possible and within 10 working days (14 days in total).

The steps outlined in the National Minimum Standards (Standard 19) should be followed with regard to the information which is recorded and kept about any complaint.

****If the complaint relates to an accusation against the Responsible Individual / Registered Person, then Mudiad Meithrin, through the local Cylchoedd Support Co-ordinator, should be contacted for further guidance. Cylchoedd Meithrin and their committees are independent entities and Mudiad Meithrin does not line manage them directly. Mudiad Meithrin will not necessarily respond to or investigate any complaint. Mudiad Meithrin will provide advice and guidance on the process which needs to be followed.****

At the request of CIW the **Responsible Individual / Registered Person** will be responsible for preparing a report of every complaint received by the Cylch Meithrin during the previous 12 months, and the steps taken to address each complaint.

Action	Timetable	Responsibility
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Contact the Person in Charge or the Responsible Individual / Registered Person to voice the complaint verbally. All details relating to the complaint and the complainant must be referred, including the e-mail, address, NAME and phone number of the complainant.	Immediately.	Recipient of the complaint.
If the complaint involves an accusation of child abuse, the Cylch Meithrin will act immediately by following its Child Safeguarding Policy which conforms to the Welsh Safeguarding Procedures (safeguarding.wales)		
Inform the complainant about any advocacy services or support services available to them	As soon as possible after receiving the complaint.	Responsible Individual / Registered Person
If a complaint relates to a child that has been placed in the setting by the local authority, inform the complainant that they have a right to complain to the local authority.	As soon as possible after receiving the complaint.	Responsible Individual / Registered Person



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<p>Confirm the complaint has been received, try to resolve the matter and inform the complainant of the steps taken.</p> <ul style="list-style-type: none">• With the consent of the complainant, the Responsible Individual / Registered Person can make arrangements towards mediation and reconciliation, or seek support from an independent agency or person if appropriate, to solve the complaint.	<p>Up to 3 working days. (But try to do so on the day the complaint is received).</p>	<p>Responsible Individual / Registered Person</p>
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<p>If the matter cannot be satisfactorily resolved or if the complainant wishes to present the complaint in writing, the matter should be referred formally and in writing.</p> <p>A full investigation will be held at once and the complainant will receive a full written response within 14 days.</p> <p>All correspondence, notes and reports relating to the matter will be kept by the Cylch Meithrin and will be available for CIW to see.</p> <p>**ONLY with the consent of the complainant can the timescale for resolving a complaint be extended beyond 14 days.</p> <p>If the investigation has not been completed within the specified time, and they have agreed to an extension, an interim report should be presented to the complainant, with an explanation of why more time is required.</p>	<p>Up to 10 working days (14 days in total) from receipt of the complaint by the Responsible Individual / Registered Person.</p> <p>The investigation should be completed and a written report produced within 28 days.</p>	<p>Responsible Individual / Registered Person.</p>
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<p>If the complainant is still unsatisfied with the result, the matter can be referred directly to CIW at following address: CIW Welsh Government office Sarn Mynach Llandudno Junction LL31 9RZ 0300 7900 126 ciw@gov.wales</p>		<p>The Complainant</p>
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Complaints Subject to Concurrent Consideration

The Cylch Meithrin will act in accordance with The Child Minding and Day Care (Wales) Regulations 2010 when dealing with "Complaints subject to concurrent consideration".

If the investigation by the Cylch Meithrin into the complaint coincides with a separate investigation by another body to the same complaint, the **Responsible Individual / Registered Person**, the complainant, and any other relevant individuals or organisations (e.g. Social Services, the Police, CIW) must decide and agree on how to proceed with the complaint.

Complaints of this type include:

- Where the complainant has stated in writing that he or she intends to take proceedings in any court or tribunal.
- Where the Responsible Individual / Registered Person is taking or is proposing to take disciplinary action.
- Where the Responsible Individual / Registered Person has been notified that an investigation is being conducted by any person or body in contemplation of criminal proceedings.
- Where a meeting involving other bodies including the police has been convened to discuss issues relating to the protection of children or vulnerable adults.
- where the Responsible Individual / Registered Person has been notified that there are current investigations in contemplation of proceedings under section 59 of the Care Standards Act 2000 (removal etc. from register)(1)



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- where the Responsible Individual / Registered Person has been notified that a local authority has or is instigating child protection enquiries.

If it appears to the Responsible Individual / Registered Person, that proceeding with the Cylch's investigation would prejudice the other investigation, then they can decide not to continue to consider the complaint as it is under concurrent consideration.

If it is decided not to continue to investigate the complaint, then the Responsible Individual / Registered Person must:

- inform the complainant of the decision.
- Familiarise themselves with the details of the concurrent investigation, and inform the complainant when that investigation is concluded.
- re-start any investigation if the concurrent investigation does not proceed.
- re-start the investigation if the concurrent investigation is concluded, and the complainant requests that the complaint be reconsidered.

Further information can be found here:

<http://www.legislation.gov.uk/wsi/2010/2574/contents/made>

List of Appendices in the Llyfr Mawr Piws

Appendix 9a: Evaluation at the End of your Child's Time in the Cylch

Appendix 9b: Evaluating the Service During the Child's Period in the Cylch



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TEMPORARY CLOSURE / RESPONDING TO AN EMERGENCY

INCIDENT POLICY

Including lockdown guidelines

This document is also available in Welsh. If there is any doubt regarding the wording of the policy, the Welsh version is always the correct one.

Aim

The aim of this policy is to set out a code of practice / procedures in the event that the setting is forced to close and will not be able to reopen for a period of time. This policy is relevant to staff, committees, and parents, and should be read in conjunction with:

- Mudiad Meithrin fee payment procedures;
- Cylch Meithrin closure guidelines;
- Staffing Policy;
- Contract between the Cylch Meithrin and parents / guardians;
- Welsh Government guidelines on emergency planning and response for education and childcare settings. [Emergency planning and response guidance for education and childcare settings \[HTML\] | GOV.WALES](#)

It is important that settings are ready for unexpected circumstances, and the possibility that they may need to temporarily close their setting or leave due to an emergency beyond their control. Unexpected circumstances may arise during or outside of normal working hours, including weekends and holidays, at the setting or during trips outside of the setting.



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Children's Rights

The Cylch Meithrin respects the rights of children as outlined by the United Nations Convention on the Rights of the Child and the Rights of Children and Young Persons Measure (Wales) 2011. In times of crisis, it is more important than ever that the cylch continues with its work to protect and implement the rights of children. See the Children's Commissioner for Wales' version of these rights [here](#).

Definitions

Temporary closure of the setting

It is possible that the setting may need to temporarily close for reasons beyond its control. These reasons may include, but are not limited to:

- weather conditions which we feel makes it unsafe for children to attend the setting;
- floods or water damage;
- staff illness or other reasons that Cylch Meithrin staff cannot attend work;
- serious injury to a child, visitor or staff member;
- an outbreak of infection, or a national / worldwide incident / pandemic;
- effects of a regional disaster;
- elections;
- disruption to electric / gas / water supply, or a gas leak;
- national power cut;
- an act of terrorism;
- transport strike;
- dispute;



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- a problem with the setting when it has not been possible to find another suitable location (e.g. building works, or closure of host buildings such as schools/community centres);
- criminal activity (such as bomb threats, antisocial or threatening attacks, trespass, cyber security attacks);
- emergency lockdown or closure, for example due to a significant risk (such as act of terrorism or other safeguarding risk to children and staff and others within the setting).

Under these conditions we have the right to close the Cylch Meithrin, and we will not be providing care for your children.

Dangerous Incident

A Dangerous Incident is an event which may pose a risk to children, staff or property, and one which requires a rapid response beyond that which is usual for the cylch on a day to day basis. A Dangerous Incident can lead to a Partial or Full Lockdown or emergency evacuation of the cylch.

These reasons include, but are not limited to:

- Internal risks (e.g., fire in a nearby building, loss of power, flood water);
- External risks (e.g., fire in a nearby building, personal threats, dangerous animals, terrorist threats, pollution / poisoning due to an incident or extreme environmental factors, staff member / volunteer threatening the well-being of people in the setting).



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Emergency Closure

It is possible that the Cylch Meithrin may need to close in an emergency, for reasons beyond its control. These reasons may be similar to the reasons behind the temporary closure, but no prior warning of closure is needed.

CODE OF PRACTICE

Payment of Fees

In an instance of temporary Cylch Meithrin closure, the cylch will follow fee payment arrangements for sessions that have been ordered but which they are unable to offer, as noted in the parent / carer contract.

*** N.B. Should the cylch decide to charge fees during the period of temporary closure, when they have not previously done so, then they may do this if they have the right to change the parent/carers contract. It will be necessary to add a clause to the contract stating, "in an instance of temporary closure, our arrangements for payment of fees is **XXXX**, see the **Temporary Closure / Responding to an Emergency Incident Policy** for full details." ***

If the cylch does not have the right to change the parent contract, then a letter will need to be sent to parents (**LIMP: Appendix 58a**) before it can charge fees over a period of temporary closure.

Our policy for payment of fees will be: no payment / partial payment / refund.

If the Cylch Meithrin's policy is to ask parents / carers to pay fees for the sessions missed during the first week / month, in order to meet their own costs, but fees are not charged if the cylch continues to be closed, then you may record that here.

The Cylch Meithrin acknowledges that individual family's circumstances vary. Contact **BETHAN TROTT Leader / Treasurer / Chair** regarding any situation which causes you concern.



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The arrangements for claiming fees / debts during the period of closure will be:

NOTE YOUR SETTING'S ARRANGEMENTS HERE

Notifications of Temporary Closure

Closing / Reopening the Cylch Meithrin: Parents /carers

Where possible, Cylch Meithrin Ysgol Glan Morfa will give (___hours / ___days / ___weeks) notice to parents / carers should we have to temporarily close the Cylch Meithrin. In circumstances beyond our control, when it's not possible to give notice to parents/carers, and in order to follow advice from the Welsh Government / medical advice, the Cylch Meithrin will notify parents / carers as soon as possible. We will keep parents / carer's contact details at hand so that there is easy access to them if required.

We will officially notify parents / carers of the arrangements regarding payment of fees during the period of temporary closure.

In order to give families time to make the necessary arrangements, Cylch Meithrin _____ will give (___hours / ___days / ___weeks) notice to parents/carers of their intention to reopen the cylch, and inform them of any changes in the cylch's usual arrangements.



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Closing / Reopening the Cylch Meithrin: Staff, volunteers and apprentices

Where possible, the Cylch Meithrin will give (__hours / __days / __weeks) notice to staff, volunteers and apprentices if we have to temporarily close the Cylch Meithrin. In circumstances beyond our control, when it's not possible to give notice to staff, volunteers and apprentices, and in order to follow advice from the Welsh Government / medical advice, the Cylch Meithrin will notify staff, volunteers and apprentices as soon as possible.

We will write to staff, volunteers and apprentices to inform them of the details and the DATE of the closure period, when known, and to inform them as to whether they will:

- continue to work in the cylch should the cylch remain open in any form;
- work from home (LIMP: Appendix 84c);
- take annual leave;
- work in a different setting (where relevant) with consideration to any added costs for staff e.g., travelling expenses;
- Be subject to a temporary change in employment status e.g., being placed on furlough/short-term working, (See LIMP: Appendix 84ch for furlough/short-term working template letter);
- Be subject to a permanent change to their employment, e.g., reduced hours/ redundancy. The Cylch Meithrin will follow the formal redundancy process if the situation leads to permanent changes.

We will consult with staff and seek their agreement in accordance with variation clauses/flexibility in their employment contract.

We will inform them of any changes in the cylch's usual arrangements when the cylch reopens.



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Closing / Reopening the Cylch Meithrin: Care Inspectorate Wales (CIW)

As the Cylch Meithrin is registered with Care Inspectorate Wales, we will inform them online of the deadlines and reopening dates in case of having to temporarily close a setting. We will inform them of any change to the cylch's normal arrangements when the cylch reopens.

<https://arlein.arolygiaethgofal.cymru/#/login>

Closing / Reopening the Cylch Meithrin: Local Authority

In case of a temporary setting closure, we will notify the Local Authority including the Education Department, advisory teachers, Flying Start and the Childcare Offer Department, where appropriate, of the dates of closure and reopening. We will inform them of any change to the cylch's normal arrangements when the cylch reopens.

Closing / Reopening the Cylch Meithrin: Other Agencies

We will be hyping the insurer, the landlord, and Public Health Wales (in case of infection), and the Mudiad Meithrin Support Co-ordinator.

Keeping in Touch:

Keeping in Touch: Parents / Carers

The Cylch Meithrin acknowledges the importance of keeping in contact with parents / carers during the temporary closure. When possible, we will notify parents / carers of our intention to reopen and share any information we have regarding the possible DATE of reopening.

We will make use of e-mails / letters and social media to share information and ideas of activities for parents/carers and children to do, and also to support the health and mental and emotional well-being of children and their families.



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Keeping in Touch: Staff, Volunteers and Apprentices

Cylch Meithrin Ysgol Glan Morfa will maintain contact with staff, volunteers and apprentices in order to promote their health and mental and emotional well-being and productivity, and in order to operate inclusively.

Keeping in Touch: Staff, Volunteers and Apprentices who continue in work / work from home.

We will arrange that staff receive their usual supervision meetings, unless a temporary change is agreed. We will review any agreed work targets during these meetings.

Keeping in Touch: Staff who are temporarily absent from work e.g., on furlough / short-term working

We will maintain contact every (week / fortnight / month) with staff and support their health and well-being.

Use will be made of various agreed communication tools, e.g. Zoom, Microsoft TEAMS, Skype or phone, and we will keep a record of these meetings.

Every member of staff will be able to contact their designated line manager or the employer to discuss problems or requirements. We will encourage the establishment of staff contact groups e.g. WhatsApp / Facebook / E-mail.

Health and Safety

Prior to Reopening the Cylch Meithrin

The Cylch Meithrin will conduct a thorough risk assessment in order to ensure that equipment and resources are in good condition, and (in the case of an outbreak of infection) to minimise the risk of spreading the infection.

A Cylch Meithrin that has closed due to a power / water outage may only resume its services once the power / water supply has been resumed and confirmed as safe.



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If the building housing the cylch / nursery has been closed for several weeks without any usage of its hot and cold water systems then there is a chance that the bacteria which causes Legionnaires' disease may be growing inside the system. Legionnaires' disease can cause a type of pneumonia which can be fatal.

An increasing number of people may be vulnerable to Legionnaire's Disease as their respiratory systems have been weakened after being infected by COVID-19; therefore, it is important that you take steps to verify the safety of your water system.

The cylch will give consideration to the advice provided by the Chartered Institute of Environmental Health [here](#) and take appropriate action.

Preparing to Respond to a Dangerous Incident / Emergency

The Management Committee, with the support of the staff of the Cylch Meithrin, will complete an Identifying Risks to the Cylch Meithrin that May Lead to Partial or Full Closure or Evacuation of the Cylch in an Emergency Form. See also the Identifying Risks to the Cylch Meithrin that May Lead to Partial or Full Closure or Evacuation of the Cylch in an Emergency Form. (LIMP: **Appendix 55f**).

The Cylch Meithrin will hold emergency evacuation and fire drills on a regular basis.

The Management Committee, with the support of the staff of the Cylch Meithrin, will develop a Cylch Meithrin Lockdown and Safeguarding procedure (LIMP: **Appendix 55ff**) (see also the Information Gathering Form for when an Incident / Emergency Warning Comes from Outside the Cylch LIMP: **Appendix 55g**). The procedure will be revised annually.

The Management Committee, with the support of the staff of the Cylch Meithrin, will ensure that paper copies of every child and staff members' contact and medical details are stored in a safe place for incidents where it is not possible to access digital copies.



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Gathering Information about the Incident

Notifications / information about incidents may come from a number of sources inside or outside the cylch. Whoever receives the warning / information should ask for the following information and keep written records (see also the Information Gathering Form for when an Incident / Emergency Warning Comes from Outside the Cylch **LIMP: Appendix 55g.**)

- NAME of caller / informant;
- What has happened?
- Who is in danger?
- Do the emergency services know?;
- Where exactly is the incident located?
- Is anybody injured?
- What steps have been taken so far?
- BETHAN TROTT / contact of person with responsibility (e.g., police, if available);
- What is their advice to the cylch?

The Management Committee / Leader will follow the Emergency Closure Flowchat (**LIMP: Appendix 55ng**) to decide which plan needs to be followed in various circumstances. The Management Committee / Leader will follow relevant protocols and / or procedures (**LIMP: Appendix 55ng & 55h**):

- Protocol 1: PARTIAL LOCKDOWN
- Protocol 2: FULL LOCKDOWN
- Protocol 3: EVACUATING THE CYLCH UNDER DANGEROUS CONDITIONS



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If remaining inside the building poses a danger to health, e.g. a fire in a nearby building, then the emergency evacuation procedure (Protocol 3) should be followed, and the instructions of the emergency services followed.

Safeguarding Children and Adults

The safety of the cylch's children and the staff, is of the utmost importance to the Cylch Meithrin. The Management Committee, with the support of Cylch Meithrin staff will ensure that robust child collection arrangements are in place when planning for cases where widespread power / utility cuts may affect the ability of parents / carers to contact the Cylch Meithrin and/or collect their children in a timely manner.

The Management Committee, with the support of Cylch Meithrin staff will ensure the care and safekeeping of children if parents / carers are unable to gather from the location in a timely manner (e.g., longer-term caregiving arrangements / which staff will stay with the children / where the care will take place).

The Management Committee, with the support of Cylch Meithrin staff will ensure that arrangements are in place that enable Cylch Meithrin staff to collect their own children from other care and / or educational settings in the same period, without affecting Cylch Meithrin staffing ratios.

The Cylch Meithrin will print paper copies of registers, emergency contact details and the latest guidance, and keep them in a suitable location in the Cylch Meithrin.

Other Considerations

The Cylch Meithrin will comply with the reporting requirements of Statutory Agencies and / or the Welsh Government and respond to relevant documents where appropriate, during the period the cylch is closed.



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Points To Consider When Planning

Have you taken steps to reduce risks? e.g.

- What is the system to allow access to the cylch?
- Do staff oversee busy times when people and children come and go and the door is open?
- Are external doors and gates always closed when children are not using them?
- Are there locks on the outer gates?
- Are our child collection arrangements rigorous enough to ensure that only Named people are able to collect the child? (see the Leaving and Collecting Children Policy)
- Is there enough light around the building to see clearly if it is dark in winter?
- Do we need to prepare an emergency bag / box for the cylch? What kinds of things will need to be included? (e.g. nappies / contact details / wipes / wind-up torch / bottled water / batteries / blankets / first aid box).
- How will we connect with parents / carers (or them with us) if we lose power, including mobile phone networks?
- If we need to move location, where will we go?
- Have we registered the cylch as a priority service customer with the utility companies?
- Are there volunteers from the local community who are willing and able to help (in addition to staff) in an emergency?



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List of Relevant Llyfr Mawr Piws Appendices

Appendix 55f: Recognising Risks to the Cylch Meithrin Which might lead to a Full or Partial Lockdown or emergency evacuation of the Cylch.

Appendix 55ff: Procedures for Lockdown and Securing the Cylch Meithrin

Appendix 55g: Gathering Information When An Incident / Emergency Warning Comes From Outside Of The Cylch

Appendix 55ng: Flowchart and Protocols for Cylch Lockdown

Appendix 55h: Procedure for Evacuating the Cylch under Dangerous Conditions

Appendix 58a: Letter to parents informing them of the intention to charge fees whilst the Cylch Meithrin / Nursery is temporarily closed.

Appendix 84b: Checklist For Closing The Cylch On A Temporary Basis

Appendix 84c: Letter Regarding Working from Home During a Temporary Closure of the Cylch.

Appendix 84ch: Letter to Consult with Staff, Seeking their Agreement to a Temporary Change in their Contractual Terms and Conditions.



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TRANSPORTING AND TRANSFERRING CHILDREN POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

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. This will include following the current Welsh Government guidance on safe travelling and use of public transport as well as social distancing and attending multiple settings as a result of COVID-19 or any other public health incident.
- get written consent from the parent/carer/guardian before taking the children on a trip/visit.



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- 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 years¹⁹.
- ensure that at least one person who is at least one person 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 years²⁰.
- ensure that a clear procedure is in place to ensure the safe conduct of any outings²¹.
- 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.

¹⁹ 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.

²⁰ 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 23/09/2024 and renewed every 3 years.

²¹ 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 BETHAN TROTTd drivers.



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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 years²² 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)²³.
- ensure that car seats appropriate to the age, weight or height of the child are used when transporting children²⁴. 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.

²² 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.

²³ 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 BETHAN TROTtd drivers.

²⁴ NMS 2016, 24.27: car seats appropriate to the age, weight or height of the child should be used when transporting children.



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- 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.

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 years²⁵.
- 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.

²⁵ 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.



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- 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.

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



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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 (Up23/09/2024d April 2016): [National Minimum Standards for Regulated Childcare for children up to the age of 12 years \(careinspectorate.wales\)](https://www.careinspectorate.wales.gov.uk/national-minimum-standards-for-regulated-childcare-for-children-up-to-the-age-of-12-years)

ROSPA 'Minibus Safety: A Code of Practice' : <http://www.rosipa.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>



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EQUALITY AND DIVERSITY POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Aim

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

We will positively promote diversity, equality of opportunities and anti-discrimination policies and practices for all children and adults associated with our work. We will regularly monitor our personnel policies and procedures to ensure that they are fair and objective. Our aim is to attract a wide range of competent and able applicants for our posts. We aim to provide an accessible working and learning environment for disabled adults and children. We will ensure that all our staff know their rights and their personal responsibilities contained within policies of the Cylch Meithrin. We acknowledge that everyone has a right to be treated fairly and without discrimination, and to enjoy a harmonious working and learning environment.

The Cylch Meithrin will ensure that all sectors of the community, including 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 2 The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.
- 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 BETHAN TROTT, a nationality and family ties.



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- Article 12 Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.
- 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 23 Every disabled child has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community.
- 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.
- Article 31 Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Code of Practice

The Cylch Meithrin environment

The Cylch Meithrin commits to give every child barrier free opportunity 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 and reflects the society within which we live.

The Cylch Meithrin will:

- promote equality and diversity within each activity and though working with parents/carers/guardians²⁶.
- recognise that equality and diversity include all aspects of employment and service provision²⁷. 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.

²⁶ NMS 2023, 16.1: equality of opportunity and anti-discriminatory practice is promoted in the setting

²⁷ NMS 2023, 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.



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- 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 an 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 BETHAN TROTT does not use discriminatory language/pictures/images. We will also ensure that all literature will actively and positively demonstrate diversity in all its forms.
- ensure that everyone associated with the Cylch are made aware of all the activities that they have a right to take part through an appropriate accessible medium, in clear language, and free from any terms that could be 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 barrier free facilities and/or opportunities, taking into consideration peoples language, nationality, race, gender, sexual orientation, disability, religion, marital status, culture or social status. This will help allow everybody to contribute and celebrate the life of the Cylch.
- 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 necessary arrangements. Monitor attendance and consider changes to time, location and any other barriers, in order to give the opportunity to parents or guardians 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.



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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 and celebration 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 knowledge and skills. The Cylch Meithrin will provide training to staff and volunteers in order to improve skills and expand their knowledge. This should include cultural awareness training and training that enables staff to have a full and practical understanding of the Social Model of Disability.
- ensure that cultural and disability 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 Living Policy

Taken from the HSE publication: Drug Misuse at Work: A Guide for Employers

<http://www.hse.gov.uk/pubns/indg91.pdf>



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CONFIDENTIALITY AND DATA PROTECTION POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

This policy is relevant to all employees, volunteers, students on placement or work experience and members of the Cylch Meithrin committee. Breaching this policy could lead to disciplinary procedures and serious incidents could lead to dismissal in line with the Cylch Meithrin's disciplinary procedure.

Aim

Everyone has rights regarding how their personal information is treated. The Cylch Meithrin recognises the need to treat this information in an appropriate and lawful manner.

The aim of the Cylch Meithrin is to ensure that all information regarding employees, volunteers, students on work experience and members of the Cylch Meithrin committee, parents/carers/guardians and children is kept securely and confidentially as required by the General Data Protection Regulation (GDPR). The Cylch Meithrin is the data controller for any personal data processed.

No information will be shared or revealed to persons/agencies who are not authorised to receive the information.

The Rights of the Child

This policy aims to ensure that the Cylch Meithrin respects children's rights as stated in the United Nations Convention on The Rights of the Child, specifically:

- Article 3: All organisations concerned with children should work towards what is best for each child.
- Article 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 16: Children have a right to privacy. The law should protect them from attacks against their way of life, their good BETHAN TROTT, their families and their homes.



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General Data Protection Regulation (GDPR) (2018).

The purpose of the Act is not to prevent the collection and processing of personal data²⁸, but to ensure that it is done fairly and without effecting the rights of the individual. In order for personal data to be lawfully processed, certain conditions must be met.

The Cylch Meithrin is committed to ensuring that personal data will be kept, processed and transferred according to the General Data Protection Regulation (2018) by ensuring that personal data and special categories of personal data²⁹ are:

- is processed in a fair, transparent and lawful manner.
- is collected for specific, clear and valid purposes.
- is correct, and where necessary, up-to-23/09/2024.
- is only kept in a recognisable format only for the necessary period of time.
- is processed only for specific purposes and in an appropriate way.
- is sufficient, is relevant, is necessary and not excessive to the purpose.
- is processed in line with the rights of the individual.
- is kept securely.
- is transferred only to others who have sufficient security processes.

Rights regarding Data which is held on an Individual

Any information which relates to a 'living, identifiable individual' is considered to be personal data. It refers to an identifiable person who can be directly or indirectly identified. Statistics do not count as personal data.

An individual has the right to access the information which is kept about them from time to time and within reason. Applications should be made in writing to the Cylch Meithrin, who will respond to the application.

²⁸ The GDPR defines Personal Data as any information relating to an identifiable person who can be directly or indirectly identified. The definition provides for a wide range of personal identifiers to constitute personal data, including BETHAN TROTT, identification number, location data or online identifier, reflecting changes in technology and the way organisations collect information about people.

²⁹ Information Commissioner's Office: 'Special category data' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>



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The Cylch Meithrin will follow the Information Commissioner's Office's guidelines when dealing with any applications of this nature, further information can be found on the form 'GDPRMM3: Subject Access Request Process'³⁰

The Cylch Meithrin will record of any such requests, and keep them on an appropriate form³¹.

The Cylch Meithrin will inform individuals of their rights when the Cylch collects personal data. Everyone has the right to:

- to be informed (of their rights and of the fact that their data is being processed).
- to access the personal data that you collect. (Subject Access Request).
- to verify the personal data that you hold about them.
- to delete the personal data that you hold about them.
- to restrict the processing of the personal data that you hold about them.
- to the portability of data (e.g. moving data from one organisation to another).
- to object to your request to collect or process their personal data.
- in relation to using the personal data for automated decision making and profiling.

Information Commissioner's Office

Cylch Meithrin Ysgol Glan Morfa is registered as a Data Controller on the Data Protection register which is held by the Information Commissioner³².

A copy of the certificate is available from **BETHAN TROTT of Leader/Chair/Manager**. The Cylch Meithrin's Registration Number is: : **ZA590586**

³⁰ A copy of the form is available here: <https://intranet.meithrin.co.uk/gdpr-processes-and-templates/>

³¹ A template for a Subject Access Request Database can be found here: <https://intranet.meithrin.co.uk/gdpr-processes-and-templates/>

³² Register of Data Controllers <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/>



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Data Champion

The Cylch Meithrin has appointed a Data Champion. Should you have any questions, or should you wish to exercise any of your rights, please contact the Data Manager using the details set out below.

FAO: Data Champion Cylch Meithrin Ysgol Glan Morfa

BETHAN TROTT

bethancylchglanmorfa@gmail.com

Cylch Meithrin Ysgol Glan Morfa

Lewis Road

Cardiff

CF24 5EB

Code of Practice

The Cylch Meithrin expects all employees, volunteers, work experience students, and members of the Cylch Meithrin committee to be aware of, to understand, and to follow this policy.

The Cylch Meithrin is committed to:

- taking every step that is reasonably practicable to ensure the security of any personal data which is collected and/or kept by the Cylch Meithrin.
- ensuring that the this policy is presented to new staff members as part of their induction programme.
- clearly stating who (e.g. staff / volunteers / managers / committee member) is permitted to access specific documents and files (e.g. in an official meeting such as a committee or management meeting) where minutes are kept and the decision recorded).
- ensuring that only individuals who are permitted to access the data, and require access to the data are able to access the data.
- securing any documents and forms which state any personal information about a member of staff, work experience student, volunteer, committee member/ management team, parents/carers/guardians or child e.g. personnel file, child's personal information, employee records, health details.
- ensuring that a password is needed to gain access to digital equipment where sensitive information is stored.



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- not leaving personal data in a public place.
- asking for appropriate permission from parents in situations where external bodies wish to gain access to part of a child's data (e.g. Estyn want to see a progress record / Mudiad Meithrin want to see a progress record as part of the quality accreditation scheme).
- sharing information with parents/carers/ guardians regarding their child in a private area / room.
- follow the **E-Safety Policy** guidelines with regards to storing any digital information securely.

The Setting's Duty as a Holder of Personal Information

Personal information about staff, work experience students, volunteers, committee/ management team members, parents/carers/guardians or children should not be shared with anyone inside or outside of the Cylch Meithrin, if there is no obvious need for the setting to do this to fulfil its role.

The Cylch Meithrin will:

- share a privacy notice with individuals, which explains which data is collected by the organisation, where the data comes from, the purpose and legal reason for collecting the data, the rights of the individual (including the right to rescind consent and to make a complaint), the possible receivers of the data, and any consequences of failing to provide the data.
- appoint a person within the organisation to be responsible for Data Security, and minute this decision.
- conduct an audit of the data which is collected and processed by the Cylch. The audit will note what data is collected, why it is collected, how it is collected, where it is kept and for how long³³.
- make sure that any data that is not required is safely disposed of.
- protect any personal data that is kept.
- comply with any requests for personal data from individuals, keeping a record of these requests on an appropriate form.

³³ A template for the data audit checklist can be found here: <https://intranet.meithrin.co.uk/gdpr-processes-and-templates/>



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Sharing Information and Requests for Information

Only the **Registered Person / Leader** or his/her deputy has the right to share confidential information with other agencies (e.g. CIW, Estyn, Social Services, Mudiad Meithrin).

There must be lawful grounds for any requests to process personal data. There are 6 possible legal grounds:

1. consent / permission of the 'data subject' to do so.
2. Agreement - in relation to contracts/orders/service delivery.
3. For the benefit of the Public (e.g. CCTV cameras in public spaces).
4. In the intrinsic interest of the 'data subject' / individual.
5. It is our legal interest to collect (legal benefits).
6. A legal duty to collect.

Where appropriate, information may be collected from and shared, following the receipt of a valid application, with the following organisations or individuals:

The Cylch Meithrin will follow the Information Commissioner's Office guidelines about sharing information when dealing with applications of this nature, and ensure that any requests for personal data from individuals, keeping a record of these requests on an appropriate form³⁴.

- the individual themselves or a parent/carer/guardian on behalf of a child.
- employers: former employers, current employers and prospective employers.
- Inland Revenue
- Home Office
- Department for Work and Pensions
- Police
- Social Services
- CIW
- The cylch/nursery's Registered Person / Management Committee Chairperson / Manager.

³⁴ A template for the data audit checklist can be found here: <https://intranet.meithrin.co.uk/gdpr-processes-and-templates/>



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- Local Education Authority
- Estyn
- Mudiad Meithrin
- Welsh Government.

INFORMATION COMMISSIONER'S OFFICE GUIDE: SHARING INFORMATION TO PROTECT CHILDREN

The Cylch Meithrin will follow the Information Commissioner's Office (ICO) new guidance which includes 10 steps to sharing information to safeguard children.

The guidance aims to help you feel confident about sharing information when you need to safeguard a child or young person who is at risk of harm. The '10 step guide' has a clear message: when individuals are concerned about the safety of children it is important to share information to protect them.

The main details about the guide can be found here: [A 10 step guide to sharing information to safeguard children | ICO](#)

The bilingual information posters, and a video presentation (English with Welsh subtitles) by the Information Commissioner are available here: [Sharing information to safeguard children: Marketing materials | ICO](#)

Refer to the Child Protection Policy for process to follow if a serious incident arises and the child's record file needs to be locked down (in co-operation with the Police/Social Services).

When information needs to be shared with Mudiad Meithrin, the Cylch Meithrin will:

- follow the Information Commissioner's Office guidelines on sharing information when sharing quantitative data (e.g. education progression data).
- follow the Cylch Meithrin Privacy Statement.

Storage of information

The Cylch Meithrin will:

- follow the **this Policy's** guidelines regarding keeping information securely.
- follow the **E-Safety Policy** guidelines to ensure that digital information is kept securely.
- ensure that all confidential forms and are locked away in a secure place.



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- ensure that the information is not transferred from one place to another or left in a public place.

clearly state who (e.g. **staff/ volunteers/ managers/committee members**) has access to specific files and documents (e.g. in a formal committee such as **committee meeting or management meeting**) which is recorded with the decision noted.

- adhere to the guidelines laid out in this Policy regarding sharing information with other agencies.
- ensure that only authorised staff who have the right to access the data, and who require access to the data, are able to access the data.

Information Retention Period

The Cylch Meithrin will follow statutory rules regarding the period of time to keep specific types of information. See details in **LIMP, Appendix 54: Document Storage Record**

The Cylch Meithrin will ensure that it keeps personal data in a recognisable format for no longer than is necessary.

Disposal of Information

The Cylch Meithrin will use appropriate secure measures to ensure disposal of any confidential and personal information.

The Cylch Meithrin will:

- destroy paper records by using a shredder.
- destroy floppy discs, Memory sticks and CD-Roms by hand when they are no longer needed (e.g. by cutting them into small pieces with scissors).
- ensure digital files are deleted from the back-up drive as well as deleting them from the system itself.
- ensure personal information is destroyed and / or deleted when it is no longer needed.

E-Safety and Social Networks



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The Cylch Meithrin will follow the **E-Safety Policy** regarding ensuring data is stored securely in line with the guidelines issued by the Information Commissioner's Office³⁵.

The Cylch Meithrin will follow the **E-Safety Policy** guidelines to ensure that there is no breach of confidentiality and to ensure digital data protection at all times. The Cylch Meithrin will clearly state who is responsible for updating the details which are shared on any social network pages that are part of the setting's work, following the **E-Safety Policy** guidelines on the use of Social Networks.

The Cylch Meithrin expects all employees, volunteers, students on placement or work experience and members of the cylch committee to follow the **E-Safety Policy** when using social networks in their personal lives.

Data Breach

A Data Breach is a Security breach which leads to one of five possible outcomes:

- loss of personal data,
- damage to or destruction of personal data,
- altering / changing data without authorisation,
- disclosing personal data without authorisation,
- unauthorised access to / of personal data.

Relevant data breaches must be reported to the ICO within 72 hours of becoming aware of the breach, and inform individuals if there is a high risk of adverse affects. More Information, and a form to record and inform about data breaches can be found on the form 'GDPRMM2'³⁶.

Breach of Confidentiality

The Cylch Meithrin will consider any case of breaching confidentially as a severe mater and will investigate the matter fully by referring to the **Staffing Policy**.

Breaching this policy can lead to a disciplinary and serious incidents can lead to dismissal in line with the Cylch Meithrin's disciplinary procedure.

Associated Policies

³⁵ Information Commissioner's Office: 'Principle 7 – Security' <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/>

³⁶ <https://intranet.meithrin.co.uk/gdpr-processes-and-templates/>



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Child Protection Policy

E-Safety Policy

Staffing Policy

Contacts and Useful Information

The following publications and websites provide additional useful information:

Information Commissioner's Office: 'Guide to the General Data Protection Regulation (GDPR)' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Information Commissioner's Office: 'Special category data' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

Information Commissioner's Office: 'Right of access' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

Information Commissioner's Office: 'Register (notify) under the Data Protection Act' <https://ico.org.uk/for-organisations/register/>

Information Commissioner's Office: 'Guide to Data Protection' <https://ico.org.uk/for-organisations/guide-to-data-protection/>

Information Commissioner's Office: 'Data Sharing' <https://ico.org.uk/for-organisations/guide-to-data-protection/data-sharing/>

Information Commissioner's Office: 'Security' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/security/>

Information Commissioner's Office: 'Personal Data Breaches' <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/>

Information Commissioner's Office: 'Data protection self assessment toolkit' <https://ico.org.uk/for-organisations/improve-your-practices/data-protection-self-assessment-toolkit/>



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INCLUSION AND EQUAL OPPORTUNITIES POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Local Authority Referral Scheme contact details:

Contact phone

number: _____

Contact

email: _____

Aim

- The Cylch Meithrin aims to support and give every child the opportunity to take advantage of early years experiences, whatever their needs or background.

Principles

- Cylch Meithrin practitioners will respect and celebrate all that is unique about each child and the contribution that each child makes to the setting.
- The Cylch Meithrin commits to learning about and understanding the needs of children from every ethnic background, giving consideration to the language/ languages spoken at home, social, cultural and religious customs, in order to support the children's identity and their sense of belonging.
- The setting will offer inclusive, child-centred provision. Practitioners will follow a child-centred approach, beginning with the child and what they can do, and building on their strengths.
- The Cylch Meithrin commits to offering inclusive education where children with learning difficulties or disabilities (for the purposes of the Equality Act 2010) are supported to participate fully in mainstream education.
- The setting will be ready to make reasonable adjustments according to individual needs, including the physical environment of the setting and special equipment.



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- The Cylch Meithrin will work in partnership with parents/carers, the local authority/ local referral scheme³⁷, health practitioners and/or other relevant agencies to ensure assistance and support for the child and their family.
- The child's rights, opinion, feelings and wishes and those of their parents/ carers will be central considerations when considering how best to support each child.
- The Cylch Meithrin respects the principle of confidentiality in every aspect of its work, including that of additional needs, and will always keep any record or comments about an individual child confidential and stored under lock and key, following the **Confidentiality and Data Protection Policy and the E-safety Policy**.

Statutory requirements

The setting follows the Additional Learning Needs Code of the Additional Learning Needs Act and Education Tribunal (Wales) 2018.

In accordance with the National Minimum Standards for Regulated Childcare for Children up to the age of 12, the setting will plan and deliver for the individual needs of each child, including learning needs and disabilities.

The provisions of the Equality Act 2010 include the duty to make reasonable adaptations to facilitate access and inclusion for disabled people.

We will not discriminate against a child or their family when giving access to or delivering our services, and we will be ready to challenge and up23/09/2024 any action which discriminates against one of the protected characteristics as defined in the Equality Act 2010: age, sex, gender reassignment, marital status, pregnancy and maternity, race, disability, sexual orientation, religion or belief.

Children's rights

Ensuring that every child has the opportunity to take advantage of early years experiences respects the rights of the child outlined by the United Nations Convention on the Rights of the Child, specifically:

Article 2: The Convention applies to everyone whatever their race, religion, abilities, whatever they think or say and whatever type of family they come from.

³⁷ Referral Scheme: Referral Schemes are in place in every local authority in Wales, to support and enable children with additional learning needs to take advantage of the services offered by early years settings with their peers. These schemes employ a co-ordinator who works in partnership with organisations (statutory and voluntary) and provisions for the benefit of the children and their families.



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- 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 BETHAN TROTT, a nationality and family ties.
- Article 12: Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.
- Article 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 23: Children who have any kind of disability should have special care and support so that they can lead full and independent lives.
- 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.
- Article 31: All children have a right to relax and play, and to join in a wide range of activities.

The Welsh Language and Additional Learning Needs [note: the section below forms part of the setting's Welsh Language Policy (up23/09/2024d January 2022)]

The Cylch Meithrin is Welsh speaking, and the Cylch will work with other agencies and professionals who support the child to ensure that appropriate support is provided through the medium of Welsh.

However, the Cylch Meithrin recognises that there are cases where a child has additional needs, and it may be necessary to provide additional, appropriate support for the child in their home language. All such cases are considered individually, with consideration of and reference to the guidance for the implementation of the Additional Learning Needs and Education Tribunal (Wales) Act on each occasion.

If a case arises, the Cylch Meithrin will discuss with the parents / carers / guardians, the relevant professionals, and the local Cylchoedd Support Coordinator to agree the best way to provide the child with the necessary support / intervention. Please note that it is not possible to conduct any activity / intervention that is not through the medium of Welsh when it would be part of the usual activity of the Cylch Meithrin or involve other children attending the Cylch, as this will affect the other children's right to receive Welsh medium education and care at the setting.



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The Cylch Meithrin and Mudiad Meithrin will continue to operate and advocate to ensure that appropriate and appropriate support for Additional Learning Needs is available through the medium of Welsh for every child in Wales.

Terms

Disability

Section six of the Equality Act 2010 states that you are disabled if:

- you have a physical or mental impairment
- if that impairment has a substantial and long-term effect on your ability to carry out normal day to day activities.

Additional Learning Needs:

A person has an additional learning need if they have a learning difficulty or disability that calls for additional learning provision. If a child in the early years shows signs of a learning difficulty, early intervention should be considered if it is likely that the learning difficulty will intensify or that the child will develop a disability (Equality Act 2010 definition) by the time they are five years old.

Additional Learning Provision

For a child three years or older, additional learning provision means the provision of education or training which is in addition, or different to, that which is generally provided to others in the same age range.

However, in the case of children under the age of three, additional learning provision means educational provision of any kind. For those who are aged 3 and over, additional learning provision means the same as it does for children of compulsory school age and young people.

Individual Development Plan

If a child has additional learning needs or disability which requires additional learning provision, an Individual Development Plan will be prepared for that child. The Individual Development Plan (IDP) includes details of the additional learning provision required by the child, after receiving advice from health specialists, social services and/or other services. It is expected that everybody will work together to ensure the best Individual Development Plan for the child.

Code of Practice



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The Cylch Meithrin will act in accordance with the current Additional Learning Needs Code of Practice for Wales which is based on the Additional Learning Needs Act and Education Tribunal (Wales) 2018.

The setting is aware of its legal duties under the above act, including the duty to inform the local authority that a child may have ALN.

We will work to deliver a high level of General Provision which meets the needs of each child.

Where appropriate, the settings practitioners will make reasonable adjustments (Equality Act 2010, CIW Minimum Standards) to the usual arrangements/ resources/ environments/ interactions with adults, to offer targeted general provision which will support the development of each child.

Cylch Meithrin practitioners understand that early intervention helps to prevent additional needs from developing or worsening by the time the child is five years old and in full time education.

Referral

If a practitioner is concerned that a child is not making sufficient progress and suspects that a child may have additional learning needs, the child should be referred to the local authority. Consideration should also be given to the concerns of parents/ carers. (Please view the **LIMP: Appendix 72c- Additional Needs Record and Progress Plan** of this policy to record the progress of a child and note their responses to any strategies or interventions used in the settings prior to referral).

The child should be referred to the local authority through the process as informed by the Early Years Additional Learning Needs Lead Officer (EY ALN Lead Officer).

The Leader will discuss confidentially with parents/carers if there is concern that their child may have additional learning needs, a disability or other unidentified needs. With the parents'/ carers' consent the Cylch Meithrin will contact the local authority/ local referral scheme.

The Advisory Teacher / Child Care Officer / Speech and Language Therapist may be contacted for advice and support.

The local authority's decision:

The local authority has a duty to respond to any concerns raised about a child's possible Additional Learning Needs.

If the Local Authority decides that a child has additional learning needs, the local authority will create an Individual Development Plan for the child. This is a statutory



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document outlining the provision or methods used to help the child achieve their full potential and to prevent any needs from worsening.

If it is decided that a child does not have additional learning needs the Cylch Meithrin will seek advice from the Early Years Additional Learning Needs Lead Officer and other agencies about the best way to support the child and their family.

The Cylch Meithrin will offer additional learning provision insofar as they are able, in line with the child's Individual Development Plan.

The IDP will include details about the individual learning provision required by the child after the receipt of specialist advice. This may include strategies to help the child, including short-term targets, the resources needed, differentiated learning strategies, the procedure for revising the plan and the results of the steps taken.

Cylch Meithrin practitioners will be ready to attend meetings and provide input, at the invitation of the local authority, to discuss the child and their Individual Development Plan.

Cylch Meithrin practitioners will take part in review meetings, and will monitor the IDP targets for the child, sharing this information with the local authority.

It is the responsibility of the local authority to revise the IDP, sharing information with the child and the family and seeking their opinion when revising the IDP.

The Cylch Meithrin will cooperate to ensure a successful transition for the child (either from home to the cylch or from the cylch to school/ another setting).

The setting will transfer all relevant information during transition reviews and will adapt the transition process so that it meets the needs of the child in question.

Promoting Equal Opportunities

It is good practice to designate one person to be the **Additional Needs Coordinator** in the Cylch Meithrin. However, each member of staff has the responsibility of meeting the needs of every child who attends the Cylch Meithrin. A description of the role of Additional Needs Coordinator is available in **LIMP :Appendix 72a- Role of Additional Needs Coordinator** of this policy.

The Cylch Meithrin notes on its publicity materials that every child is welcome to participate in all of the Cylch Meithrin's activities.

It is the responsibility of the **Committee/ Leader**, in partnership with the local Early Years Additional Needs Lead Officer /the local Referral Scheme and/or other relevant agencies to facilitate access to the Cylch Meithrin for every child, regardless of their needs.



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The Cylch Meithrin will act on the advice, guidance and training provided by external agencies, working cooperatively to enable individual children to achieve their potential.

It is the responsibility of the **Committee/ Leader** to ensure that all information retained by the local authority/ referral scheme and/or external agencies regarding the Cylch Meithrin, is up to 23/09/2024 and accurate.

The **Committee/ Leader** will ensure that staff received the training, support and resources necessary to deliver provision for the children who attend the setting. The **Committee/ Leader** will ensure staffing arrangements will meet the needs of children with additional needs who attend the setting.

In order to ensure the best opportunities for every child, the setting aims to consider matters pertaining to inclusion when planning activity or delivery; for example when taking strategic decisions, or when buying equipment and resources, or planning facilities.

Using person-centred practices in every aspect of the setting's life helps children to learn more effectively. The use of One Page Profile is an effective way of gathering information about that which we like and admire about the child, what is important to them and what is important when supporting them. A template One Page Profile is available in **LIMP : Appendix 72b - One Page Profile** .

More information about person- centred practice is available here: ymarfer-sy-n-canolbwyntio-ar-unigolion-mewn-addysg-canllaw-ar-gyfer-blynyddoedd-cynnar-ysgolion-a-cholegau-yng-nghymru.pdf (llyw.cymru)

Safety and well-being

The setting takes the safety and wellbeing of everybody involved with the setting seriously and works to prevent any intolerant behaviour. We will expect every practitioner to treat any discriminatory behaviour or bullying seriously and to bring it to the Leader's attention. The Leader will inform the Registered Person / Responsible Individual and record the incident in the Incident Book. Should a complaint be received from a parent/carer the Compliments and Complaints Policy should be followed.

The setting will report any incident it believes to be a hate crime to the police. Hate Crime is a crime which, according to the victim (or any other individual), is motivated by prejudice or hatred. Examples of this are: criminal damage, assault, verbal abuse, etc.

Associated Policies



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Compliments and Complaints Policy

Confidentiality and Data Protection Policy

Equality and Diversity Policy

Whistle-blowing Policy

Admissions Policy

E-safety policy

Welsh Language Policy



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WHISTLEBLOWING POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

AIM

The cylch's policy is to conduct its business with honesty and integrity and all staff and volunteers are expected to maintain high standards. Staff and volunteers are encouraged to report suspected wrongdoing as soon as possible. This policy applies to all individuals working at all levels within the cylch.

PRINCIPLE

Whistle blowing is the reporting of suspected wrongdoing or dangers in relation to the cylch's activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

CODE OF PRACTICE

In many cases it is hoped that staff will be able to raise any concerns with the Chair / Registered Person, in the first instance. Following this, a meeting will be arranged as soon as possible to discuss the concerns. Staff members may bring a colleague or union representative to any meetings under this policy. The companion must respect the confidentiality of the disclosure and any subsequent investigation.

The cylch will create an environment which enables staff to voice whistle blowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If Staff members want to raise their concerns confidentially, the cylch will make every effort to keep the identity secret, and only reveal it where necessary to those involved in investigating the concerns.

The cylch will establish and provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases, staff should not find it necessary to alert anyone externally. However, the law recognises that in some circumstances it may be appropriate for Staff to report their concerns to an external body such as a regulator. The cylch strongly encourages staff to seek advice before reporting a concern externally. Public Concern at Work operates a confidential helpline - its contact details are at the end of this policy.

The cylch encourages openness, and will support staff who raise genuine concerns under this policy, even if they turn out to be mistaken. Staff must not suffer any detrimental treatment as a result of raising a genuine concern. Staff must not threaten or retaliate against whistleblowers in any way. Individuals involved in such conduct may be subject to disciplinary action. If the cylch concludes that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action.



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Public Concern at Work

(Independent whistle blowing charity)

Helpline: (020) 7404 6609

E-mail: whistle@pcaw.co.uk

Website: www.pcaw.co.uk



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DIGITAL IMAGES AND VIDEOS POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Introduction

The use of cameras and devices with inbuilt cameras is a part of everyday life, but digital technology has increased the potential that images and videos can be misused.

The Cylch Meithrin tries to strike a balance between the need to protect the children in our care, and the need to publicise the cylch's activities.

Aim

The aim of the Digital Images and Videos Policy is to ensure that images and videos are used safely and appropriately, by following acceptable usage procedures. This is done in line with legislative requirements and in an attempt to respect the rights of all.

Scope

The Digital Images and Videos Policy is applicable to everyone who has access to/or uses photographic and recording equipment within the setting. This includes children, parents/carers, practitioners and their managers, volunteers, students, committee members, visitors, contractors, members of the community, and where relevant, landlords. This list is not exhaustive. It applies to every device with an inbuilt camera, including smart phones, tablet computers, mobile gaming devices which include an inbuilt camera, CCTV systems, and other types of digital technology and resources designed for the storage and creation of images. It also applies when using parental apps and software such as Seesaw, First Steps/Family. The policy applies to still or printed images as well as digital images. It refers to photographs and digital images of children and adults in the setting (known as the Data Subject).

The Rights of the Child

This policy 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 16: Children have a right to privacy. The law should protect them from attacks against their way of life, their good BETHAN TROTT, their families and their homes.

Responsibilities



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The person responsible for child safeguarding is responsible for ensuring that camera technologies and images and videos are used in a correct and acceptable fashion. This includes managing, implementing, monitoring and revising the Digital Images and Videos Policy and ensuring that a landlord's CCTV systems comply with this policy and the Information Commissioner's Office (ICO) guidance.

Before making use of cameras and devices which have inbuilt cameras, it is important that you conduct a Data Protection Impact Assessment (DPIA) which considers:

- Is there a real need to use the camera/device;
- The legal basis for its use; and
- The effect on the rights and freedoms of the individual whose image will be captured by the camera (and as such, will have their personal data collected).

See: [Rhestr-wirio-data-Cylch-f2-21.05.18.xlsx \(live.com\)](#)

A full list of responsibilities is available in the [Guidelines: Online safety for early years practitioners support pack 38689 \(gov.wales\)](#)

Legislative Framework

This policy complies with the requirements of the Data Protection Act 2018, General Data Protection Regulations (GDPR) Regulations, the Freedom of Information Act 2000 and other applicable laws regarding the taking of and use of photographs and videos of children and adults. All images and videos will be used in a way which satisfies the requirements of the 7 Data Protection Principles, which are:

- Lawfulness, fairness and transparency.
- Purpose limitation.
- Data minimisation.
- Accuracy.
- Storage limitation (that is, stored for the least amount of time possible)
- Integrity and confidentiality (security)
- Accountability
- Security, if images or videos are transferred to other countries



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Code of Practice

The Cylch Meithrin will:

- Where appropriate, ensure written permission from parents/carers before using a photo of a child/children towards Cylch Meithrin purposes, e.g. in an Estyn inspection, displays within the Cylch Meithrin, Foundation Phase activities, quality assurance, sharing good practice
- Ensure that written permission is received at the start of the child's time in the setting
- Ensure that written permission is regularly renewed, e.g. at the beginning of the school year
- Ensure specific written permission is obtained from parents/carers/guardians before using pictures of their child/children on the setting's website or social media pages
- Ensure that the children's NAMES are not used in conjunction with any image on the setting's website or social media pages.
- Ensure specific written permission is obtained on separate, additional occasions when images of the children will be used externally, e.g. in the local newspaper, on a television programme, when Mudiad Meithrin sends a photographer to capture images or videos of the children.
- Give adults who do not want to be in a particular photograph, the option to opt out by informing the photographer at the time
- Ensure that staff and volunteers are made aware of the contents of this policy as part of their induction
- That the policy's principles are shared with parents/carers
- Ensure that the person taking photos commits to refraining from naming the children in the images
- Ensure that the images and recordings are deleted from every storage device once they are no longer needed, and within a designated storage period
- Ensure that staff follow the policy at all times
- Ensure that use of cameras and photographic and recording equipment is authorised by the person responsible for child protection



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- Ensure that cameras and other photographic and recording equipment is only used for work purposes
- That personal equipment is not used to take digital images/make recordings in the setting. If this usage is permitted, authorisation must be received by the person responsible for child protection, and all details of their use must be recorded
- The transfer of images and videos by unsecured USB drives, unencrypted e-mails and unsecured mobile devices is prohibited
- Authorisation will be given by the person responsible for child safeguarding if remote access is given to a server or system intended for storing images and videos
- Ensure that the person responsible for child safeguarding retains the right to see any images or videos taken, and/or to rescind or restrict the authority of any individual to take or make digital images or videos, at any time
- Ensure that images and videos are available for scrutiny at any time, and that staff are able to justify any images or videos in their possession
- Report concerns regarding any possible misuse.

Consent

Under EU data protection law, consent (one of the legal reasons for using data) has changed. Under article 4(11) of the EU GDPR, it is defined as:

'in relation to the processing of personal data relating to an individual, means a freely given, specific, informed and unambiguous indication of the individual's wishes by which the individual, by a statement or by a clear affirmative action, signifies agreement to the processing of the personal data'.

This means that in settings where consent/permission is used as a basis for processing data, that consent must be clearly given, and pre-ticked boxes, opt-out boxes or implied consent are no longer acceptable. GDPR does not specify any age of consent for general data processing, but settings should consider the capacity of children to freely give informed consent.

Settings should only use consent if there is no other suitable basis. In these instances, settings should be able to cope with people saying 'no' (and/or changing their minds), so it is important that consent is only used for optional additions rather than for key information which is vital to the setting. For example, it would be appropriate to ask for consent should a setting wish to publish an image or video of a



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child. However, if it is mandatory for a setting to store learners' details in a Management of Information System (MIS) then it would not be appropriate to depend on consent as a basis, as the child is unable to opt out of this. In this instance, settings may use 'public task' as a legal basis.

Procedures

We will only accept consent given by a parent/carer who has parental responsibility. Other friends and relatives will not be able to give consent.

The parent/carer has the right to refuse or withdraw consent at any time.

Consent will be sought to use videos and images for a specific purpose, e.g. if images or videos are needed for publicity materials, or to support the training needs of practitioners and their managers. The consent will describe the intended use of the videos or images, and for how long the consent is required.

See LIMP Appendix 73: DIGITISED IMAGES CONSENT FORM (pictures and video clips) IN THE CYLCH MEITHRIN

We will not use images or videos of children who no longer attend the setting, unless specific permission has been granted. As a rule, consent to use images and videos comes to an end once the child leaves the setting.

Images and videos

Children may be exposed to dangers should images or videos be misused, including:

- Making, taking and distributing indecent and unsuitable images or videos
- Developing an inappropriate relationship online

This happens very rarely, but when making, taking or using images or videos of children we will consider safeguarding measures and expect practitioners and their managers to sign a confirmation that they have read and understood this policy.

Procedures

We will always consider the purpose and context of any images or videos taken.

We will show sensitivity to any child who appears uncomfortable and will not take photos or videos of any child against his/her will.

If possible, we will avoid taking or creating images or videos of a child in a one-to-one situation with an adult, unless there is a specific, agreed reason for doing so.



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We will not take photos or videos of a child who is hurt/injured, whether by accident or otherwise. In the case of an injury suspected not be accidental, we will immediately follow the steps as outlined in the setting's Safeguarding Policy.

We will not use images or videos which may cause worry or embarrassment. We will only take images or videos of children who are fully dressed in suitable clothing, and will never, under any circumstances, take images or videos of children in a state of undress.

If children are participating in sports, we will carefully consider how appropriate it is to take photos or videos of them, and from which angle.

We will not take or make images or videos in sensitive areas of the setting, e.g. in the toilets or changing area.

We will ensure that neither a child's full NAME or any other identifying details, will appear in any description or any text next to the image or video, e.g. as part of a project display, panel or NAME cards. We will be especially careful when other people, including the public, are likely to see these images or videos.

Parents/carers must respect other parents/carers when taking photographs of their child in a group event. Parents/carers are aware of the expectations as to how images or videos may be used, that is, they should not share any images/videos of other children publicly on social media without the permission of the parents of other children in the images/videos.

Use of images and videos of children by the media

Should we invite media companies to organised events in order to take digital photos/videos of the children, we will ask prior permission from the parents/carers to take, process and publish these images or videos. In this context, the media company is the data manager (and possibly the data processor too), so it is reasonable to expect the company to be responsible for seeking consent. Parents/carers may oppose the publication of images/videos of their children, therefore it should be ensured that parental/carer consent has been obtained before the press are allowed access to children. We will always respect a parent/carer's right to refuse permission for their child's participation. We will ensure that the child is not isolated or put at a disadvantage due to a decision on consent.



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Procedures

The person responsible for child safeguarding will ensure that broadcasters and press photographers are aware of the sensitivity of detailed captions, one-to-one interviews and taking close-up digital photos/videos.

If a newspaper photographer is invited to take photos, we will not share the NAMES of the children who appear in the photo.

We will verify the identity of the person who is representing the media.

Admission will only be granted if the event is planned beforehand, and if the press has been invited to attend. We will not authorise unplanned visits from the media, under any circumstances. Should the media make an uninvited appearance, for reasons beyond the setting's control, then we will make every reasonable effort to ensure that children, parents and carers are protected against press intrusion.

We will make every effort to ensure that the press adhere to specific guidelines, but we cannot accept responsibility or be held accountable for any situations beyond reasonable control, if the setting is deemed to have behaved in a responsible manner.

Using a Professional Photographer (including professional workers who make videos)

We will ensure that any professional photographer used is ready to work in accordance with the Digital Images and Videos policy and the guidelines below.

- In the context of data protection legislation, the photographer will be considered a 'data processor' and any contract with them will be in line with the Data Protection Act 2018 and the GDPR.
- We will use photographers only if they can guarantee appropriate behaviour so that images and recordings are not processed in an unauthorised or illegal manner, ensuring that they are appropriately insured against loss, destruction or serious damage of personal data.

Procedures

We will expect the photographer to show that they have agreed:

- to conform with the Data Protection Act and the GDPR
- that any images and recordings will only be used for a specific, designated purpose, and not in any other context
- that the images and recordings will be deleted from every storage device once they are no longer needed, and that will be done within a specified period



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- that images and recordings will not be shared with any third parties unless specifically necessary in order to carry out the requirements of the contract, and that parental/carer permission to do so will be obtained.

We will exercise care when choosing a photographic agency and/or professional photographers. We will request details of checks to confirm suitability, which may include DBS checks. We will verify the photographer's identity upon arrival. Should we have concerns regarding the validity of any photographer, we will refuse admission and report these concerns. Photographers will be treated as any other visitors and will be suitably supervised at all times.

Children taking pictures and making videos of each other

On occasion, children will have the opportunity to take photos or make videos of each other and their environments, e.g. to record a trip or event, or to support learning and development needs. We will encourage these activities in a safe environment.

Procedures

Staff will discuss and agree age-appropriate rules with the children when using cameras and recording devices

Parents/carers taking images and videos

Parents/carers have the right to take images or make a video of their own children in the setting, e.g. in a show, but the right to refuse is reserved. The setting will announce guidelines prior to the event starting.

Procedures

In order to respect an individual's right to privacy, and to ensure the safety of the children:

Parents/carers are expected to complete an acceptable usage agreement relating to images and videos if they wish to make images or videos of their child in the setting.

Authorized use is permitted on agreed times and updates, and only within designated areas of the setting.

Parents/carers are only permitted to make images or videos of the event for their own personal use. Images and videos may not be used for any other purpose without express permission. If people wish to share them more widely, permission must be sought from the parents/carers of all the other children in the image/video prior to it being shared.



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Parents/carers should not make comments on any images shared by other parents/carers/guardians.

We will encourage parents/carers to be mindful of others when making and taking images and videos, to ensure as little disruption as possible to other parents/carers during the event.

We retain the right to revoke permission, and we also have the right to examine any image or recording at any time.

The setting will recommend that parents/carers check their privacy settings on their social media accounts to understand who may see the images/videos they are sharing.

Closed Circuit Television Cameras (CCTV) take images or recordings of people and come under the Data Protection Act 2018 and GDPR. CCTV may be used:

- To manage access
- To monitor safety
- To manage a site
- To monitor a building, in corridors or out of the way places which practitioners do not visit often, e.g. around toilets (but not within toilet cubicles)
- For observation, as agreed and arranged, on children, practitioners and their managers.
- For crime prevention and to discourage trespass

Procedures

CCTV used by the Cylch Meithrin

In these instances, the Cylch Meithrin is the data manager (who decides on data collection methods and the purpose of the data being processed) and is responsible for complying with data protection legislation.

We will complete a Data Protection Impact Assessment and will comply with the Information Commissioner's Office Code of Practice on CCTV:

[CCTV code of practice \(ico.org.uk\)](https://ico.org.uk)

and their checklist:

[CCTV checklist | ICO](#)

As well as the Cylch Meithrin's Confidentiality and Data Protection Policy.



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Every location where there is a CCTV camera must display signage so that the individual is aware that there is a camera present in the area they are about to enter.

We will always follow the maker's instructions and their guidelines on sharing information and data protection, which includes guidelines on the storage and deletion of images.

We will store a recording for the minimum amount of time possible and for no longer than its intended purpose. Usually, this will be for no longer than 30 days. We will delete each recording before disposing of it.

The person responsible for child safeguarding will regularly inspect any stored recordings.

Every effort is made to unknowingly avoid making inappropriate recordings, and as such, cameras are located and placed sensitively. No cameras are pointed directly at toilet cubicles or any other sensitive areas within the setting.

We will delete images taken outside of the setting's opening hours, in line with previous procedures.

CCTV being used by the landlord of a building which is home to the Cylch Meithrin

In these situations, the landlord is the data manager who decides upon data collection methods and the purpose of the processed data.

Although it is the data manager's responsibility (in this case, the landlord's) to comply with data protection legislation, the Cylch Meithrin will ensure that the risk to children is lessened by following the steps as laid out in:

LIMP Appendix 73a: A guide to actions required by the Cylch Meithrin when CCTV is used by the landlord of the building

CCTV being used by a building landlord hosting the Cylch Meithrin, and the Cylch Meithrin is a "joint manager"

(e.g. when the Cylch Meithrin is located within a landlord's building, but has enough control over the CCTV system to warrant being a "joint data manager" with the landlord.)

In these situations, the Cylch Meithrin may have an influence over the data collection methods and the purpose of the CCTV system.

The Cylch Meithrin will use the Information Commissioner's Office data manager and joint data manager checklist to assess whether there are any further steps which may need to be taken:



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Our checklists on controllers and joint controllers

Webcams

We will ask for parental/carer consent before using webcams in the setting and give full details of the reason for its use. This will include details about the purpose of the recording/live video, who will have authority to view it, and what security measures are in place to prevent unauthorised access.

Procedures

The regulations for webcam signage are the same as they are for CCTV. Should filming take place, we will discuss this with the children, parents/carers and staff, and will ask for written permission from all parents/carers.

The details for the storage and deletion of recordings are the same as those for CCTV.

Websites

Posting images or videos on the setting's website, or on a public website, can cause specific problems, e.g. the images or videos can be misused and distributed without permission, or even without people knowing. There is also a danger that children may be exploited in some way after a photo or video of them is displayed.

Procedures

We will be careful when permitting images or videos of children taken in the setting to be published. We will not publish BETHAN TROTTS and photos together on a public website, and we will ask for permission from parents/carers before using any images or videos.

Smart Doorbells

Smart doorbells are put in place of traditional doorbells, and include a camera which can capture images, and sometimes sounds, of individuals visiting or leaving your setting.

Smart doorbells are often connected with mobile phone apps which allow you to:

- See a live feed via a remote device
- Keep and edit any images recorded; or



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- Possibly share recorded images with others, such as insurance companies or law enforcement agencies.

Procedures

If we use smart doorbells they will be appropriately placed so that the camera does not involuntarily capture images of other nearby entrances or private properties that are not the intended subject of surveillance.

We will ensure that any images we record are stored safely and appropriately manage in terms of storage period, security, disclosure, and access.

We will ensure that any smart doorbell app we use is secure and regularly updated via communications with its maker.

We will display appropriate signage to inform individuals that they are under surveillance from a smart doorbell in the vicinity.

We restrict any permanent recording and possible intrusion on privacy by having the camera activated only when the doorbell is pressed.

Where required, we comply with the Surveillance Camera code of practice.

Some smart doorbell models possess facial recognition technology which enables automatic identification of an individual waiting outside the door. If our system uses facial recognition technology or similar, to identify individuals, we will put additional security measures in place as this is likely to be processed under the 'special category data'.

See the ICO guidance on special category data

Recording children's progress/activities

We use scrapbooks, or parental apps or software such as Seesaw or First Steps/Family to record and monitor learning development, individual development, and children's activities. Sometimes images/videos of a child to create these records.

Procedures

The information in each record is relevant to an individual, identifiable child, so we should treat it as personal data. This means that the information is protected under EU data protection laws, and we will include it in any data protection impact assessments.



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We will use a statement taken from a code of practice to safeguard and promote the well-being and rights of individual children and will display this on the cover of each record.

We will seek permission from parents/carers if their child is to be photographed or recorded in the middle of a group of children, or if the image/video is to be included in a record belonging to another child. Parents/carers have the right to restrict their consent e.g. to request that group images/videos are only included in specific progress records, e.g. those belonging to close friends. If consent is not possible, we will not share the relevant image/video across other children's progress records.

Progress records are provided for the benefit of the individual child and their parents/carers, and we will give parents/carers the responsibility for what to do with any personal data in the progress record, once it is in their possession. But we will inform parents/carers that they are not allowed to 'publish details' of another child without the explicit consent of their parent/carer.

Professional Learning Passport

The person responsible for child safeguarding has a duty of care to ensure that practitioners behave responsibly when creating images or videos for their training portfolios. The person will scrutinize images and videos and conduct regular inspections to ensure that the relevant policies and procedures are all being followed.

Procedures

The person responsible for child safeguarding will supervise the work of creating the images and videos used by practitioners to complete their training portfolios. We will ask for parental/carer consent if we intend to take a photo of, or record their child for their training portfolio. No photo or image considered to be inappropriate should be included. If an image or video is deemed unsuitable, the person responsible for child safeguarding will ensure that the Misuse of Information and Communication Technology procedures in the e-safety policy are followed.

Storing images and videos

We will ensure that still images (including those displayed digitally) and videos of children are appropriate. We will also protect the identities of individual children. We will be especially careful of images shown in a public place (or any other area that parents/carers, the public and visitors have access to).

Procedures



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We will follow stricter safeguarding and sensitivity procedures when using digital displays. We will consider the position of the photographs, as they are often displayed in the most public parts of the building, such as the reception.

Photographs and videos of adults

If someone can be identified from a photograph or digital image it is considered their personal data and therefore this data must be properly protected. As with any use of personal data, choosing a valid reason or 'lawful basis' is essential. When taking photographs and videos of adults at the Cylch we will normally use 'Legitimate interests' as the legal basis as we are processing data in a way people might expect or we can justify. This can include promotion and marketing.

Procedures

We will tell staff, volunteers, parents and visitors in advance what we're going to do with their personal data so they clearly understand what to expect. Where possible, we will give them the chance to opt out. It is usually sufficient to notify those in attendance at events that photography or filming will be taking place, either verbally or with a notice clearly visible, and those who do not wish to be in a photograph or recording can opt out.

Storage and disposal

We will safely store and dispose of digital images/videos, in order to prevent unauthorised access, ensure confidentiality and protect identities.

We will store and dispose of all images/videos in accordance with the 2018 Data Protection Act and GDPR.

Procedures

We will keep images and videos for no longer than necessary. We will store them for the time period agreed with the owner of the image/videos.

The person responsible for child safeguarding will ensure that all images and videos are permanently deleted from memory cards, hard drives, mobile computers and other applicable devices once they are no longer of use, or the consent for their usage has expired.

If it is necessary to store images and videos for a short period, we will store them safely and password protect them on the computer's hard drive or other appropriate storage device. We will store the equipment safely and restrict access to it. We will



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not store digital images and videos on portable storage devices for any longer than necessary.

We will dispose of images and videos once there is no longer a use for them. We will return them to the parent/carer, delete them or shred them, as appropriate. We will not make copies of images without relevant authorisation and the consent of the person responsible for child protection, as well as that of the parent/carer. We will keep all records of consent on file. Should consent be withdrawn at any time, we will delete and dispose of the relevant images and videos. We will update the record to reflect this.

Security

We will treat each image and video as personal data and consider them to be of a sensitive and confidential nature. The person responsible for child safeguarding is responsible for ensuring that all information is handled appropriately and securely. Should there be any concern regarding a security breach, the person responsible for child safeguarding and/or the registered individual/Responsible Individual must take the appropriate steps. Every incident of this nature must be recorded, reported and acted upon.

Procedures

We will continually monitor and revise our security procedures. We will conduct a data protection impact assessment on all of our processing activities, and this should manage any risks at an acceptable level. Under the 2018 Data Protection Act, every reasonable effort must be made to ensure that any individual who has access to personal data is reliable and suitable. Therefore, we will follow effective procedures for safer recruiting.

Under the 2018 Data Protection Act, every reasonable step must be taken to ensure that any individual who has access to personal data is dependable and suitable. Therefore, we will follow effective procedures for safer recruiting and regularly carry out thorough checks and verifications to ensure that our existing and new practitioners, and their managers, continue to be qualified and suitable. All applicable checks must be carried out before any staff, volunteers or students on work placement are given access to children and/or their personal data. It is mandatory for practitioners to follow the procedures on confidentiality and information sharing, and they must agree to this during their induction.

We will control the following aspects:



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- Physical Security - effective measures are in place to ensure physical security and protection against theft, including the theft of laptops, computers, mobile devices, cameras and any personal data, including images and videos.
- Digital Security - we will implement strict measures to ensure digital security and to raise awareness of technological developments which may endanger the security of our online systems. We will up23/09/2024 security systems as required. The security measures will be proportionate to the possible dangers, and we will monitor and review them continually.

Associated Policies

E-Safety Policy

Confidentiality and Data Protection Policy

Compliments and Complaints Policy

Child Safeguarding Policy

Adult Safeguarding Policy

Risk Assessment for virtual sessions in the setting/Live-streaming checklist

Staffing Policy

List of Relevant Llyfr Mawr Piws Appendices

Appendix 73: Digitised images consent form

Appendix 73a: A guide to actions required by the Cylch Meithrin when CCTV is used by the landlord of the building

Contacts and Useful Information

We suggest referring to the publications and websites below for further information

Guideline: Online safety for early years practitioners support pack [38689 \(gov.wales\)](#)

National Cyber Security Centre "Early years practitioners: using cyber security to protect your settings"<https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect-your-settings>

Information Commissioner's Office: 'Taking Photographs in Schools': https://ico.org.uk/media/for-organisations/documents/1136/taking_photos.pdf

UCAC FAQs: 'I'm responsible for updating the website and am worried about how much information I can display about individual students, and about data protection



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and copyright rules. Is there any simple advice you can give me for schools and FE colleges?'

https://www.ucac.cymru/images/CwestiynauCyffredin/1_Diweddaru%20gwefan%20ysgol.pdf

The Home Officer: 'Indecent images of children: guidelines for young people' <https://www.gov.uk/government/publications/indecent-images-of-children-guidance-for-young-people/indecent-images-of-children-guidance-for-young-people>

Crown Prosecution Service Guidelines: Indecent and Prohibited Images of Children | The Crown Prosecution Service (cps.gov.uk)

Safer Recruitment Consortium: Guidance for safer working practice for those working with children and young people in education settings, October 2015 <http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>



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ADMISSIONS POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

AIM

The aim of the cylch is to offer early years care and education through the medium of Welsh to every child within the appropriate age range, in accordance with its Admissions Policy.

PRINCIPLE

Every child who is within the appropriate age range is welcome to attend the cylch, regardless of his needs, colour, race, language, religion, social class or family situation.

POLICY

The cylch will conform to the conditions of registration as noted in the Childminding and Childcare (Wales) Regulation (2010) regarding the age of the children and the numbers allowed.

The Committee will adopt and implement appropriate admissions criteria for the cylch. However, when adopting these criteria the Committee will ensure that it does not contradict its Equality and Diversity Policy.

The criteria include:

age range: 3 to 4 years old

admission dates: the day after their 3rd birthday or the term after their 3rd birthday

catchment area: Not applicable

other:

Parents/guardians must register their child when he starts in the cylch using form P1.

The Committee encourages parents/guardians to ensure a place for their child well in advance, and they will be invited to visit the cylch with their child before the starting date.

The Committee reserves the right to refuse a parent/guardian's request for a place for a child, which does not conform to the conditions of admission. In such cases, parents/carers/guardians will be informed of the reasons.



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SMOKE FREE POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

AIM

The Health and Safety at Work Act 1974 sets a legal duty upon employers to ensure that its workers have a safe working environment. The Cylch Meithrin commits to maintaining standards of health, safety and welfare for the benefit of all workers, volunteers, students and visitors to the setting, in addition to the children under its care.

The aim of this policy is to ensure that staff, children, parents/carers/guardians, volunteers and visitors are not exposed to second-hand and third-hand smoke, and that this policy complies with the smoke-free provision as outlined by the **Health Act 2006**, the regulations relevant to Wales which came into force in 2007; and the **Public Health (Wales) Act 2017**, and all the relevant regulations deriving from it. The **Smoke-free Premises and Vehicles (Wales) Regulations 2020** mean that all outdoor spaces at day care settings are required to be smoke-free.

The Cylch Meithrin acts, within reasonable and practical limits, to ensure the health, safety and welfare of its staff, the children in its care, work experience students, volunteers and visitors to the setting. This includes ensuring that each member of staff, work experience students, volunteers, visitors and children under the Cylch's care, are able to carry out their work safely and effectively, in an environment free from second and third-hand smoke.

This policy is relevant to all staff, volunteers, work experience students, visitors and also to parents, carers and guardians.

Children's Rights

Ensuring health, safety and welfare is one of the ways that the Cylch Meithrin demonstrates its respect for children's rights, as outlined by the United Nations Convention on the Rights of the Child, specifically:

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

Article 27: Every every child has the right to a standard of living adequate for the child's physical and mental development. State Parties should help parents who are not able to provide this.

Definitions



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Smoking

The **Public Health (Wales) Act 2017** defines smoking as the smoking of tobacco, or any other lit substance in a form in which it could be smoked. This includes cigarettes of any type, pipes, cigars, electronic cigarettes, and vapes.

Second-hand smoke

'Second hand smoke' refers to the smoke produced by lighting any substance which can be smoked.

Third-hand smoke

'Third-hand smoke' refers to the residual pollutants which remain on surfaces (e.g. clothes, carpets, curtains, furniture) and in dust, once the act of smoking has been completed. These pollutants are re-released into the atmosphere over a period of time. Researchers believe that third-hand smoke endangers the health of babies and children.

Code of Practice

The Registered Person / Chair will ensure that the policy is implemented, delegating the responsibility for its day-to-day implementation to the Cylch Leader. Each staff members must adhere to, and facilitate the policy's implementation. The Leader will ensure that each member of staff, parents / carers, volunteers, work experience staff and contractors are aware of the policy and of their responsibility to implement it. The Leader will also ensure that each new member of staff receives a copy of this policy during their induction training.

The Cylch will:

- ensure that the whole workplace and the cylch's environs both inside and outside, are smoke-free. Neither staff, volunteers, students or visitors are permitted to smoke directly outside the building either, as this creates an unprofessional image of the Cylch Meithrin.
- ensure that smoking is banned the entire length and breadth of the workplace, without exception.
- take reasonable steps to prevent smoking inside and outside the setting e.g. by placing signs and / or drawing individual's attention to the fact that it is an offence to smoke in those areas.
- ensure that any staff member who does smoke will not come into contact with the cylch's children while she/he has the smell of smoke on her/his close and or breath.



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- ensure that 'No Smoking' signs meet regulatory requirements, and that they are clearly displayed near the building's entrance.

Since 1 October 2015 it has been illegal to smoke in a car or other vehicle with a person under the age of 18 inside it.

The Cylch will:

- ensure that any vehicle used by the setting to transport children is a smoke-free environment, including third-hand smoke.
- ensure that 'No Smoking' signs meet regulation requirements, and that they are clearly displayed inside the vehicle

Failure to comply with this policy

If a person fails to comply with the smoke-free policy, the following steps will be taken:

- draw the person's attention to the 'No Smoking' signs, reminding them that they are breaking the law by smoking. Ask them politely to cease smoking.
- advise the person that it is an offence for the Cylch's Leader etc. to permit anybody to smoke in or around the building.
- explain to the person that the Cylch has a smoke-free policy in order to ensure a safe environment for all adults and children. If the warning is refused, they will be asked to leave the building at once.
- if the staff member refuses, then the Committee will consider which steps to take under the Disciplinary Procedure for unacceptable behaviour in the workplace.
- keep a record of such events, and the results of the actions taken.

Education and Support to Stop Smoking

We respect the fact that it is an individual's right to choose to smoke. As a Cylch Meithrin, we support healthy living choices.

There are sources of support available for smokers who wish to quit smoking:

Smokers Helpline Wales (Phone:0800 169 0169) provides advice and self-help materials.

NHS Wales; Help Me Quit: <https://www.helpmequit.wales/> , Phone:0800 085 2219

Related Policies

Health, Safety and Welfare Policy

Transporting and Transferring Children Policy

Staffing Policy



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Useful Contacts and Information

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

- Ash Scotland: Third-hand smoke

<https://www.ashscotland.org.uk/what-we-do/supply-information-about-tobacco-and-health/briefings/third-hand-smoke/>

- Public Health (Wales) Act 2017

<http://www.legislation.gov.uk/anaw/2017/2/contents/enacted/welsh>

- Smoke-free law: guidance on the changes from March 2021

<https://gov.wales/smoke-free-law-guidance-changes-march-2021.html#section-58231>

- Gov.uk: Rules about tobacco, e-cigarettes and smoking: 1 October 2015

<https://www.gov.uk/government/publications/new-rules-about-tobacco-e-cigarettes-and-smoking-1-october-2015>

- NHS Wales; Help Me Quit:

<https://www.helpmequit.wales/>



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PROTECTION OF ADULTS POLICY AND GUIDELINES PACK

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Cylch Meithrin Ysgol Glan Morfa's Safeguarding Officer is Bethan Trott

The Deputy Safeguarding Officer is Thomas Crockett

****The Responsible Individual and the Person in Charge (Cylch's Leader) are its designated people.****

Local Authority Adult Safeguarding Team, telephone no. 029 2233 0888

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ADULT SAFEGUARDING POLICY AND GUIDELINES STATEMENT

The policies and guidelines in this package are relevant to every adult connected with the Cylch Meithrin, including parents / carers / minders, staff members, volunteers and workers from other agencies, among others.

The Cylch Meithrin believes that everybody has the right to live a life free of violence, fear and abuse. Every adult has the right to be protected from harm and exploitation. Every adult has the right to independence which includes an element of risk. The Cylch Meithrin will ensure that individuals are able to make their own decisions, and include them in the decision making process.

All staff, committee members and volunteers are expected to follow these policies and guidelines.

BACKGROUND

'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.'

Care and Support Statutory Guidance, Department of Health, February 2017

The Cylch Meithrin is committed to ensuring a safe environment for each child and family who attend the Cylch. Everybody has a responsibility to protect adults who are experiencing, or in danger of experiencing abuse and / or neglect. The Cylch Meithrin is based on trust and respect, and acknowledges that adults who are facing risk have the right to be protected.



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Safeguarding from harm, neglect and abuse is the responsibility of every member of staff and volunteer (every practitioner) in the cylch. The practitioners at Cylch Meithrin Ysgol Glan Morfa fully recognise their contribution to safeguard children and their practice complies with the Wales Safeguarding Procedures 2020, Safeguarding Children's Board and Cardiff's local authority's safeguarding policy. This child safeguarding policy will be shared with all parents and carers and practitioners at the setting. Child safeguarding training attendance will be attended and documented. All staff will have read, understood and signed this policy.

The key aims contained in this policy are noted in legislation, which includes:

- Sexual Offences Act 1956 and 2003,
- Wales Safeguarding Procedures, 2020
- Social Services and Well-being (Wales) Act 2014
- Violence against Women, Domestic Abuse and Sexual Violence (Wales) 2015
- Prevent Act 2015 Guidance
- Modern Slavery Act 2015
- Wales accord on the sharing of personal information (WASPI)

Wales Safeguarding Procedures 2020

The cylch will download the Wales Safeguarding Procedures app and update it regularly to ensure they have the correct procedures and guidelines at hand. The cylch will refer parents and carers to the procedures online: safeguarding.wales

A copy of the Wales Safeguarding Procedures app will be available at the setting for parents / carers to see. copi o Weithdrefnau Diogelu Cymru ar gael yn y cylch ar ffurf ap i rieni ei weld.

Safeguarding in Online Activities



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Any online activity organised by the cylch will operate within the principles of safeguarding and good practice in this policy booklet and in the **Child Protection Policy**. (A template risk assessment and checklist for live stream and video is available on the Mudiad Meithrin Intranet).

DEFINITIONS OF TYPES OF ABUSE

In Wales, the abuse of adults is defined under the following categories:

Physical, including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual, including violence, indecent exposure, sexual harassment, inappropriate sexual looking or touching, sexual teasing or innuendo, sexual photography or forced use of pornography or witnessing of sexual acts, indecent exposure, sexual assault or other sexual activity that the adult has not consented to, or was pressured into consenting to.

Psychological / Emotional, including threats of harm or abandonment, deprivation of contact, shaming, blaming, controlling, threatening, forcing, harassment, verbal abuse, removal or isolation from support services or networks.

Neglect, including ignoring medical or physical needs, failure to provide access to appropriate social, health or educational services, failure to provide the necessities of life such as sufficient food, medication, nutrition and warmth.

Financial, including theft, fraud, internet scams, coercion when pertaining to an adult's financial arrangements, including wills, property, inheritance or financial transactions, misuse of property, assets or benefits.

Violence Against Women

The United Nations defines Violence Against Women as "any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm



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or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life."

This may include (amongst other things): Physical violence, sexual and psychological abuse taking place within a family, including battery, sexual abuse of female children within the home, dowry-related violence, marital violence, female genital mutilation and other traditional customs detrimental to women, non-marital violence and exploitation. Physical violence, sexual and psychological abuse which takes place within the general community, including violence, sexual abuse, sexual harassment in the workplace, educational settings and other areas; female trafficking and enforced prostitution. Physical violence, sexual and psychological abuse carried out or permitted by the State, wherever it takes place.

Domestic Abuse

The Home Office defines domestic violence or abuse as,

"any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality." (For example, this may include abuse and violence carried out by children, parents, grandparents and any other person related by blood or having a close relationship with the victim.)

The definition accepts that men can also be victims of domestic abuse. Domestic abuse affects people of all ages, races and religions. Domestic abuse takes several forms - it does not require physical action in order to classify as abuse.

Controlling behaviour is a range of acts designed to make a person subordinate and/ or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.



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Sexual Violence

The United Nations defines Sexual Violence as any sexual act or attempt to obtain a sexual act by violence or coercion, unwanted sexual comments or advances, acts to traffic a person or acts directed against a person's sexuality, regardless of the relationship to the victim, in any location.

Modern Slavery

Modern Slavery is the term used to define slavery, servitude and forced or compulsory labour; and human trafficking. It exists in many cruel forms, including forced prostitution or other types of sexual exploitation or forcing people to work for little or no pay, sometimes within the house of those perpetrating slavery.

Mental Health and Well-being

The World Health Organisation defines mental health as:

"... a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community."

SIGNS AND INDICATORS OF ABUSE AND NEGLECT

Abuse can happen in any context, and be carried out by every type of perpetrator. Anyone in the Cylch Meithrin can suspect that an adult is being abused or neglected, within or without the Cylch Meithrin. There are many signs and indicators of abuse that may suggest a person is being abused or neglected. These include, but are not limited to:

- Unexplained bruises or injuries - or a lack of medical attention when an injury is present.
- Missing property or money.
- Extreme weight loss or gain, unkempt appearance or poor personal hygiene.



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- A change in the individual's behaviour or confidence. For example, the individual may withdraw when spoken to.
- Self-harm
- Fear of a particular group of people or an individual.
- They may disclose to you / another person that they are being abused.
- They may be harassed as they have, or are found to have, protected characteristics.
- Receipt of unwanted sexual messages.
- Threats of physical harm from another adult.

REPORTING A DISCLOSURE BY / CONCERN REGARDING AN ADULT

Neither the Cylch Meithrin's staff, committee members or volunteers are expected to be experts in safeguarding concerns; however it is a duty of each adult to be vigilant and to respond appropriately to suspicions of poor practice, abuse or bullying. They should also respond to any signs that abuse may be happening outside of the Cylch Meithrin.

Unlike **Child Protection** procedures, wherever possible you must have the consent of the adult before reporting a disclosure or concern.

If you have concerns and / or if you are told of possible or alleged abuse, or wider matters concerning welfare, then you must report this to the **Cylch Meithrin's designated Safeguarding Officer**.

If you are concerned that somebody is in immediate danger, contact the Police on 999 at once. When you suspect that a crime is being committed you must involve the Police.

Adult safeguarding should be led by the individual, and be outcome-driven.



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When considering your concern it is important that you also ensure that you give the individual the most up to date information regarding any decisions taken or procedures carried out, and that you consider their needs and wishes at all times. Concerns should be discussed with the adult to gain their opinion regarding that they would wish to happen, and they should be a part of the safeguarding process, giving their permission to share information outside of the organisation if required.

This does not mean that the onus is on staff or committee members or volunteers to decide whether a situation is poor practice, abuse or bullying, but they have a responsibility to record any concerns.

With the individual's consent, the **Cylch Meithrin's designated Safeguarding Officer** must be informed and the **Local Authority's Adult Safeguarding Team** contacted.

Recording a Disclosure / Concern

- Jot down brief notes when the adult makes the disclosure or a concern arises.
- Write detailed notes as soon as possible following the disclosure.
- Do not destroy the original notes - they may be needed in court.
- Note the following:
 - Date
 - Time
 - Location
 - The words used by the adult
 - How the adult appeared to you - be specific
 - The exact wording used by the adult, including any colloquialisms / swear words
 - The atmosphere in which the disclosure was made



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- Record unbiased statements and observations, not your own interpretation or personal prejudices
- Ensure the record is factual
- Store the record securely, in line with **Data Protection and GDPR** requirements.

Be aware of the need to keep this information confidential at all times. It should only be shared on a need-to-know basis.

Reporting a Disclosure / Concern

- Refer directly to the **Cylch Meithrin's designated Safeguarding Officer**
- Follow the steps outlines in the relevant **Adult Safeguarding Policy**
- Do not discuss the disclosure or the steps you have taken with anyone other than those it is necessary to inform in order to report the disclosure.

If the matter is urgent and relating to the safety of an adult who is in immediate danger, contact the emergency services at once.

Confidentiality

The individual's right to privacy and dignity is respected at all times, and keeping information confidential at all times is acknowledged as good practice. In every situation it is taken for granted that the adult has the capacity to make his/her own decisions, unless it is proven that they are unable to do so. As far as possible, the individual's informed consent must be sought. **Absolute confidentiality must never be promised, as this may hinder the aim of safeguarding people.**

Maintaining confidentiality is not about keeping secrets; it means that information and discussions must be limited to those who manage and support the case. A disclosure to those who need to be a part of the case will be discussed and agreed



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upon with the adult before information is shared. In order to ensure the best outcome for the individual, information will be shared on a need-to-know basis only.

In some circumstances there may be a need to share information with other agencies. Said situations include:

- Where there is a risk of serious damage to the setting (the Cylch Meithrin) and / or public safety;
- Where the risk to the victim of abuse, violence or neglect is assessed as being so great that there is a significant possibility of immediate very serious harm, or that life is endangered;
- Where there is room to suspect that vulnerable children, young people or adults are in danger.

If assistance is required in assessing risk levels, the **Safeguarding Officer** or the individual may contact the **Live Fear Free** helpline, the Welsh Government's Service which provides advice and information to men and women who are victims of violence against women, domestic abuse and sexual violence. It is also an information service for individuals worried about somebody they know, and for agencies/employers who need information on the support available to adults and children in Wales.

Consent and Sharing Information

Sharing information with the right people is central to good practice when safeguarding adults.

Although we attempt to obtain the individual's consent before reporting to the local adult safeguarding team, there are some circumstances when we will need to act without the adult's consent. Sometimes an adult in danger may not want you to act on their concerns or to disclose them.

This may be because they are afraid, or frightened of the repercussions that may occur if you act upon their disclosure, or they are unaware that abuse is taking place.



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Sharing Information and Disclosing Concern without Consent

It is appropriate to reveal concerns without an adult's consent when:

- You have reason to believe that lasting damage will have a detrimental effect on the health / well-being of the adult.
- Other people, including children, may be in danger or placed in danger by the perpetrator.
- It is necessary to prevent a criminal act, or a serious crime has been committed.
- Sharing the information may help prevent a crime and abuse from taking place
- The individual may be under coercion.
- The alleged abuser has care and support needs and may also be in danger.

You should not keep concerns regarding endangered adults to yourself. Explain to the adult that you must transfer the concern to the **Cylch Meithrin's Safeguarding Officer** and / or the **Local Authority Adult Safeguarding Team**, as you have a duty of care to do so.

Information Commissioner's Office Guide: Sharing Information To Protect Children

The Cylch Meithrin will follow the Information Commissioner's Office (ICO) new guidance which includes 10 steps to sharing information to safeguard children.

The guidance aims to help individuals feel confident about sharing information when they need to safeguard a child or young person who is at risk of harm. The '10 step guide' has a clear message: when individuals are concerned about the safety of children it is important to share information to protect them.

The main details about the guide can be found here: [A 10 step guide to sharing information to safeguard children | ICO](#)



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The bilingual information posters, and a video presentation (English with Welsh subtitles) by the Information Commissioner are available here: [Sharing information to safeguard children: Marketing materials | ICO](#)

PROTECTION OF ADULTS AT RISK POLICY

Protection of Adults at Risk Policy

A Vulnerable Adult is defined by the Social Services and Wellbeing Act 2014 (Wales) as an adult over 18 who:

- a) is experiencing or is at risk of abuse or neglect,
- b) has needs for care and support (whether or not the authority is meeting any of those needs), and
- c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

CODE OF PRACTICE

Everybody has a responsibility to safeguard adults who are suffering, or at risk of, abuse or neglect.

The Cylch Meithrin acknowledges the roles and responsibilities of statutory organisations in safeguarding adults, and commits to complying with local safeguarding procedures.

Should concern arise regarding a change in behaviour, or any unexplained signs of physical injury in an adult connected to the Cylch Meithrin, or if there is grounds to suspect an adult is being abused, due to signs of physical abuse or neglect, behavioural indicators or a disclosure by the individual in question, then you are expected to act immediately by following the steps outlined in this policy and these guidelines, following the guidelines noted in the **Disclosure by / Concern Regarding an Adult** section.



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VIOLENCE AGAINST WOMEN, DOMESTIC ABUSE AND SEXUAL VIOLENCE POLICY

CODE OF PRACTICE

Everybody has a responsibility to safeguard adults who are suffering, or at risk of abuse or neglect. The Cylch Meithrin does not tolerate domestic abuse, violence or neglect within or without the setting.

The Cylch Meithrin acknowledges the roles and responsibilities of statutory organisations in safeguarding adults, and commits to complying with local safeguarding procedures.

Should concern arise regarding a change in behaviour, or any unexplained signs of physical abuse in an adult connected to the Cylch Meithrin, or if there is grounds to suspect an adult is being abused, due to signs of physical harm or neglect, behavioural indicators or a disclosure by the individual in question, then you are expected to act immediately by following the steps outlined in this policy and these guidelines, following the guidelines as noted in the **Disclosure by / Concern Regarding an Adult** section.

The Cylch Meithrin will:

- provide a safe environment for children and families using the service.
- help individuals suffering from domestic abuse / violence to be confident enough to seek help through the Cylch Meithrin.
- protect and maintain the confidentiality of the individual suffering from abuse, violence or neglect, so far as it is legal and safe to do so (see the Disclosure by / Concern Regarding an Adult section of this policy for further details.)



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- take advantage of opportunities for staff, volunteers and voluntary committee members to develop an awareness of, and be able to respond professionally and supportively to situations relating to abuse, violence, neglect or modern slavery.
- ensure an appropriate response to other individuals who come into contact with the Cylch Meithrin and are perpetrators of domestic violence and / or abuse.
- contact the County Council's **Safeguarding Team** if there are grounds for suspicion that an individual is suffering from abuse, violence and / or neglect, or is a victim of modern slavery. This will need to be done within 24 hours of the disclosure / accusation.
- ensure that staff members, volunteers or committee members who carry out incidents of domestic abuse / violence in the setting are handled appropriately. This will mean following the disciplinary procedure as noted in the **Staffing Policy**.
- contact the Police at once when it is believed that an individual is in direct danger.

Should an incident occur in the setting, this should be recorded, and the **Cylch Lockdown, Child Protection and Adult Safeguarding** policies followed. You may need to support the individual in seeking legal advice regarding taking out an injunction against the perpetrator in the vicinity of the Cylch Meithrin.

Should any concern arise regarding the behaviour of an adult connected with the Cylch Meithrin, or should you become aware of any signs or suspicions that an adult is suffering due to violence or neglect, you are expected to act at once by following the steps as outlined in **LIMP, Appendix 66ch: Flow Chart: Violence against Women, Sexual Violence and Domestic Abuse**.



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HUMAN TRAFFICKING AND MODERN SLAVERY POLICY

Victims of slavery will often be moved around, or trafficked, by those who control them. A person is trafficked if they are brought to a country (or moved around the country) by other people who deceive them, threaten, frighten or injure them, or force them to work or carry out other things they do not wish to do.

Victims are often vulnerable people who are tricked into being trafficking and servitude by false promises of work, education and even romantic relationships. Although many victims are immigrants trafficked into the UK from other countries, they may also have been born and raised in this country.

It can be difficult to identify possible victims of slavery and exploitation. Victims can be any age, men or women, of any ethnicity. Some may even be children and young people. These are amongst the most common signs:

- They are malnourished and poorly-dressed, have very little in the way of personal possessions and perhaps wear clothes that are unsuitable for the work / weather.
- They have physical injuries or signs of old injuries or serious, untreated injuries.
- They appear withdrawn or fearful.
- They are not able to answer questions posed to them, or speak for themselves, or perhaps they have somebody with them who frequently speaks on their behalf. If they do speak they may be inconsistent in terms of the information provided, including basic facts such as their address.
- They do not possess a passport, identity documents or a bank account.

CODE OF PRACTICE

- The Cylch Meithrin has a legal and moral duty to report any individual we suspect is suffering due to slavery or human trafficking. They may be staff,



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volunteers, committee members or wider members of the Cylch Meithrin community.

- The Cylch Meithrin acknowledges the roles and responsibilities of statutory organisations in safeguarding adults, and commits to complying with local safeguarding procedures.
- Should any concern arise regarding the behaviour of an adult connected with the Cylch Meithrin, or should you become aware of any signs or suspicions that an adult is suffering due to modern slavery or human trafficking, you are expected to act at once, by following the steps as outlined in **LIMP, Appendix 66d: Flow Chart: Human Trafficking and Modern Slavery.**



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MENTAL HEALTH AND WELL-BEING POLICY

The Cylch Meithrin believes that promoting positive mental health throughout our community is important for physical health and social well-being.

Mental illness and stress are connected with many of the main causes of illness and disability in our society. Promoting and preserving the mental well-being of the workforce is important to the physical health, social well-being and productivity of individuals.

Important aspects of mental well-being include providing information and raising awareness, effective management skills to deal with issues relating the mental health and stress, providing a supportive work atmosphere, and offering advice, support and assistance to anyone experiencing poor mental health or returning to work after a period of mental health-related absence.

Addressing mental well-being in the workplace helps to strengthen the positive, protective factors of employment, reduces the risk factor for mental illness and generally improves health. It can also help to promote employment of people who have experienced mental health conditions and support them once they are employed.

CODE OF PRACTICE

The Cylch Meithrin's general aim is to ensure a safe atmosphere for every child and family who attends the Cylch.

Should a member of staff, volunteer or committee member have concerns regarding the mental health of another individual within the Cylch Meithrin's community, e.g. the parent of a child who attends Cylch, they should follow the guidelines noted in this document, following the guidelines as laid out in the reporting a **Disclosure / Concern regarding an Adult**.



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If the concern is also regarding the safety of a child, the guidelines noted in the **Child Protection Policy** should also be followed.

Should any concern arise regarding an adult connected with the Cylch Meithrin you are expected to act at once by following the steps as outlined in **LIMP, Appendix 66d: Flow Chart: Mental Health and Well-Being**.

GUIDELINES FOR IMPLEMENTATION OF THE PREVENT DUTY

Cylch Meithrin Ysgol Glan Morfa's Safeguarding Officer is Bethan Trott

The Deputy Safeguarding Officer Thomas Crockett

****The Responsible Individual and the Person in Charge (Cylch's Leader) are its designated people.****

Local Authority Adult Safeguarding Team telephone number 029 2233 0888

Duty to Prevent Violent Extremism

From July 1st 2015 registered child care providers have a legal duty to prevent people from being drawn to violent and radical extremism under section 25 of the Counter-Terrorism and Security Act 2015.

This duty is described as the 'Prevent' duty.

Violent extremism - What is it?

The purpose of the Prevent strategy is to respond to, and prevent various terror related activity in the UK.

As part of our duties under this Act Cylch Meithrin Ysgol Glan Morfa will ensure our service welcomes everyone and has a strong ethos based on the following values:

- take advantage of opportunities to attend or undertake specialist training so that staff and the Management Committee understand violent extremism, and its effect on children's welfare.



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- continue to operate our equalities policies including disciplinary systems for cases of bullying, discrimination on the basis of race, disability, age, gender, sexual preferences, religion or social status.

The Cylch Meithrin believes in freedom of opinions, equality, religious freedom, defence of minorities, tolerance, fairness and justice in every aspect our work.

Protecting children and safeguarding their welfare is fundamental to our work and is key to ensuring that children's rights are respected.

If there is evidence or concerns that any child or adult within the Cylch Meithrin community is at risk of the following we will follow the steps outlined in our **Child Protection Policy** and **Adult Safeguarding Policies**.

1. Living in an environment where ideas and beliefs promote violent extremism
2. Suspicions that a child is at risk of being taken out of the country to a dangerous place or situation.

The **Child Protection and Adult Safeguarding Policies** and procedures will be followed to record and report the concern. Concerns can arise due to:

- something the child or adult has told us
- something a member of staff has noticed
- behaviour that raises a concern
- comments that appear online on social media outlets
- fears shared by other families or other members of the community.

The staff at the Cylch Meithrin know the children and families who are part of the Cylch Meithrin's community well, and professional judgement will be used to observe changes in behaviour or personality that could be a cause of concern.



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The Cylch Meithrin always aims to foster a relationship of trust and mutual respect with parents and carers. Knowing parents and carers well enables the Cylch Meithrin staff to observe any issues of concern and discuss them in accordance with our **Child Protection Policy** and **Adult Safeguarding Policies**.

Staff members, volunteers and members of the Management Committee who identify or become aware of a concern regarding an individual should:

- Report the concern to the **Cylch Meithrin's Safeguarding Officer**.
- Record the details following the guidelines noted in the **Child Protection and the Adult Safeguarding policies**.

Where it is believed that an individual / individuals are in immediate danger, the Cylch Meithrin will:

- Contact the Police on **999** if we believe that an individual / individuals are in immediate danger.

When there is no immediate danger, the Cylch Meithrin will:

- Contact the County Council's relevant **Safeguarding Team**. This will need to be done within 24 hours of the accusation / disclosure.
- If it is not possible to contact the Safeguarding Team, the Cylch Meithrin should contact the police on **101**.
- If this is not possible, the Cylch Meithrin will contact the Counterterrorism hotline: **0800 789 321**.

See also **LIMP, Appendix 66e: Flow Chart: Reporting a Concern under the 'PREVENT' duty**.



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SAFEGUARDING ADULTS: THE ROLE OF THE CYLCH MEITHRIN AS AN EMPLOYER

In addition to following the steps laid out in these policies and guidelines, the Cylch Meithrin acknowledges that it has a specific role to play as an employer.

Violence against Women, Sexual Violence and Domestic Abuse

If the Cylch Meithrin becomes aware of instances of violence against women, domestic abuse and / or sexual violence, then as an employer it will need to discuss with the worker whether there is any risk to the worker's safety whilst in the workplace. If the individual believes this to be true, a risk assessment will need to be conducted and steps taken to reduce the risk in the workplace, e.g. additional safety measures at the entrance to the building, intercepting phone calls, ensuring that the individual does not work alone.

Individuals who are perpetrators of Violence Against Women, Domestic Abuse and / or Sexual Violence

- Staff members, volunteers, committee members or others who are perpetrators of violence against women, domestic abuse and / or sexual violence should be aware that behaviour of this sort goes against this policy. Some types of abuse and violence are criminal acts.
- Staff members, volunteers, committee members or others who are perpetrators of violence against women, domestic abuse and / or sexual violence will be disciplined according to the relevant disciplinary procedure.
- Staff members, volunteers or committee members who stand accused, or who are found to be guilty of violence and abuse of this sort must formally declare it to the Cylch Meithrin. When the Cylch Meithrin believes that the accusation / conviction carries implications in terms of the individual's work (e.g. due to them working with vulnerable adults or children), an inquiry will need to be held



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in order to assess any risk and note any steps which may be taken to alleviate the situation, e.g. relocation, temporary suspension of duties, moving to another work location or other appropriate action.

- The Cylch Meithrin acknowledges a duty of care to all of its workers, and we will encourage and support staff, volunteers and / or committee members who perpetrate violence / abuse in the home but who choose voluntarily to access the support available through the 'Respect' support service.

Human Trafficking and Modern Slavery

The Cylch Meithrin has a legal and moral duty to report individuals we suspect are the victim of modern slavery or human trafficking.

In addition to following the steps as laid out in the **Human Trafficking and Modern Slavery policy**, upon employing a staff member the Cylch Meithrin will:

- ensure that the individual has the legal right to work in the UK.
- Follow the steps outlined in the **Human Trafficking and Modern Slavery policy**
- Refer to the Home Office Human Trafficking Practical Guidance as required.

Mental Health and Well-being

As an employer, the Cylch Meithrin's aim is to create and promote a work environment which supports the mental well-being of all its staff, volunteers and committee members.

To this aim, the Cylch Meithrin will:

- promote positive mental health to every member of staff, volunteer and their families.
- ensure that each staff member and volunteer has a job description, with clearly-defined roles and responsibilities.



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- encourage staff and volunteers to attend relevant training opportunities regarding identifying and responding to possible mental health issues of their own, and those of other people.
- set realistic targets that do not require unreasonable hours of work in order to achieve them.
- promote an anti-bullying and anti-harassment culture.
- provide appropriate, non-judgemental support to individuals who are experiencing mental health problems.
- effectively manage conflict and ensure that the workplace is free from bullying, harrassment, discrimination and racism.
- establish two-way channels of communication to ensure staff engagement, especially during periods of organisational change.
- ensure that individuals suffering from poor mental health are treated fairly and consistently, and are not made to feel guilty for experiencing their problems.
- encourage staff to consult their family doctor or a counsellor of their choice.

ADDITIONAL INFORMATION

Associated Policies and Documents

Confidentiality and Data Protection Policy

Child Protection Policy

Staffing Policy

Health and Safety Policy

Cylch Meithrin staff Guidelines on Responding to a Disclosure from a Child

Useful Contacts



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Ann Craft Trust, A website offering information and support on safeguarding vulnerable adults and disabled children. <https://www.anncrafttrust.org/>

Live Fear Free, the Welsh Government's website which offers advice and support on violence against women, domestic abuse and sexual violence. <https://gov.wales/live-fear-free>

Dewis Wales, A website which provides information and advice about well-being <https://www.dewis.wales/>

Social Care Wales. Policy and interim procedures for protecting vulnerable adults from abuse. <https://gofalcymdeithasol.cymru/adnoddau/polisi-a-gweithdrefnau-interim-cymru-ar-gyfer-amddiffyn-oedolion-syn-agored-i-niwed-rhag-camdriniaeth>

Wales Safeguarding Procedures. The procedures detail the roles and essential responsibilities of practitioners in order to ensure that they safeguard children and adults who suffer, or are at risk of suffering abuse, neglect or other forms of mistreatment. The Wales Safeguarding Procedures steer all safeguarding procedures and are relevant to every practitioner and manager working in Wales - whether employed by a devolved or non-devolved agency, paid or unpaid. The Wales Safeguarding Procedures are only available online, through a website or mobile phone app. http://www.myguideapps.com/projects/wales_safeguarding_procedures/default/

Respect. A confidential e-mail or phone service for abusers looking for help in giving up abuse / violence. They help male and female perpetrators whether in hetro- or same-sex relationships. They also welcome applications for information, advice and support from partners or ex-partners of the abuser, in addition to friends and family and/or front line workers. <http://respect.uk.net/>

Home Office. Human Trafficking Practical Guidelines. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/181550/Human_Trafficking_practical_guidance.pdf



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Useful Phone Numbers

Live Fear Free Helpline: 0808 80 10 800

Respect: 0808 80 24 040

Counterterrorism Hotline: 0800 789 321



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CHILD SAFEGUARDING POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

In Cylch Meithrin Ysgol Glan Morfa the Safeguarding Officer is Bethan Trott

The Deputy Safeguarding Officer is Thomas Crockett

***The Responsible Individual or Registered Person and the Person in Charge (Leader) are the designated safeguarding persons (Safeguarding Officer(s))**

All staff and volunteers at the setting will know who the designated Safeguarding Officer at the setting is on any given day and how to get hold of them. If the Safeguarding Officer and the Deputy Safeguarding Officer are both are or absent from the setting for any reason at the same time, one of them must be available by phone or online to support staff and volunteers as required.

The Local Authority Social Services Child Safeguarding Team:

phone number 029 2053 6490

Aim

The Cylch Meithrin's aim is to ensure the well-being, safety and development of every child in its care.

This document refers to practitioners - a term which includes everyone involved with childcare and education at the setting.

Principles

Cylch Meithrin Ysgol Glan Morfa safeguarding policies are in place which explain how we will ensure that each child in our care is safe, satisfied and thriving. However, there are occasions when it becomes clear that a child is at risk of suffering or is suffering from abuse. This child safeguarding policy outlines what action the cylch will take when there is a child safeguarding concern and what actions will be taken to protect them from harm. The Safeguarding Officers will ensure this policy is practised, reviewed and updated regularly.



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- **Everyone's responsibility:** Safeguarding children from harm, neglect and abuse is the responsibility of every member of staff and volunteer (every practitioner) in the cylch. The practitioners at Cylch Meithrin Ysgol Glan Morfa fully recognise their contribution to safeguard children and their practice complies with the Wales Safeguarding Procedures 2020, Safeguarding Children's Board and Cardiff's local authority's safeguarding policy. This child safeguarding policy will be shared with all parents and carers and practitioners at the setting. Child safeguarding training attendance will be attended and documented. All staff will have read, understood and signed this policy.
- **Wales Safeguarding Procedures:** The cylch will download the Wales Safeguarding Procedures app and update the app regularly to ensure they have the correct procedures and guidelines at hand. The cylch will refer parents and carers to the procedures online: safeguarding.wales
- **Duty to report safeguarding concerns:** The cylch will help each practitioner in the setting to understand their role and responsibility to safeguard and promote the welfare of children vulnerable to harm, abuse or neglect; this will include when and how to make a report about concerns to Social Services and the police. Sharing information is essential to safeguard and protect a child at risk. The cylch will encourage good communication between staff, as well as being prepared to cooperate and demonstrate transparency about our actions with outside agencies and the authorities.
- **Health and welfare:** The cylch will promote an atmosphere and ethos which enables children and practitioners to express any concerns they have, in order to prevent harm, abuse or neglect. We will seek to provide care and support for children and families, encouraging positive emotional health, self-esteem and well-being and seek support services when appropriate.

This Child Safeguarding Policy and procedures conform to the Wales Safeguarding Procedures 2020, Social Services and Wellbeing Act (Wales) 2014, National Minimum Standards for Regulated Childcare up to the age of 12 years, Children's Act 1989 and Working Together under the 2004 Children Act.



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The Rights of the Child

Cylch Meithrin Ysgol Glan Morfa believes the rights and interests of the child come before everything else. The cylch will listen and take consideration of the child's views, wishes and feelings as far as it is reasonably practical to do so. Very young children, children who have mental health problems, communication impairments, learning disabilities or who wish to be represented or supported, should be offered an advocate.

The cylch respects children's rights in accordance with the statements of the United Nations Convention on the Rights of the Child and the Children Act 2004. To this end children will have the right to expect that every adult responsible for them will protect them from every kind of abuse.

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.

Indicators of abuse (this is not an exhaustive list)

- the child fails to thrive and meet developmental milestones.
- fearful or withdrawn tendencies.
- aggressive behaviour
- unexplained injuries to a child or conflicting reports from parents/carers or practitioners
- repeated injuries
- poor physical hygiene
- unaddressed illnesses or injuries
- inappropriately clothed

A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, an institution or community setting; by those known to them or, more rarely by a stranger.



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Terms used

The following definitions are used when discussing abuse:

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

Emotional / Psychological abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether the child is aware of what is happening or not. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



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Emotional neglect refers to the ignoring or not striving to respond to the basic emotional needs of a child, e.g., not saying anything kind, failing to congratulate success or show emotion when interacting with the child.

Identity neglect means not supporting a child's needs in terms of gender, sexuality, culture or religion.

In addition, neglect may occur during pregnancy because of maternal substance misuse.

The Social Services and Wellbeing Act (Wales) 2014 has defined "neglect" ("esgeulustod") as a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being (for example, an impairment of the person's health or, in the case of a child, an impairment of the child's development).

Financial Abuse

Financial abuse includes theft, fraud, pressure about money, misuse of money. The result could be to limit or control the victim and their freedom to be independent. This will be less prevalent for a child but indicators of financial abuse could be failure to meet the child's needs for care and support which are provided through direct payments or complaints received about personal property going missing.

A full glossary of terms can be found in the Wales Safeguarding Procedures: <http://safeguarding.wales/glossary.html>

Safeguarding and Promoting Wellbeing

The cylch is aware that a high level of trust and a close relationship between children and practitioners helps to keep children safe from harm. Therefore, the cylch will:

- establish and foster an ethos where children feel safe and are encouraged to talk, and where staff listen proactively to them.
- ensure that the children know that adults in the setting will always respond to them when they are communicating.
- ensure that opportunities are planned to develop social skills and to enable children to develop relationships with each other.
- model pedagogy that is based on respect for others.



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- have regard to the characteristics, culture and beliefs of the child and their family whilst recognising the paramountcy of safeguarding the individual.
- be aware of the increased risk to children with behavioural difficulties or disabilities, and the need for practitioners to be sensitive to signs of abuse or neglect.

Information about how we safeguard the wellbeing of children can be found in the following policies:

- Sun Protection Policy
- Asthma Policy
- Healthy Eating and Keeping Fit Policy
- Preventing Children from Wandering / Lost Child Policy
- Compliments and Complaints Policy
- Whistleblowing Policy
- Equality and Diversity Policy
- Confidentiality and Data Protection Policy
- E-safety policy
- Protection of Adults Policy and Guidelines
- Leaving and Collecting Children Policy
- Lone Working Policy
- Promoting Positive Behaviour Policy
- Health, Safety and Welfare Policy
- Nappy Changing Policy
- Staffing Policy
- Recruitment Policy
- Human Resources Procedures
- Volunteering Policy

The setting's Protection of Adults Policy and Guidelines sets out how the cylch will actively safeguard adults following the Welsh Safeguarding Procedures. We



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recognise that any adult protection issues associated with the home (e.g. violence against women, domestic abuse, mental health and welfare, human trafficking and modern slavery - this is not an exhaustive list) are also likely to be a child safeguarding issue.

Any safeguarding concern regarding a parent under the age of 18 should be treated as a child safeguarding issue.

Code of Practice

We will follow the procedures outlined in the Wales Safeguarding Procedures which have been endorsed by the local safeguarding board.

The Cylch Meithrin's Responsible Individual / Registered Person and the Person in Charge (Leader) are the designated safeguarding officers who are responsible for ensuring that every member of staff and volunteer understand their roles in the context of child protection, and act in accordance with the steps noted in the Code of Practice.

The setting's Safeguarding Officer is responsible for supporting practitioners:

- in liaising with Social Services Child Safeguarding Team, the Local Safeguarding Board and CIW regarding safeguarding.
- the Safeguarding Officer will be the point of contact for practitioners who have concerns or information that a child may be suffering abuse and co-ordinate any necessary reports to Social Services. The officer will also offer support and guidance to a practitioner during the process of making a report.
- the Safeguarding Officer will ensure that the cylch fully contributes to the safeguarding processes e.g. by providing reports, attending meetings or conferences when needed.
- the Safeguarding Officer will inform CIW of any allegations that have been made against any practitioners.

However, individual practitioners have a duty to report and have responsibility for expressing concerns, recording report information, informing Social Services and being involved in any safeguarding processes that follow after a report is made.

The cylch knows it can always ask for guidance from Social Services or the NSPCC.



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Information for parents and carers

The Cylch Meithrin will establish a close partnership with parents/carers in order to raise awareness of its role in caring for the children's well-being. Every new parent/carer will receive information about the cylch's policies, including the Child Safeguarding Policy, before their child starts attending the cylch and will be asked to sign the policy (form available in Appendix 65 of the Llyfr Mawr Piws). Parents/carers will be informed that the cylch has a responsibility to refer any case of suspected abuse to the Social Services Child Safeguarding Team. Parents/carers will be referred to the Wales Safeguarding Procedures available online or to download as an app.

Recruitment

The Cylch Meithrin will operate safe recruitment procedures and ensure that all appropriate checks are carried out on new practitioners and volunteers who will work with children, including disclosure and barring checks (DBS). The cylch will abide by CIW requirements in respect of references and suitability checks for practitioners and volunteers to ensure that no disqualified person or unfit person works at our childcare setting. We will review the DBS of every member of staff every 3 years. A record of each DBS check must be kept on the individual's Staff File. **LIMP: Appendix 36 - DBS Certificate Check and LIMP : Appendix- 36a Whole Staff DBS Record.**

Every Trustee/Committee Member is also to have enhanced disclosing and barring checks (DBS) as part of their background check. The check should be made as part of the process of their appointment and should be documented on Vibrant Nation

Training

The cylch's committee will ensure that its Safeguarding Officer and Deputy Safeguarding Officer attends training on safeguarding and protection. The Safeguarding Officer and/or Deputy Safeguarding Officer are responsible for contacting child safeguarding agencies in any situations which arise.

In line with the National Minimum Standards, every staff member will have received safeguarding training as relevant to their role. It is the responsibility of the Responsible Individual / Registered Person and the committee to ensure that each practitioner in the cylch attends relevant training on safeguarding children and how to identify cases of abuse and respond appropriately. It is the Safeguarding Officers' responsibility to ensure that practitioners attend training regularly and updates their training every three years.



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The cylch's committee will ensure that it follows the National Minimum Standards Safeguarding Guidelines (Appendix C of the NMS) when deciding what constitutes relevant training, and they will check current requirements here: [National Minimum Standards for regulated childcare | GOV.WALES](#)

Group / Level	Title	Type of Training	Suitable for	Renew
Group A / Level 1	Safeguarding Awareness	Online 2-3 hours	Every member of staff and volunteer who works directly with children or in a building where there is a childcare provision	Every 3 years
Group B / Level 2	Safeguarding Intermediate Course	Face-to-face 4 - 6 hours / 1 day / 2 evening sessions	Workers and volunteers who work directly with children	In line with the National Safeguarding Training, Learning and Development Standards
Group C / Level 3	Advanced Safeguarding Course	Face-to-face 2 days	Those in contact with children who have ultimate responsibility for safeguarding within the provision	In line with the National Safeguarding Training, Learning and Development Standards

Based on details of Appendix C of National Minimum Standards (current version 04.12.2023)

The Safeguarding Officer will conduct comprehensive induction training with every new practitioner in the setting. The training will include full information about the cylch's safeguarding policy and procedures. **Every practitioner is expected to sign to say that he/she has received the training and has understood it.**



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The committee, Responsible Individual / Registered Person and the Person in Charge (cylch Leader) and every practitioner in the cylch will know of the Local Child Safeguarding Board and its procedures (details at the beginning of this policy), and will be familiar with the child safeguarding guidelines in this policy.

Sharing Information

Sharing information for the purposes of safeguarding is essential. Safeguarding the individual overrides the need to keep information confidential. The most important consideration is whether sharing the information is likely to safeguard and protect a child at risk. It is not the role of any practitioner in the setting to investigate and attempt to seek out evidence on matters relating to safeguarding concerns. Practitioners in the setting all have a role in assisting Social Services and/or the police and/or CIW.

'No practitioner should assume that someone else will pass on the information to keep a child safe', HM Government 2015

Information Commissioner's Office Guide: Sharing Information To Protect Children

The Cylch Meithrin will follow the Information Commissioner's Office (ICO) new guidance which includes 10 steps to sharing information to safeguard children.

The guidance aims to help individuals feel confident about sharing information when they need to safeguard a child or young person who is at risk of harm. The '10 step guide' has a clear message: when individuals are concerned about the safety of children it is important to share information to protect them.

The main details about the guide can be found here: [A 10 step guide to sharing information to safeguard children | ICO](#)

The bilingual information posters, and a video presentation (English with Welsh subtitles) by the Information Commissioner are available here: [Sharing information to safeguard children: Marketing materials | ICO](#)

What to do if a practitioner has a concern for a child

If a practitioner is concerned about a change in a child's behaviour or any other sign of a minor but inexplicable physical injury, he/she will discuss the situation with the Safeguarding Officer.

The Safeguarding Officer (or practitioner) should discuss the situation with parents/ carers and seek an explanation for any injury or unusual behaviour. **Such matters**



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should not be discussed with the parents/carers if this might endanger the child in any way. When there is uncertainty about this, advice can be sought from Social Services.

The Safeguarding Officer will:

- inform the Responsible Individual/Registered Person about the situation and of any discussion with the parents/carers about the incident.
- Keep a full and confidential record of the situation in the child's safeguarding file as well as a record of the parents'/carers' explanation and any further steps taken.
- The child's safeguarding file should be kept separate to the child's personal file. The information should be treated as totally confidential and the file always kept under lock and key.
- If the child does not have a safeguarding file because of no previous concerns, a safeguarding file should be started for the child. A mark should be placed on the child's personal file to indicate to the Safeguarding Officer that the child has a separate safeguarding file (kept under lock).
- Every incident of concern should be noted in the chronology form at the front of the child's safeguarding file documenting the nature of the concern and any actions taken by practitioners/cylch. A template of Chronology -Can be found in **LIMP : Appendix 74 - Record of Concerns**
- The incident should be documented anonymously in the Incident Book

If no further safeguarding steps are required, enquiries or advice could be sought from the local authority or other agencies about possible support or preventative services which may be offered to the child and family.

Immediate Threat

If a practitioner suspects that a child is being abused after noticing physical marks on the child, behavioural signs or that the child himself/herself makes such claims, they will discuss the matter at once with the Safeguarding Officer. The cylch Safeguarding Officer will act immediately by contacting the Officer on Duty at the local office of the Social Services Child Safeguarding Team or/and the Police. The Safeguarding Officer will be responsible for confirming this in writing within 24 hours.



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The Safeguarding Officer will also:

- Inform the cylch's Responsible Individual / Registered Person
- Inform CIW
- Inform the parents/carers (if safe to do so)
- Document the concern in the child's safeguarding file which is separate to the child's personal file and kept confidentially under lock or password.

Children on Child Protection Registers

If the staff in the cylch knows that a child is on the child protection register and that this child is absent without explanation for more than two days, the cylch will notify Social Services.

Parental or carers consent

The interest of the child at risk should come first every time. The cylch's Safeguarding Officer should seek the consent of the child's parent/carer when making a report about a safeguarding concern. The main reason for seeking parental consent is to enable the safeguarding process and the likelihood of a child-centred outcome.

If the child or parents/carers do not wish to report, but the practitioner believes a report should be made, the practitioners should still proceed to making a report.

If it is decided not to seek parental/carers consent, the reason for this decision must be recorded. They could include:

- the possibility that the child would be put at further risk
- the possibility that a child would be threatened or otherwise coerced into silence
- a strong likelihood that important evidence would be destroyed / lost
- the parent/carer identified as the alleged abuser
- the child in question not wishing the parent/carer to be involved at that stage and is competent to take that decision
- it is in the public interest.

The Safeguarding Officer can always ask for advice from the Social Services Child Safeguarding Team before asking for consent or before making a report.



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Record Keeping

When making a report, try to give as much information as possible so that the person reading the report understands why there are concerns about the child. Focus on facts and keep all available information about concerns, discussions, decisions about the child.

If a child makes a disclosure, make notes at the time or as soon as possible and try to record the exact words the child used. Do not destroy the original notes but keep them in the child safeguarding file.

A chronology of events should be at the front of every child safeguarding file which documents a) the nature of the concern about a child on each occasion and b) steps taken by the practitioner, safeguarding officer or cylch. (A template of Chronology can be found in **LIMP : Appendix 74 - Record of Concerns**)

Appendix A of this policy contains a template 'Safeguarding Incident Report Form' which can be used to document a concern and aid in clearly identifying the grounds for a practitioner's concern.

Do not tell anyone about the disclosure or the actions you have taken other than the people necessary to report the disclosure.

The Safeguarding Officer should keep a record of the 23/09/2024 and time the Social Services were called, the BETHAN TROTT of the person spoken to and any action taken as a result of the telephone call.

Children's safeguarding files are kept under lock and separate to a child's personal file. This is where records of concerns or allegations of abuse, harm or neglect relating to a child attending the cylch are kept together with a full record of any investigation undertaken and action taken. The files are kept confidential until the child is 25 years of age. (GDPR rules must be complied with - see Confidentiality and Data Security Policy).

Following any case or allegation of abuse the child will be given support by the cylch staff.



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Procedure to follow when a child discloses maltreatment

If you're in a situation where a child discloses maltreatment to you, these are the steps you can take.

- Listen carefully to the child

Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down' or stop talking

- Let them know they've done the right thing

Reassurance can have a big impact on the child who may have been keeping the maltreatment secret

- Tell them it's not their fault

Maltreatment is never the child's fault and they need to know this

- Assure them you will take them seriously

A child could keep maltreatment secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen and support them

- Don't talk to the alleged person responsible for the maltreatment

Confronting the alleged individual responsible for the maltreatment about what the child has told you could make the situation a lot worse for the child

- Explain what you'll do next

If age appropriate, explain to the child you'll need to report the maltreatment to someone who will be able to help

- Don't delay reporting the maltreatment

The sooner the maltreatment is reported and minuted after the child discloses, the better. Report and record the disclosure as soon as possible so details are fresh in your mind and action can be taken quickly. Try to record the exact words the child used. Do not destroy the notes made at the time or soon after - keep them in the child safeguarding file.



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Third party information

The cylch has a duty to report concerns raised by members of the public, and will not expect the member of the public to contact Social Services themselves. The cylch cannot guarantee the third party's wish to remain anonymous, as this will not be possible if a criminal offence has occurred; the member of the public should be encouraged to provide contact details. The practitioner should keep a record of what the member of public has said including the basis for their concern for the safety of the child, and give this information when making a report.

Allegation against a practitioner (staff / volunteer)

If an allegation or concern is noted about a practitioner at the cylch the matter should be reported to the Safeguarding Officer.

If the practitioner has:

- behaved in a way that has harmed a child or could have caused harm to a child.
- committed a crime against a child or has involved a child.
- behaved towards a child or children in a manner that suggest that future harm could be caused if the person continues to have access to children.

The cylch must inform the Social Services Child Safeguarding Team and the CIW without delay.

Allegation against Leader / Person in Charge

If an allegation or concern is noted about the Leader (Person in Charge) the matter should be reported to the Responsible Individual / Registered Person.

If the Leader has:

- behaved in a way that has harmed a child or could have caused harm to a child.
- committed a crime against a child or has involved a child.
- behaved towards a child or children in a manner that suggest that future harm could be caused if the person continues to have access to children.

The cylch must inform the Social Services Child Safeguarding Team and the CIW without delay.



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Allegation against the Responsible Individual / Registered Person

If an allegation or concern is noted about the Responsible Individual / Registered Person the matter should be referred at once to the Person in Charge (Leader) and another member of the committee.

If the Responsible Individual / Registered Person has:

- behaved in a way that has harmed a child or could have caused harm to a child.
- committed a crime against a child or has involved a child.
- behaved towards a child or children in a manner that suggest that future harm could be caused if the person continues to have access to children.

The person not under suspicion but who shares legal responsibilities should be informed.

In every case the cylch must:

- inform the Social Services Child Safeguarding Team and the CIW without delay
- Suspended the practitioner from work / duties while a full investigation is undertaken by the local Social Services department in cooperation with the cylch (and the police if an offence has been committed)
- ensure all allegations and concerns must be recorded, 23/09/2024d and signed.
- Seek advice from the Local Authority's Designated Officer for Safeguarding or the Police who will provide guidance on how to proceed.

All allegations must be taken seriously and treated accordingly. All practitioners are made aware and understand that they can approach Social Services Child Safeguarding Team or the police, independently, to discuss any worries they have about abuse, neglect or harm if they believe their concerns will not be adequately addressed by the cylch.

The cylch can always ask for advice from the Local Authority's Designated Safeguarding Person and / or police about the appropriate steps to take to respond to an allegation about a practitioner.



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Duty to Prevent Violent Extremism

From July 1st 2015 registered child care providers have a legal duty to prevent people from being drawn to violent and radical extremism under section 25 of the Counter-Terrorism and Security Act 2015.

This duty is described as the 'Prevent' duty.

Violent extremism - What is it?

The purpose of the Prevent strategy is to respond to and prevent various terror related activity in the UK. Risks from terror activities can come from many directions. The most significant risk comes from terrorist groups from Syria and Iraq and groups associated with Al Qa'ida. Terrorist threats can also be made by extreme right-wing groups such as the English Defence League.³⁸

As part of our duties under this Act Cylch Meithrin Ysgol Glan Morfa will ensure our service welcomes everyone and has a strong ethos based on the following values:

Cylch Meithrin Ysgol Glan Morfa believes in freedom of opinions, equality, religious freedom, defence of minorities, tolerance, fairness and justice in every aspect our work. Protecting children and safeguarding their welfare is fundamental to our work and is key to ensuring that children's rights are respected. As a Cylch Meithrin we will:

- Attend or undertake specialist training so that staff and the committee understand violent extremism, and its effect on children's welfare.
- Continue to operate our Equality and Diversity Policy including disciplinary systems for cases of bullying, discrimination based on race, disability, age, gender, sexual preferences, religion or social status.

The cylch will follow child protection procedures as outlined in the *Child Safeguarding Policy* if there is evidence or concern that a child is at risk of harm from the following dangers:

1. Living in an environment where ideas and beliefs promote violent extremism.
2. Suspicions that a child is at risk of being taken out of the country to a dangerous place or situation.

The child protection procedures will be followed to record and refer the concern. Concerns can arise due to:

³⁸ Adapted from 'Revised PREVENT Duty guidance for England and Wales July 2015 HM Government'



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- something the child has told us.
- something a practitioner has noticed
- behaviour that raises a concern
- comments that appear online on social media outlets
- fears shared by other families or other members of the community.

The practitioners at the cylch know the children well, and professional judgement will be used to observe changes in behaviour or personality that could be a cause of concern.

The cylch always aims to foster a relationship of trust and mutual respect with parents and carers. Knowing parents and carers well enables the cylch to observe any issues of concern and discuss them in accordance with our *Child Safeguarding policy*.

Locking down information about children

Serious incidents like death, murder, violent assault, kidnapping do not happen often. However, it may happen. If a serious incident happens to a child in your care (or a member of their family) the information in the child's file needs to be protected as evidence so you must:

1. Transfer the personal file and child protection file to a locked cabinet or area specifically for storing 'locked information'.
2. 'Locked information' should not be stored with other personal files or safeguarding.
3. Ensure that only the Registered Persons and Responsible Individual Person in Charge will hold a key to the place of detention.
4. Ensure that no-one writes any further information in the child's file after the date of the serious incident.
5. Put a date on the file and inform Social Services and CIW that you have followed the 'Locked information' procedure. The police / Social Services may request access to the information about the child.
6. If new or supplementary information needs to be recorded about the child in the days / weeks after the serious incident, a new file must be started for the child and kept locked with everyone else's files as usual, and the cylch should inform Social Services of all new concerns.



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Peer sexual abuse, Exploitation and Harmful Sexual Behaviour

Practitioners know that sexual abuse can happen between children of any age. Practitioners are conscious that children's sexual behaviour exists on a wide continuum, from normal and developmentally expected to inappropriate, problematic, abusive and violent. Behaviours falling under the abusive and violent category will need to be referred to Social Services by the Safeguarding Officer.

The Brook Sexual Behaviours Traffic Light Tool helps to identify sexual behaviours within certain age categories including ages 0-4 which is an useful starting point for practitioners to know which kind of behaviour requires intervention: www.brook.org.uk

The Welsh Government have provided Guidance for Education Settings on Peer sexual abuse, Exploitation and Harmful Sexual Behaviour: <https://gov.wales/sites/default/files/publications/2020-10/guidance-for-education-settings-on-peer-sexual-abuse-exploitation-and-harmful-sexual-behaviour.pdf>

Safeguarding online activities

Any online activity organised by the cylch will operate within the principles of safeguarding and good practice in this policy. (A template risk assessment and checklist for live stream and video is available on the Mudiad Meithrin Intranet).

- The cylch will not record any virtual session or post pictures of anyone under the age of 18 unless permission has been given by a parent/carer (in compliance with the cylch's digital image policy)
- If a parent/carer shares a picture or video of their child on the cylch's social media or online group, they must know that is their own decision and responsibility.
- We will follow data protection principles and GDPR rules with any data / contact details.
- We will carry out a risk assessment of any online activity with children to identify risks and take steps to mitigate or manage the risks.
- We will choose a platform carefully e.g. ensure secure communication, with access to join the online session only given by the administrator.
- Anyone who helps the cylch with online activities will be safely recruited and have a DBS check where applicable.



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- If staff notice something which raises concern for a child or parent/carer, we will respond in accordance with the cylch's safeguarding policy.
- Members of staff should not use their personal social media account but set up an account for the cylch. Staff who control the social media content should be aware of the risks.

CONFIDENTIALITY: Details of allegations should be kept confidential. No personal or sensitive information should be shared with Mudiad Meithrin. In the event of a committee needing support with administration matters, Mudiad Meithrin can support the cylch to follow correct procedures and review and implement any recommendations made to the cylch following investigations. The duty to report supersedes any duty of confidentiality.

The Safeguarding Officer(s) will commit to attend a Child Protection Case Conference if a meeting is called at the request of the Social Services Child Protection Co-coordinator. The Safeguarding Officer(s) will also cooperate fully with any child protection investigations undertaken by relevant authorities (Police or Social Services) as required by Regulation 22(2)(a) The Child Minding and Day Care (Wales) Regulations 2010.

The Social Services Child Safeguarding Team:

Telephone: 029 2053 6490

NSPCC:

Web Address: <https://www.nspcc.org.uk/what-you-can-do/report-abuse/>

Telephone: 0808 800 5000

Email: help@nspcc.org.uk

CIW OFFICE

Welsh Government Office

Sarn Mynach

Llandudno Junction

LL31 9RZ

0300 7900 126

Email: ciw@gov.wales



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LIMP: Appendix 65 - Child Protection Policy Acceptance form

LIMP: Appendix 65a- Safeguarding Incident Reporting Form

LIMP: Appendix 66- Child Safeguarding

LIMP: Appendix 66a- Child Protection Flow Chart

LIMP: Appendix 66b- Referrals to the Disclosure and Barring Service

LIMP: Appendix 66c- Flow Chart to Referrals to the Disclosure and Barring Service



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E-SAFETY POLICY

including **Acceptable Use and Social Networking Guidelines**

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

SECTIONS

E-Safety Policy
01 Safe Password Storage guidelines
02 Web Access guidelines
03 Mobile Devices guidelines
04 Online Communication Guidelines
05 Misuse of Information and Communication Technology guidelines



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Introduction

The internet is part of everyday life. Knowledge and experience of technology should be considered as essential. Developmentally appropriate access to the internet in the early years contributes significantly to children's learning and their management of their learning experiences, but there is a level of risk attached to this. Children should be aware of the possible dangers of online technologies in order to empower them with the knowledge and skills to keep safe, without restricting their learning opportunities and experiences.

The setting endeavours, insofar as it is able, to support the children's learning experiences through the use of a range of Information and Communication Technologies (ICT) resources, and also to enable the setting's practitioners to use a range of ICT resources to support their work.

Aim

The E-Safety Policy aims to provide advice on acceptable use and effective measures to enable children and adults to use the internet in a safe way.

This policy is supported by a set of guidelines and these will need to be read alongside this policy.

Scope

This Policy is applicable to everyone who has access to/uses the setting's internet connection. This includes children, parents/carers, practitioners and their managers, volunteers, students, committee members, visitors, contractors, and members of the community. This list is not exhaustive. It is also applicable if the setting uses the landlord's internet access, e.g., in a village hall or school. It applies to every device with internet access, including computers, smart phones, tablet computers or mobile gaming devices.

The Rights of the Child

Ensuring safe use of digital technology is part of ensuring that the Cylch Meithrin respects the rights of the child, as noted by the United Nations Convention on the Rights of the Child, specifically:

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

Article 16: Children have a right to privacy. The law should protect them from attacks against their way of life, their good BETHAN TROTT, their families and their homes.



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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. Wealthier countries should help poorer countries to achieve this.

Article 31: All children have a right to relax and play, and to join in a wide range of activities.

Article 34: Government should protect children from sexual abuse.

Article 36: Children should be protected from any activities that could harm their development.

Responsibilities

The person responsible for child safeguarding is responsible for day-to-day online safety and for implementing the E-safety Policy. They will ensure that all web users are aware of this policy, and that effective training and online safety advice is provided, and that it is available to them - this includes advice and support for children and parents/carers, as required.

A full list of responsibilities is available in the Guidelines: Online safety for early years practitioners support pack [38689 \(gov.wales\)](https://www.gov.wales)

Code of Practice

Safeguarding

The setting meets with statutory requirements to ensure that children are safe and protected from possible abuse, including online abuse. Practitioners are aware of the possible dangers to children, practitioners, and parents/carers.

INFORMATION COMMISSIONER'S OFFICE GUIDE: SHARING INFORMATION TO PROTECT CHILDREN

We encourage/The Cylch Meithrin will follow the Information Commissioner's Office (ICO) new guidance which includes 10 steps to sharing information to safeguard children.

The guidance aims to help you feel confident about sharing information when you need to safeguard a child or young person who is at risk of harm. The '10 step guide' has a clear message: when individuals are concerned about the safety of children it is important to share information to protect them.



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The main details about the guide can be found here: [A 10 step guide to sharing information to safeguard children | ICO](#)

The bilingual information posters, and a video presentation (English with Welsh subtitles) by the Information Commissioner are available here: [Sharing information to safeguard children: Marketing materials | ICO](#)

Acceptable Use Agreement

The aim of the Acceptable Use Agreement is to:

- protect children through appropriate and acceptable use of technology.
- Outline the responsibilities of everyone who has access to technology systems in their workplace.
- Ensure that everyone is aware of the dangers, understands what constitutes misuse, strategies for misuse and responsible use.

Acceptable use by practitioners, their managers, and volunteers

The authorisation of the person responsible for child safeguarding within the setting enables practitioners, their managers and volunteers to use online technologies in their work.

This E-safety Policy will be presented as part of the induction process for new practitioners, and they must sign to confirm that they have read and understood the policy.

Acceptable use by parents/carers

We will ask parents to support the setting's good practice by following our guidelines when taking and sharing of photos of the setting's activities, e.g., sports day, Christmas concert, on social networking sites.

We will give a copy of this Acceptable Use Agreement to parents/carers when they register their child with the setting. We will keep a signed copy of each agreement on file. See the Digital Images Consent form (pictures and video clips) in the Cylch Meithrin which is found in the Digital Images and Videos Policy.

We will also encourage parents and carers to support the setting in promoting good e-safety practice, through sharing examples of good practice, referring to resources created by other agencies including CEOP39, and advertising local information sessions, if available.



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Acceptable use by children

We will use Acceptable Use Agreements to help children and their families to understand the behaviour expected of them when using the internet. We will share this with children in an age-appropriate way, for example, through pictures, posters, or discussion activities, and by talking with the parents/ carers of the youngest children. We will encourage parents/ carers to agree to help their child understand what is acceptable/ unacceptable online, especially with the youngest children.

Acceptable Use Agreements are shared with and agreed upon by the children and are displayed prominently in the setting to remind them.

See LIMP, Appendix 73c

Acceptable use by visitors, contractors and others

Any visitors or contractors must adhere to all guidelines on the acceptable use of technology.

Storing and protecting data

The setting commits to ensuring that personal data will be stored, processed, and transferred according to the Data Protection Act/ GDPR 2018 by ensuring that personal data is handled in a way that:

- is fair and transparent
- ensures it is processed for limited purposes
- is sufficient, relevant and not excessive
- is accurate
- ensures it is stored for the least amount of time possible
- ensures it is processed in accordance with the individual's rights
- ensures safe storage
- ensures that it is only transferred to others with sufficient protections in place

See the setting's **Confidentiality and Data Protection** Policy for full details.

Although the setting does not recommend storing personal data on mobile devices, the setting acknowledges that this may be necessary, depending on the technological equipment possessed by the setting.

When personal data is kept on any portable digital devices, the setting will:

- ensure that the portable digital device is password protected.
- ensure that the data is password protected.



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- ensure that the setting's portable devices have operational, up-to-23/09/2024 antivirus software and firewalls in place.
- ensure that antivirus software is up-to-23/09/2024 and operational on any digital devices which are connected to the setting's mobile devices.
- delete any data from the portable device once it has been transferred to another device and/or it is no longer needed.

Cloud Computing ** THIS SECTION MUST BE RETAINED IF THE SETTING USES CLOUD COMPUTING, E.G. GOOGLE DRIVE / OFFICE 365

Cloud computing is a term describing the use of technological services - such as email, document storage, or software - over a network such as the internet. One of the advantages of cloud computing is the ability to access these services from a variety of locations, and that various users all have access (e.g., payments being updated by the leader in the setting, and the treasurer working from home to complete the setting's accounts).

The setting acknowledges that there are advantages to using Cloud Computing systems. We are also considerate of the fact that practitioners have a duty of care over the setting's children. The setting commits to offering opportunities to develop appropriate and safe use of this technology for the benefit of practitioners and the children.

The setting commits to storing any data on the Cloud Computing system in line with the requirements of the Data Protection Act 1998.

The setting will:

- ensure that only the setting's practitioners/committee have the passwords to access the cloud storage⁴⁰.
- clearly note who among the setting's practitioners/ committee/ managers have access to passwords, and formally record who is given the passwords during official meetings (e.g. committee meetings), noting the decision in the minutes of the committee meeting.
- ensure that a password is needed for access to digital documents storing sensitive information.
- ensure that all users of the cloud data storage system have a unique username and password.

⁴⁰ Examples of Cloud Storage Systems: Office 365 / Google Drive



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- add to, update the rights of, and delete individual accounts in a timely fashion; for example, when a member of staff ceases to work at the setting, once a new staff member begins in the setting, or when there is a new chairman for the committee.
- expect authorised users to ensure that antivirus software and firewalls are up to date and operational on any devices used to access the cloud storage system.

Keeping passwords safe

The setting ensures that passwords are stored safely by following the measures outlined in the password guidelines. **See Section 01, Keeping Passwords Safe.**

Access to the internet

The setting manages internet access by keeping to the measures outlined in the Web Access guidelines. **See section 02, Web Access guidelines.**

Mobile devices

The setting will manage the use of mobile devices by keeping to the measures outlined in the Mobile Devices guidelines. **See Section 03 Mobile Devices guidelines.**

Online communications

When communicating online, the setting will keep to the measures outlined in the Online Communications guidelines. **See Section 04 Online Communications Guidelines.**

Misuse of information and communication technology guidelines

In an instance where information and communication technology is being misused, the setting will follow the steps outlined in the Misuse of Information and Communication Technology guidelines. **See Section 05 Misuse of Information and Communication Technology guidelines**

Associated Policies

Child Safeguarding Policy

Digital Images and Videos Policy

Confidentiality and Data Protection Policy

Staffing Policy

Adult Safeguarding Policy

Compliments and Complaints Policy



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Contacts and useful information

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

A full list of responsibilities is available in the Guidelines: Online safety for early years practitioners support pack [38689 \(gov.wales\)](#)

Hwb's Keep Safe Online Section: hwb.llyw.cymru/cadwngdiogelarlein

Child Exploitation and Online Protection Centre: <https://ceop.police.uk/safety-centre/>

The UK Centre for Safer Internet Use:

www.saferinternet.org.uk

UK Council for Internet Safety: www.gov.uk/government/organisations/uk-council-for-internet-safety

SWGfL Website: <https://swgfl.org.uk>

Online safety for professional workers helpline. Phone: 0344 381 4772* Monday to Friday, 10am to 4pm

Welsh Government www.llyw.cymru/fframwaith-y-cyfnod-sylfaen

Online Safety Live www.saferinternet.org.uk/training-events/online-safety-live-free-online-safety-events

Social Care Wales Safeguarding Procedures (diogelu.cymru)

National Cyber Security Centre, using cyber security to protect your settings:

<https://hwb.gov.wales/parthau/cadwn-ddiogel-ar-lein/canllawiau-llywodraeth-cymru/ymarferwyr-blynyddoedd-cynnar-defnyddio-seiberddiogelwch-i-ddiogelu-eich-lleoliadGu/>

Digital Communities Wales: <http://cymunedaudigidol.llyw.cymru/>

Estyn: Supplementary guidance for inspecting safeguarding in non-maintained settings [Annex 4 | Estyn \(gov.wales\)](#)

Information Commissioner's Office: 'Guidance on the use of cloud computing' <https://ico.org.uk/media/for-organisations/documents/1540/cloud-computing-guidance-for-organisations.pdf>



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Information Commissioner's Office: 'Key definitions of the Data Protection Act'
<https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/>

Safer Recruitment Consortium: Guidance for safer working practice for those working with children and young people in education settings, October 2015 <http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>

Thinkuknow: E-safety education from the National Crime Agency: <https://www.thinkuknow.co.uk/parents/> & <https://www.thinkuknow.co.uk/Teachers/>

Additional websites for parents/ carers

The following websites are aimed at parents/ carers and give advice on keeping children and young people safe online. This includes information about social networks, apps, and age-appropriate games.

www.childnet.com/resources/keeping-under-fives-safe-online

www.commonsensemedia.org/reviews

www.net-aware.org.uk

www.saferinternet.org.uk/advice-and-resources/parents-and-carers

www.internetmatters.org/advice/0-5

01 Section 01, Keeping Passwords Safe guidelines

The setting will:

- ensure that a password is required to gain access to digital equipment storing sensitive information.
- ensure that only the setting's **practitioners/ committee/ managers** have access to passwords, and clearly note who is given the passwords during official meetings (e.g. committee meetings), recording the decision in the minutes of the committee meeting.
- ensure that practitioners are all responsible for keeping their passwords safe and updating them regularly, and that everybody has a strong password.
- reset a child's password if it is lost or forgotten.
- set a time limit for each session's length on every device with access to the web.



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- ensure that every user in the provision signs out of their account if they leave a device.
- If a user thinks that the security of their password has been compromised, or the password was shared, intentionally or unintentionally, then they will report the concern to the person responsible for child safeguarding
- change the password on devices if a member of staff leaves.

If personal data is stored on any portable digital devices, the setting will:

- ensure that the portable digital device is password protected.
- ensure that the data is password protected.

02 Web Access guidelines

The setting will put measures in place to manage access to the web and reduce risks, including:

- secure broadband or Wi-Fi access.
- secure e-mail accounts.
- an antivirus system which is regularly monitored and up23/09/2024d.
- a safe password system.
- an agreed list of authorised users with managed access and defined responsibilities.
- clear acceptable use agreements.
- effective inspection, monitoring and reviewing procedures, e.g., monitoring that staff do not connect to the internet from their personal phones, that staff are not using the cylch's equipment to access the internet e.g. during their lunch hour, monitor which sites staff are visiting.
- parental controls on equipment such as computers and iPads.
- ensuring that each staff member is aware of their responsibility to supervise children whilst they are using digital technology.
- expecting practitioners to verify the suitability of any website, games, or apps they intend to use with the children beforehand, and regularly after the first use.
- use age-appropriate software to develop the children's skills and knowledge.



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- locating devices which have access to the internet in visible areas and supervising adults and children closely and monitoring their online usage appropriately.
- making all practitioners aware of the dangers of connecting mobile personal devices to work systems.
- where required, ensure that any files or programs downloaded to work systems are effectively monitored and managed.
- Report any concerns arising from the use of online technologies to the person responsible for child safeguarding, following, where appropriate, the Online Safety Incident Response Flow Chart, LIMP, Appendix 73d, the setting's Child Safeguarding Policy, and the procedures for dealing with misuse of information and communication technology.

03 Mobile Devices guidelines

The setting will ensure:

- that there are areas in which no mobile devices are permitted, e.g. sleeping/relaxing areas and changing rooms / bathrooms, and that sufficient signage is displayed.
- that mobile devices do not interfere or disrupt activities unnecessarily or unsafely.
- that all service users agree to the acceptable use and management of mobile devices.
- that clear expectations and agreements are in place regarding when and where mobile devices may be used.
- that adults, including all parents/ carers, visitors and contractors, are informed that they should not use their mobile devices in areas where their use is not permitted.
- that parents/ carers who photograph/ record their children in special events, support the cylch in keeping children safe. We ask that all parents/ carers respect the rights of other parents/ carers when photographing or videoing their child in a group event; parents/ carers should not share images/videos of any of the other children publicly on social media without the permission of other parents/ carers of children featured in the image(s)/ video(s).



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Mobile work devices

The setting will:

- clearly label work mobile devices as belonging to the setting.
- promote the use of specific work mobile devices as:
 - effective communication resource to send and receive emails, text messages and phone calls.
 - an essential component of the emergency kit which is taken out on short trips and other journeys.
 - a backup resource should the building's phone not be working, or if contact needs to be made outside of the cylch's operating hours.
 - the designated device for taking photos and/ or videos of children outside of the cylch.
- put effective procedures in place to guard against possible misuse.
- ensure that only authorised individuals have access to mobile devices belonging to the workplace.
- secure the device with a password and store it safely when not in use.
- prohibit the making of personal phone calls on a work mobile device, unless under agreed circumstances, for example, in an emergency. We will keep a record of every communication of this type.
- ensure that any personal and business use is kept separate if it is not possible to use a separate mobile device for work purposes.
- ensure that any practitioners who drive on behalf of the setting switch off any mobile work and/or personal devices when driving. When driving on behalf of the setting, neither practitioners nor their managers will make or receive phone calls, text messages or use any other options available on a mobile phone. This is also relevant to wireless and hands-free connections, which may distract the driver.

Personal mobile devices

The setting does not recommend that practitioners use any personal digital mobile devices inside the setting, but we acknowledge that there will be times when they will have to use a personal mobile device (e.g. mobile phone) on off-site trips, or when there is a need for emergency contact. Practitioners are expected to keep their use



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within acceptable boundaries and ask for prior permission from the **Leader/ Registered Person/ Responsible Individual/ Chairman**.

The setting will:

- restrict the use of personal mobile devices to specific times and places, e.g. the practitioners-only area, unless other arrangements have been made beforehand in exceptional circumstances. We will inform all adults coming into the provision of this and ensure their cooperation.
- ensure that all service users agreed to acceptable use and management of mobile devices.
- ensure that all practitioners understand that they are responsible for personal mobile devices which are left in the storage area. If a practitioner stores a personal mobile device, it is recommended that it be protected by a security code as well as a password, and that it is insured. The setting cannot accept any responsibility for loss and/ or damage.
- reserve the right to examine the use made of every mobile device, and the person responsible for child safeguarding has the right to withdraw or restrict authorisation to use them at any time, if necessary.
- ensure that practitioners do not use their personal mobile devices to contact children and/ or their parents/ carers unless in an emergency.
- inform everybody bringing personal mobile devices into the setting that they are expected to ensure that there is nothing illegal or inappropriate on their devices.

04 Online Communications guideline

E-mail

The setting will:

- clearly note who (e.g. **practitioner/ volunteer/ manager/ committee member**) may send communications on behalf of the setting, e.g. in an official meeting (e.g. committee meeting or management meeting), and that this decision is recorded. See the form in LIMP, Appendix 73b.
- expect practitioners to use only the setting's email account for the setting's official business, including communicating with parents and carers.
- expect practitioners not to send or receive personal communications using the setting's official email account.



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- expect practitioners not to send unauthorised emails on behalf of other individuals.
- remind parents/ carers and practitioners about the Compliments and Complaints Policy procedure to ensure that any complaint is directly referred to the setting's **Committee/ Registered Person/ Responsible Individual**.
- use secure, filtered email accounts.
- be aware that online email services are not considered safe for personal data, and that using them may pose a risk to us. We will therefore avoid sending personal data over email where possible. If we are unable to avoid sending personal data over email, we will secure the personal data with our own systems, for example password protection or encryption, or by using the data protection systems of the agency that has requested the personal data, for example, Flying Start. It is more secure for us to receive personal data on paper, but when parents/ carers/ agencies send us personal data via email, it is their responsibility to protect that data.
- inspect and monitor every email communication.
- communicate online in a polite and respectful manner, without using any insulting language.
- encourage the appropriate use of profile pictures.
- operate within legal requirements, for example laws/ data protection policy, and in line with policies.
- contact children for professional reasons only, and do so carefully in order to avoid any misinterpretation.
- avoid sharing any of the children's personal information/ details.
- do not ask for, nor respond to any personal information from a child unless it is appropriate to do so as part of the professional role, or if the child is in direct danger of being harmed.
- use appropriate reporting pathways should we suspect that personal data has been released.
- ensure that practitioners are aware of the strategies for responding to misuse, which can be followed if policy is breached.
- not open emails if we do not recognize the sender/ if the format looks suspicious, and be exceptionally careful when opening any attachment.



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Social Networking

Social networking sites provide a service which enables individuals, groups, businesses and others to share messages through text, pictures and video clips.

The setting will:

- ensure that any decision to create a page or group for the setting on a website of this type is discussed in an official meeting (for example committee meeting or management meeting) and that the decision is supported and recorded.
- clearly note who will be responsible for updating the details shared on the page, namely the administrator. It is vital that those responsible for administering the page on behalf of the setting do so as part of their work duties rather than through their personal account. This will avoid crossover between their work life and personal life.
- draw up and implement rules for administering and contributing to the provision's social networking pages, for example how frequently, what sort of pictures/ videos, information about fund raising activities, information for parents regarding visits, sharing general messages about life in the setting.
- discuss and develop these rules with the setting's practitioners and parents/ carers.
- ensure that only the administrators can share videos or pictures of the provision.
- ensure that permission is sought from parents if we intend to use pictures of the children on these pages.
- ensure that current parents/ carers are not prohibited from accessing the provision's social media pages unless there is a specific reason for doing so. You are expected to contact your Cylch Support Co-ordinator to discuss any specific cases or concerns.
- expect the administrator(s) to closely monitor and manage the comments shared on the provision's pages, deleting any inappropriate comments as soon as possible.
- remind parents/ carers and practitioners of the Compliments and Complaints Policy procedure in order to ensure that any complaint is directly referred to the setting's **Committee/ Registered Person/ Responsible Individual**. Social networking sites should not be used to discuss any matter expressing concern about the provision.



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The setting acknowledges individuals' desire to publicise information on the web in their own time. This may include contributing to message boards, blogs, social networking sites, for example Facebook and X(Twitter), websites which share information through written and vocal or visual mediums, for example YouTube and Instagram.

Should practitioners wish to participate in this type of activity outside of work hours, then they need to be considerate of their behaviour and contributions, for example status updates, pictures and any activity which may reflect on the setting, especially if they NAME their employer in their profile.

The setting will:

- ensure that practitioners who have personal social media profiles do not share their details with the children in their care.
- ensure that practitioners understand that showing their BETHAN TROTT or a picture of themselves on any website is enough to identify them as a member of staff in the setting. As our practitioners work with children, they are expected to behave appropriately and comply with this policy.
- ensure that no member of staff is permitted to use the setting's digital equipment to access personal pages on social networking sites and/ or publish information on personal websites which share information through written, vocal, or visual mediums.
- expect practitioners not to send or accept any request to be a ' friend' of parents and carers of children attending the setting on a personal account, unless they know this person socially outside of the setting.
- prevent any member of staff from sharing any image pertaining to the setting on their personal social networking pages and/or publishing information on personal websites which shares information through written, vocal or visual mediums.

If a member of staff should:

- post any information on the web which identifies them as a member of the setting's staff, or if they discuss work or anything relating to the setting or its business, customers or practitioners, then the member of staff is expected to conduct themselves in a manner in line with their employment contract and the setting's policies and procedures.



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- blog or establish a website which notes that they are a member of the setting's staff, then they must inform the **Registered Person/ Responsible Individual/ Chairman/ Leader** at once.
- create a blog post which clearly acknowledges that they work for the setting, and state any personal idea or opinion, then they are required to add a statement such as ' this is my personal opinion and does not represent the opinion of (NAME of setting) '.

Breach of this policy may lead to disciplinary action and serious incidents may lead to dismissal under the Cylch Meithrin's disciplinary procedure.

The following incidents will be considered gross misconduct which may lead to dismissal - the Cylch Meithrin will follow the disciplinary procedure, (see **Staffing Policy**) and the Misuse of Information and Communication Technology guidelines in this policy. These are examples, and this list is not exhaustive:

- Revealing confidential information regarding the Cylch Meithrin through a personal online post. This may include information about the clients of the Cylch Meithrin, policies, staff, financial information or internal discussions. A staff member should discuss with the **Registered Person/ Responsible Individual/ Chairman** if they are unclear what could be considered confidential.
- Passing judgment on or shaming the Cylch Meithrin, its clients or staff on a public forum (including any website). Staff should respect the reputation of the Cylch Meithrin, and the privacy and feelings of others at all times. If a staff member has a valid grievance against a colleague or their workplace, then the correct procedure is to raise the grievance following the grievance procedure.
- Using or updating a personal blog or website from a computer belonging to the Cylch Meithrin during work hours.
- Sharing confidential information about anyone connected with the Cylch Meithrin. See the **Confidentiality and Data Protection Policy** for full details.

05 Misuse of Information and Communication Technology guidelines

Parents/ carers and other agencies, if relevant, will be informed of any incident where technology was inappropriately used within the provision, and if relevant, outside of the provision.

The setting will:



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- ensure that relevant online safety policies and procedures are implemented, monitored and reviewed fully, that they are thorough, convenient and reflect practice, and that they are shared with all users of the provision.
- inform users of possible signs of any misuse in order to identify any significant changes as quickly as possible.
- inform users that misuse of technology and/or breaching relevant policies and procedures is a serious matter, and that the strategies implemented in response to misuse and definitions of responsible use are clearly defined and can be implemented if concerns arise.
- ensure that effective procedures for reporting and whistle-blowing are in place and that they are promoted.

Procedure in case of a misuse of information and communication technology

The setting will:

- deal with incidents one case at a time.
- ensure that context, intent and effect are considered when deciding upon the response and the steps to take. For example, a series of small incidents by an individual might be treated differently to a single incident. Intentional and unintentional access to inappropriate websites would bring about different levels of intervention and response.
- record and monitor every online safety incident, identifying any possible behavioural patterns, in order to be able to respond proactively and safeguard the relevant individuals.
- report the incident to the person responsible for child safeguarding
- make a written record of the incident and monitor the situation. See LIMP, Appendix 73ch
- in cases when an inappropriate website was unknowingly accessed, the setting will add it to the list of banned or restricted websites which is set using filter settings.
- report - an open reporting policy is in place, which means that any instances when the policy was unintentionally breached, or any access to inappropriate material, is reported. Failure to report breaches of policy such as these will lead to the concern being referred upwards.



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Serious incidents

The setting will:

- deal with every serious incident immediately and report at once to the person responsible for child safeguarding
- consider the context, intent and effect of the alleged misuse.
- take appropriate steps, as agreed upon by the person responsible for child safeguarding and the relevant senior manager.
- record the details clearly and legibly.
- record the reason for any decision taken.
- follow the provision's Child Safeguarding Policy if a child has been abused or is being abused.
- refer the case upwards by following the local child safeguarding procedure or contact the police or children's social care services, if relevant.
- follow the setting's Child Safeguarding Policy immediately if the incident pertains to an accusation made against a member of staff, manager, volunteer or student, and there is the suggestion that the child has been abused in any way. In the case of an accusation being made against an adult, the local authority must be informed, as well as the police and Care Inspectorate Wales (if relevant).
- not conduct an investigation or internal interview in connection with an accusation, unless an investigative agency has asked us specifically to do so. If an accusation of abuse is made, the police, children's social services and/ or the local authority will conduct the investigation.
- secure any device or hardware as evidence if it may be relevant to any possible investigation of abuse. We will not follow internal disciplinary procedures until all investigations by relevant agencies have been completed.
- ask for advice from human resources or legal advice before conducting any internal investigation and/ or conducting any high level disciplinary.
- conduct a review of online safety after the completion of internal and external investigations, or sooner if appropriate to do so. Revise and up23/09/2024 policies and procedures as required.
- consult with all the provisions users, if relevant, on any revisions likely to be made.



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- distribute the revised policies and procedures as appropriate.
- Report the following incidents to the police each time, and (if relevant) contact child safeguarding services, children's social services, the local authority and Care Inspectorate Wales (CIW):
 - the discovery of indecent images or videos of children and young people
 - behavior which is considered to be 'fostering an inappropriate online relationship'
 - the sending of indecent materials
 - attempts to radicalize or share extremist views

Failure to report these incidents may result in an offence being committed.

- We will make no effort to download print or send any materials we may find. Doing so may be carrying out a further offence.
- if materials which may be illegal are discovered we will avoid, as far as practically reasonable, touching any of the equipment nor materials.
- neither delete nor forward the contents.
- secure the device and store the passwords/ access rights until they are passed to the police.
- not switch off the devices unless the police authorize us to do so.
- restrict further access to the illegal contents by keeping individuals away from the area in question.
- report to the Internet watch Foundation 34, giving details of the web address, if there has been online access to image(s) or video(s) of sexual child abuse which may be illegal.
- report the concern as a matter of caution, if we are unclear as to whether it is illegal or not.

See Appendix 73ch: online safety incidents log and form for reporting an online safety incident

See Appendix 73d: online safety incident response flow chart

If a child misuses technology

It is unlikely that a child in the setting will intentionally misuse technology. Should this happen, we will consider it a safeguarding concern and will follow the usual safeguarding procedures.



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We will:

- follow the *Misuse of Information and Communication Technology Guidelines* in this policy.
- inform the parent/ carer of the matter.
- discuss with the child how and why this happened, giving consideration to the child's age and any additional needs they may have.
- give the child support and guidance

If a child accidentally obtains inappropriate materials, they must report the matter immediately to an adult. We will take appropriate steps to hide or minimize the window. We will not switch off the device nor close the page, in order to be able to investigate the matter. We will talk with the child and their parent/ carer. We will take appropriate steps following the incident to ensure that it does not take place again in the future.

Media attention

Should an incident attract attention and speculation from the press, the setting will make every possible effort to ensure that children, practitioners and parents/ carers are protected and appropriately supported. We will implement any major strategy and only authorised practitioners will release statements, in line with information sharing procedures. In every case our main concern will be safeguarding children and the well-being of children and their families. We will ask for support from our Cylchoedd Support Coordinator before engaging with the media.

Misuse of information and communication technology may lead to disciplinary action and a serious case may lead to dismissal in line with the setting's disciplinary procedure. (See Staffing Policy)

Guidelines and a record reviewing internet sites are available on HWB:

[Repository - Hwb \(gov.wales\)](http://gov.wales)

List of Appendices in the Llyfr Mawr Piws

Appendix 73b: Use of websites and social networking sites

Appendix 73c: Exemplar parent/ care agreement letter: Rules on acceptable use for children / Rules on acceptable use for children / Agreement

Appendix 73ch: Online safety incident log / Online safety incident log report

Appendix 73d: Online safety incident response flowchart

Appendix 73dd: A guide for parents/carers who send personal data to the setting, by Email

Appendix 73e: Risk Assessment for Online Sessions



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LEAVING AND COLLECTING CHILDREN POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Aim

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

Principles

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

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

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

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

Code of Practice

The Cylch Meithrin will:

- keep a record of every individual that is permitted to collect the child on a CP1 form (Child Collection Form).
- ensure that the child's parents/ carers/ guardians provide a picture of every individual that is allowed to collect the child from the Cylch Meithrin.
- emphasise to parents/ carers/ guardians when a child starts at the Cylch Meithrin that their child will not be allowed to leave with anyone that is not listed on the CP1 form.
- inform the parents/ carers/ guardians collecting the child that any changes to the collection arrangements must be made in writing to the Leader.
- inform the parents/ carers/ guardians collecting the child they must inform the Cylch Meithrin if there is any reason that the child will not be collected on time.



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- in exceptional circumstances, and at the discretion of the Leader, an arrangement can be made for collecting a child using a password permission system.
- any inconsistency in the arrangements for collecting the child will be discussed with the parents/ carers/ guardians and a record of any problems will be kept in the incident book. The Leader will discuss the matter with the Committee.
- inform the parent/ carers/ guardians that it is their responsibility to hand the child over to a member of staff.
- take responsibility for handing the child over to whomever is collecting them thereafter the responsibility for the child is transferred back to the parents/ carers/ guardians.
- follow current Welsh Government guidance to respond to events such as COVID-19. Where this requires additional / specific measures for leaving and collecting children, the setting will inform parents / guardians / carers of these requirements.

Uncollected Child Procedure

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

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

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

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

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

Associated Policies

Safeguarding Children Policy

Compliments and Complaints Policy



LONE WORKING POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Lone working is defined by the Health and Safety Executive as "someone who works by themselves, without close or direct supervision". Here are some examples of lone working situations which are relevant to **Cylch Meithrin Ysgol Glan Morfa**:

- when a member of staff is working with a group of children.
- when a member of staff is in a 1-1 situation with a parent/carer, staff from other agencies.
- when a member of staff is working alone at the setting outside of normal working hours.
- when a member of staff is working 1-1 with a child.

Aim

The Cylch Meithrin recognises that there may be an increased risk for staff who work alone. Therefore, the Cylch Meithrin aims to avoid, where reasonably practicable, any situation where a member of staff is working on their own. However, the Cylch Meithrin recognises that lone working is unavoidable in some situations, and has become more common over the past few years.

The Cylch Meithrin recognises the importance of ensuring the safety of staff who are working on their own and will consider the health and well-being needs of all staff/volunteers along with any support or resources which they may need if they are asked to work from home.

Code of Practice

The Cylch Meithrin:

- is committed to avoid, where reasonably practicable, situations where a member of staff is working alone.
- will follow current relevant Welsh Government guidelines and any regulatory changes as required in order to respond to exception events such as the COVID-19 pandemic.

In situations where it is impossible for staff to avoid working alone, the Cylch Meithrin will:

- ensure that a clear procedure is in place to ensure the safety of any member of staff who is working alone.



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- ensure that no member of staff works 1-1 with a child in a secluded area, where reasonably practicable.
- ensure that staff working in a different area with a group of children are within sight/hearing of other staff members, or that they have access to a phone or mobile phone whilst working alone.
- ensure that members of staff who work alone outside of the setting (e.g. 1 member of staff walking 2 children to / from school) have access to a mobile phone.
- ensure that an appropriate risk assessment has been carried out for situations where a member of staff is expected to work alone outside of the setting.
- ensure that a clear procedure is in place for times when a member of staff meets with a parent/carer/guardian, staff from other agencies in a private area/room to share confidential and/or sensitive information.
- ensure that staff have access to a phone or mobile phone when working alone outside of normal working hours.
- ask staff to inform **a member of the Committee / another member of staff / a member of family** that they are coming to the workplace outside of its opening hours, how long they expect to be there, and when they expect to leave.
- expect staff to take steps to ensure their own personal safety if they are working alone, e.g. locking outside doors, not working at height, parking their car under a light.
- conduct regular risk assessments (e.g. annually) to ensure that the arrangements for safeguarding staff and children are operational, adequate and appropriate.
- ensure that a member of staff / committee member who attends the setting following a fire / intrusion alarm waits for a member of the Police / Fire Brigade. The perimeter of the Building must be checked before entering the building, and if there are any signs that an intruder has gained access to the building, then the member of staff / committee member must wait for Police support before entering the building.
- ensure that a clear procedure is in place where staff are expected to attend the setting in the event of fire / intrusion alarm. Any building specific (e.g. school, family centre) guidelines and procedures must be followed.



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- ensure that the Cylch Meithrin Insurance policy includes employer's liability Insurance for lone workers.

Some examples of how to ensure personal safety

This list contains examples only, and shouldn't be considered to be exhaustive.

- Ensure that evening meeting finish on time.
- Never leave a member of staff alone to lock the building following any evening meeting or activity.
- Park your car under a light.
- Park the car so it is as easy as possible to leave.
- Don't lift heavy items alone.
- Lock external doors.
- Ensure that you know who will be at home during a visit.
- Make sure that your mobile phone is fully charged.
- Operate a 'buddy' system for staff who carry out home visits.

Associated Policies

Confidentiality and Data Protection Policy

Nappy Changing Policy

Safeguarding Children Policy

Living with COVID-19 Policy

Further Information and Useful Links

The following Publications and websites provide useful additional information:

HSE Working alone: Health and safety guidance on the risks of lone working <http://www.hse.gov.uk/pubns/indg73.pdf>

Suzy Lamplugh Trust: Legal Responsibilities <http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

Suzy Lamplugh Trust: Working Alone <http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

Suzy Lamplugh Trust: Travelling for Work <http://www.suzylamplugh.org/Pages/FAQs/Category/resources>

NHS: 'Not Alone' A guide for the better protection of lone workers in the NHS http://www.nhsbsa.nhs.uk/Documents/Lone_Working_Guidance_final.pdf



PROMOTING POSITIVE BEHAVIOUR POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Aim

The aim of the Cylch Meithrin is to provide an environment that promotes positive behaviour. Understanding how to behave appropriately is an important part of the personal and social development, well-being and cultural diversity area of learning within the Foundation Phase.

The Cylch Meithrin aims to provide a happy and caring environment which offers a range of activities that are fun and appropriate to the age and development of the children.

The **Responsible Individual / Registered Person** will review the Promoting Positive Behaviour Policy regularly and if changes are necessary, CIW will be informed of this within 28 days.

Every child is respected and children are encouraged to respect other children, adults, the equipment and the Cylch Meithrin's building .

The Rights of the Child⁴¹

Ensuring that there are clear and consistent guidelines to help every child develop their understanding of acceptable behaviour is an essential aspect of respecting the Rights of the Child as stated 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 at them all.
- Article 23 Children who have any kind of disability should have special care and support so that they can lead full and independent lives.
- Article 29 Education should develop each child's personality and talents to the full. It should encourage children to respect their parents, and their own and other cultures.
- Article 31 All children have the right to relax and play and join in a wide range of activities

⁴¹ United Nations Convention on the Rights of the Child <http://www.hawliauplant.cymru/index.php/component/content/article?id=2&Itemid=108>



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Code of Practice

The leader of the Cylch Meithrin will ensure that staff:

- support and care for children and their families according to their individual requirements.
- ensure that there are adequate activities and resources that meet the needs of all children.
- praise and recognise good behaviour every time e.g. thanking children, praising them for sharing; for being kind; for helping others; for playing together and so on.
- model using positive language and behaviour strategies to support the development of children's positive behaviour habits.
- know that children sometimes seek attention through displaying negative behaviour (e.g. biting, tantrums, disruptive behaviour towards others). The staff will plan to avoid this happening through early intervention.
- promote positive behaviour in a way that is appropriate to the age and developmental level of the individual child. The staff of the Cylch Meithrin will ensure that there is consistency in the methods used on a daily basis, and from person to person
- ensure that parents / carers / guardians and children understand the rules and positive behaviour policy of the setting.
- take positive steps to improve unacceptable behaviour with the support of the parents / carers / guardians.

Unacceptable behaviour and consequences

The Cylch Meithrin will not tolerate the following types of behaviours from any member of the Cylch Meithrin community:

- hitting
- spitting
- pinching
- pushing
- name calling
- racist remarks



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- shouting
- swearing
- destruction of property.

With the support of parents / carers / guardians, the Cylch Meithrin will take positive steps to improve the child's behaviour.

The methods used by the staff can include:

- removal of the child to prevent harm to others;
- distracting a child;
- discussing unacceptable behaviour.

Adults will not use any method of entrapment nor physical restraint of a child unless it is necessary to prevent harm to another child or adult, or to prevent damage to property.

Any such incident will be recorded in the incident book and reported to the parents / carers / guardians at the end of the session.

Children are praised and encouraged in order to promote a culture of positive behaviour. If a child behaves aggressively or threateningly, the staff will guide him/her away from the situation, calm them, and explain in a way that is understandable to him/her that this kind of behaviour is not acceptable. The events will be recorded in the Incident book and discussed with parents / carers / guardians of the child.

The Cylch Meithrin will ensure that children are not disciplined physically in any way, at any time e.g. by smacking or shaking, withholding food and drink.

The Cylch Meithrin will ensure that children are not disciplined as a group for unacceptable behaviour.

The Cylch Meithrin will ensure that children are not disciplined emotionally in any way, at any time e.g. by shouting at them or isolating them.

In accordance with the Children Act 2004 guidelines, the Cylch Meithrin believes that it is acceptable to take essential physical action in an emergency, e.g. picking up a child and removing him/her away from the situation. A record is kept of any such incident in the Incident Book.



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Bullying

The nature of bullying

Many definitions of bullying are used, but most agree it is behaviour that is⁴²:

- deliberately damaging (including aggressive attacks).
- occurs frequently over time, but also recognises that just one incident can cause trauma to a child leaving him/her worried it will happen again
- difficult for victims to defend themselves against.

Bullying describes the action of continuously abusing somebody else verbally and / or physically. In early years settings aggressive and violent behaviour can develop early. Children as young as 2-4 years old can use threatening behaviour to protect property, friends or territory.

Depending on the response of the target, this behaviour may increase. For example if the targeted child is crying, surrenders a toy, and submits to the bully, it is possible that the threatening behaviour towards this child will continue.

In addition to the aforementioned steps the Cylch Meithrin will:

- intervene immediately;
- discuss the nature of bullying with children;
- promote learning social skills in the Cylch Meithrin;
- promote learning empathy skills in the Cylch Meithrin;
- promote learning assertiveness skills and confidence in the Cylch Meithrin;
- promote problem-solving skills in the Cylch Meithrin.

Working in partnership with parents / carers

The Cylch Meithrin will:

- ensure that the children and their parents / carers / guardians are aware of the rules and boundaries of the Cylch Meithrin.
- take positive steps to modify unacceptable behavior in consultation with parents / carers / guardians.

⁴² Welsh Government Document 'Respecting Others' 2012 <http://gov.wales/docs/dcells/publications/160728-anti-bullying-overview-en.pdf>



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In all cases where a child's behaviour is of concern, the **Leader** of the Cylch Meithrin / **child's Key Worker** will discuss the situation positively with parents / carers / guardians immediately. They will develop a joint action plan to be used in the Cylch Meithrin and at home, before seeking permission to seek advice from an **expert or the local Referral Scheme**.

All staff will be informed of the agreed strategy, and progress will be monitored regularly by the parents / carers / guardians and staff of the Cylch Meithrin.

Communication

The Cylch Meithrin will communicate the content of this policy by taking the steps outlined on the front page of the policy.

Responsibility

The **Registered Person/Responsible Individual** / must ensure that everyone understands the Promoting Positive Behaviour Policy and are able to implement it.

It is the responsibility of the **Leader** to ensure implementation of the policy on a daily basis.

Further Information and Useful Links

The following publications and websites provide further useful information:

Welsh Government, Anti-bullying overview: <http://gov.wales/docs/dcells/publications/160728-anti-bullying-overview-en.pdf>

Welsh Government, Bullying around race, religion and culture: <http://gov.wales/docs//dcells/publications/160728-bullying-around-race-religion-culture-en.pdf>

Welsh Government, Bullying around special educational needs and disabilities: <http://gov.wales/docs//dcells/publications/160728-bullying-around-special-educational-needs-disabilities-en.pdf>



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VOLUNTEERING POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Background

Volunteers make a tremendous difference to people and communities. Volunteers often gain as much from the experience as the individuals or communities they are helping. Simply put, volunteering is:

- undertaken freely, by choice
- undertaken to be of community benefit
- not undertaken for financial gain

What is Volunteering?

The Cylch Meithrin considers volunteering to be unpaid activity where an individual gives of their time in order to help the Cylch Meithrin. Volunteers are not paid staff, and they do not have a legally-binding contractual relationship with the Cylch Meithrin.

Volunteers' contributions ensure the sustainability of the Cylch Meithrin. Volunteers usually undertake work which is supplementary ~~and different~~ to the work which is carried out by Cylch Meithrin employees.

Volunteers who come to lead specific activities (e.g. story sessions, sports activities) do not count towards the Cylch Meithrin's staffing ratio.

However, individuals who volunteer as a **Volunteer Assistant** can count as part of the staffing ratio, if the Cylch Meithrin has undertaken a risk assessment, appropriate DBS check, and maintain a staff file for them. See **LIMP Appendix 27e Job Description for a Volunteer Assistant**.

The Cylch Meithrin expects volunteers to:

- be dependable
- be honest



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- respect confidentiality
- make the most of training and support opportunities
- carry out tasks in a way which reflects the aims and values of the Cylch Meithrin.
- carry out tasks within the agreed guidelines
- respect the work of the Cylch Meithrin and not bring its NAME into disrepute.
- comply with the Cylch Meithrin's policies and procedures.

The Cylch Meithrin acknowledges the right of the volunteer:

- to know what is expected (and not expected) of them.
- to receive sufficient support when volunteering.
- to be appreciated.
- to volunteer in a safe environment.
- to be ensured.
- to know what are their rights and responsibilities if something goes wrong.
- to receive relevant expenses.
- to receive appropriate training.
- not face discrimination.
- to have the opportunity for personal development.

CODE OF PRACTICE

The Cylch Meithrin hopes that the time spent by the individual in volunteering will be enjoyable. The Cylch Meithrin appreciates the contribution volunteers make to its viability. The Cylch Meithrin thanks the individuals who give of their time to support



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the Cylch and its wider aims. The Cylch Meithrin hopes that the time each volunteer spends with the Cylch will be enjoyable, worthwhile and safe.

The Cylch Meithrin commits to:

- holding an induction meeting for each volunteer.
- ensuring that volunteering is open to all. In some instances there may be a need for a volunteer to complete a Disclosure and Barring Service Check (see the note on DBS requirements below).
- accepting volunteers on the basis of merit, using the suitability of the individual to complete agreed upon tasks as the only criteria.
- widely promote volunteering opportunities so that they are available to all members of the community.
- ensuring that every volunteer is aware of and understands the requirements of the role they agree to undertake.
- giving volunteers the opportunity to share their opinion, where appropriate, with the Management Committee and / or Mudiad Meithrin.
- contacting the local Cylchoedd Support Coordinator to identify training opportunities for volunteers.
- ensuring that every volunteer is aware of and understands the Cylch Meithrin's policies.
- maintaining a 'volunteer file' following the usual procedures for paid Cylch Meithrin staff, where appropriate and required by CIW.
- encouraging volunteers to receive appropriate training on child and adult protection.
- ensuring that every volunteer is aware of and complies with the Cylch Meithrin's policies and procedures.
- repaying reasonable costs and expenses, providing a receipt is provided as proof of expenditure. The Cylch will explain how to reclaim expenses and how



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they are accounted before the volunteer first undertakes any activity likely to accrue expenses, e.g. resources for craft activities, a supply of fruit for snack time.

A consistent, dependable team of volunteers can contribute significantly to the Cylch's success. The Cylch Ti a Fi will ensure that every volunteer is aware of their specific duties.

Drawing up a rota of parents / carers / guardians can be a way of ensuring that everybody feels ownership of the Cylch and its activities. Where there is a team / rota of individuals running the Cylch Meithrin, it can be useful to keep a record of NAME(s) and individual contact details in order to be able to contact them between sessions, if needed.

The Cylch Meithrin's insurance policies include volunteers' activities and liability for them.

It is the responsibility of the volunteer to establish whether volunteering will affect their rights to any benefit payments. Individuals should seek further advice from the Department of Works and Pension, Job Centre or the Citizens' Advice Bureau.

Disclosure and Barring Service

Any volunteer working during a Cylch Meithrin session must receive a DBS check. If the activity requires a DBS check the volunteer must complete the relevant paperwork and receive clearance before beginning work in the Cylch Meithrin. The Cylch Meithrin's Leader / Committee will note clearly whether the role requires a DBS check.

Up to 23/09/2024 details regarding applications for DBS checks are available on the ucheck website: <https://www.ucheck.co.uk/dbs-checks-for-volunteers/> and on the UK website <https://www.gov.uk/government/publications/disclosure-application-process-for-volunteers> .



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Supervision

Your point of contact within the Cylch Meithrin will be the Leader. In addition to supervising any activity you carry out, the Leader will be on hand to answer any questions that arise during your time as a volunteer in the Cylch Meithrin. The Leader will occasionally arrange 'one-to-one' discussions with volunteers as an opportunity to discuss your role within the Cylch Meithrin, to learn of any relevant developments and to give the volunteers an opportunity to make suggestions / offer feedback on their role.

Remember that volunteers have the right to refuse things asked of them if they feel that they are unrealistic, beyond the scope of their agreed role, or that they do not feel they have the appropriate skills to carry them out.

Commitment

The support of our volunteers is very important to us as a Cylch Meithrin. The Leader will discuss with individual volunteers how much time they are able and willing to offer to the Cylch Meithrin, and how frequently. We kindly ask volunteers to inform the Leader as soon as possible if they are not able to be present for whatever reason.

See **LIMP, Appendix 33e: Volunteering Contract**.

Bringing a Volunteering Period to an End

A Volunteer may choose to bring a period of volunteering to an end whenever they so choose. Volunteers will need to inform the Leader as soon as possible of their intention to cease volunteering.

Although the Cylch Meithrin appreciates the support of its volunteers, there may be occasions when changes in the Cylch Meithrin's circumstances or needs mean that the Cylch Meithrin may need to bring a specific activity to a close, and also bringing the individual's volunteering period to an end. In these instances the Leader will inform the individual beforehand, thanking them for their time and expertise.



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It may be necessary for the Cylch Meithrin to bring an individual's volunteering to an end if it becomes apparent that they are not following the Cylch's policies and procedures. In these instances the **Leader / Management Committee** will inform the individual and also make any necessary arrangements.

When an individual's period volunteering in the Cylch Meithrin comes to an end they will be expected to return any items / equipment borrowed from the Cylch to assist in the completion of their role.

Associated Policies

Welsh Language Policy

Staffing Policy

List of Relevant Llyfr Mawr Piws Appendices

Appendix 27e: Job Description Assistant - volunteer

Appendix 33ch: Volunteering Contract



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HEALTH, SAFETY AND WELFARE POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Aim

The Cylch Meithrin will do everything it can, as far as it is reasonably practical, to ensure the health, safety and welfare of the staff, the children in its care, candidates/students on work experience, volunteers and visitors.

The Rights of the Child

Ensuring the health, safety and welfare of the children 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 6: All children have the right of life. Governments should ensure that children survive and develop healthily.

Article 27: Children have a right to a standard of living that is good enough to meet their physical and mental needs.

Code of Practice

The Cylch Meithrin will conform to the requirements of the current health and safety legislation.

The **Registered Person / Responsible Individual and the Committee** are responsible for ensuring that the Cylch Meithrin implements the Health, Safety and Welfare Policy. Every member of staff will be aware of it and will conform fully to all its requirements.

The **Registered Person / Responsible Individual and the Committee** will provide opportunities for all members of staff to attend health and safety courses regularly and will ensure that the **Leader and one other member of staff** are responsible for implementing the Health Safety and Welfare Policy on a day to day basis.

The Cylch Meithrin will:

- ensure that the environment, both inside and outside the Cylch Meithrin, is safe for the staff and the children.
- undertake a regular risk assessment of the building and its environment and keep a written record of it. See Appendix 8 Cylch Meithrin Management Guidelines 2013 (CRh2013) for further information.



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- ensure that there is an Accident and Incident Book in the Cylch Meithrin and ensure that the staff record every accident and incident. Additional copies are available by contacting Mudiad Meithrin's head Office.
- ensure that the Riddor guidelines are adhered to (see page 42 CRh2013 for further information).
- ensure that a designated person in the Cylch Meithrin has specific responsibility for First Aid, ensuring that at least one adult with a current First Aid certificate is present in every session. CSSIW guidelines for staffing ratios of trained persons, as noted in the National Minimum Standards (NMS)⁴³ should be followed at all times. The First Aid certificates should be displayed in the Cylch Meithrin.
- ensure that there is a telephone for the Cylch Meithrin use, or arrange for a mobile phone to be available during Cylch Meithrin sessions.
- ensure that all members of staff attend regular Health and Safety courses.

Fire Safety

The Cylch Meithrin will meet basic fire safety standards in accordance with the Regulatory Reform Fire Safety Order (RRO 2005). The person responsible for health and safety will undertake a fire risks assessment and maintain a fire management plan **see page 44 CRH2013 for further information.**

In accordance with the 2005 RRO regulations, the Cylch Meithrin will ensure that everyone working and visiting the building is protected from the danger of fire. To ensure this, the Cylch Meithrin will:

- undertake a fire risk assessment (**see Appendix 8 CRh2013 for further information**), recording and updating it regularly or when there is any change in the circumstances.
- ensure that the staff receive detailed guidelines on fire safety regulations and that they implement them e.g. vacating the building in the case of a fire.
- ensure that there is a sufficient number of appropriate fire extinguishers in prominent and convenient locations and that they are positioned in accordance with the Fire Service's guidelines.

ensure that there are clear and detailed guidelines on how to act in the case of a fire on display in a prominent place in the building.

⁴³ 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 23/09/2024 and renewed every 3 years.



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- ensure that a fire drill is held and recorded at least once every term (**See Form DT Appendix 4 CRh2013**). Fire wardens should be appointed to be responsible for emptying the building in an emergency.
- test the fire alarms weekly, keeping a record of every test (**See Form PLT Appendix 4 CRh2013**).
 - ensure that the electrical equipment is inspected regularly and a record kept of the inspections (**see form PAT, Appendix 4 CRh2013**).

Welfare

The Cylch Meithrin will:

- ensure that it is possible to control the room temperature so that it does not fall below 16°C and does not rise to a level which is uncomfortable and dangerous for the children's welfare.
- ensure that there is sufficient shelter in the outside play area especially during the summer months. Ensure that staff implement the **Sun Protection Policy**.
- ensure that a full register is kept as every individual child arrives at and leaves the building.
- ensure that every member of staff and any visitors sign when arriving at or leaving the building.
- ensure that no staff or visitor smokes in the Cylch Meithrin or its environment at any time. Ensure that No-Smoking signs (**see Appendix 4 CRh2013**) are displayed at the entrance and that the **Smoke-free Policy** is implemented by the staff and all the visitors.
- offer members of staff who smoke every support to give up the habit.
- ensure that a member of staff who smokes does not come into contact with the Cylch Meithrin children while his/her clothes or breath smell of smoke.
- ensure that members of staff are provided with information on good practice for lifting and carrying weights (HSE booklet available on Mudiad Meithrin intranet) and that there are opportunities for them to attend relevant training regularly.
- ensure that information on the Health and Safety Law of the Health and Safety Executive is displayed prominently (**see p.42 CRh2013 for further information**).
- ensure that students on work placement and volunteers receive information about health and safety issues during their first visit to the Cylch Meithrin.
- ensure that a First Aid box, with the necessary contents, is provided and kept in a prominent place, and that it is inspected regularly to ensure that it is complete.



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- ensure that the written consent of parents/carers/guardians to administer any emergency medical treatment, is available for every child following the guidelines of the **Medication Policy**.

The Cylch Meithrin will operate the following guidelines which are included in the Health and Safety Guidance for Early Years' Settings and Child Care (HSG).

- General Safety : See all of Section 1 of the HSG.
- First Aid: See Section 2 of the HSG
- Immunisation:
 - The Cylch Meithrin will keep a personal record of every child and this will contain information about any vaccinations he has received, on form P1. This information is confidential and the form will be kept under lock and key.
 - For detailed guidelines, see Section 4 of the HSG.

Health and Personal Hygiene

The Cylch Meithrin will:

- ensure that the children learn about health and personal hygiene as part of the curriculum.
- ensure that a high standard of hygiene and cleanliness is maintained in the Cylch Meithrin, taking care that every adult in the Cylch Meithrin follows the guidelines in HSG and operates good practice on all occasions.
- ensure that a child is not refused if he still uses nappies, but to try to work with the parents/guardians to train the child to use the toilet at all times (**See Nappy Changing Policy**)
- encourage parents/guardians to use nappies which can be re-used, but if this is impractical, parents should be encouraged to use environmentally-friendly nappies. The parents will be expected to provide the nappies and any extra materials which are required. When a child uses towelling nappies the Cylch Meithrin will operate a procedure for storing the dirty nappy until the parents/carers/guardians collect the child.

Children's safety on visits

It is the responsibility of the **Leader** and the staff on behalf of the **Registered Person / Responsible Individual and Committee** to ensure the children's safety on visits outside the Cylch Meithrin.

The Cylch Meithrin will:

- follow the guidelines of the **Transporting Children Policy**.



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- follow the guidelines of the **Keeping Children within the Premises / Lost Child Policy**.
- follow the guidelines of the **Promoting Positive Behaviour Policy**.

Further guidelines can be found in Section 6 of the HSG.

Procedures for protecting children

The Cylch Meithrin will:

- keep a copy of the All Wales Child Protection Procedures in the setting.
- ensure that all the staff are aware of these procedures.
- ensure that every relevant form concerning a child is signed by the person(s) legally responsible for him.
- follow the setting's **Safeguarding Children Policy**.

Food Hygiene and Safety

The Cylch Meithrin will:

- ensure that every member of staff has an opportunity to attend a recognised training course on food hygiene, e.g. Food Hygiene Certificate Level 2. The Cylch Meithrin will ensure that the staff up 23/09/2024 their training at least every 3 years.
- ensure that children under 5 years old are not left alone when eating, in case they choke.
- ensure that pieces of food e.g. fruit are cut into small pieces, in case the children choke.
- ensure that fresh food is stored in an appropriate refrigerator.
- ensure that food in the food preparation area is covered.
- ensure that food which has passed its sell by 23/09/2024 is disposed of.
- use cooling insulated boxes to carry food when taking children on visits or for a day out.
- register as a business with the local Environmental Health Department to enable it to serve snacks (see the Food Standards Agency website: www.food.gov.uk/wales/about-fsa-wales/cymru/).
- disinfect areas used for food preparation and serving regularly to conform to the requirements of Environmental Health.



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- take immediate action on any food safety and hygiene issues which require attention, following an inspection by Environmental Health.
- ensure that Cylch Meithrin workers implement the highest possible hygiene standards at all times, including washing hands thoroughly before preparing and serving food.
- wash and disinfect kitchen cloths regularly and leave them to dry before using them again.
- use disposable kitchen towels for drying work surfaces and cutting boards.
- ensure that there are appropriate procedures for disposing of food waste, and provide bins with lids which are easy to clean, removing the waste from the Cylch Meithrin regularly so that it does not attract pests.

Associated Policies

Medication Policy

Sun Protection Policy

Safeguarding Children Policy

Transporting Children Policy

Keeping Children within the Premises / Lost Child Policy

Promoting Positive Behaviour Policy.

Nappy Changing Policy

Smoke-free Policy

Further Information and Useful Links

The following publications and websites provide useful additional information:

Mudiad Meithrin Cylch Meithrin Management Guidelines 2013 (CRh2013).

Health and Safety Guidance for Early Years' Settings and Child Care (HSG) 2009.

Food Standards Agency: www.food.gov.uk/wales/about-fsa-wales/cymru/

Health and Safety Executive (HSE) <http://www.hse.gov.uk/>.

Public Health Wales: 'Infection Prevention and Control for Childcare Settings (0-5 years), Nurseries, Child Minders and Playgroups. All Wales Guidance'. 2014. <http://www.wales.nhs.uk/sitesplus/documents/888/>

[Infection%20Prevention%20and%20Control%20for%20Childcare%20Settings%20Final%202014.pdf](http://www.wales.nhs.uk/sitesplus/documents/888/Infection%20Prevention%20and%20Control%20for%20Childcare%20Settings%20Final%202014.pdf)



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NAPPY CHANGING POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Aim

The Cylch Meithrin's aim is to ensure that a child is not refused a place at the Cylch Meithrin if it still uses nappies, but to work with the parent/carer/guardian to train the child to use the toilet every time.

The Rights of the Child

Ensuring that the Cylch Meithrin supports children with their physical needs is an essential part of respecting the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

- Article 2: The Convention applies to everyone whatever their race, religion, abilities, whatever they think or say and whatever type of family they come from.
- Article 12: Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.
- Article 16: Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.
- Article 27: Children have a right to a standard of living that is good enough to meet their physical and mental needs.

Code of Practice

If a child attending Cylch Meithrin continues to be in a nappy, the Cylch Meithrin will:

- ensure that children under 2 are changed by their key worker or a consistent adult.
- change the child's nappy at regular intervals, and at any other times when the child has a wet or soiled nappy.
- not permit students (not employed by the setting) or individuals on work experience to change a child's nappy under any circumstances.
- ensure that the nappy changing activity is a quiet, relaxing and positive experience for the child.



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- ensure that every member of staff cares for the child in a warm and respectful manner at all times and specifically, in the context of this policy, during nappy changing activity.
- ensure a suitable area and appropriate hygiene materials are available for the nappy changing activity.
- provide training to all members of staff on best practice for changing nappies.

Procedure

- Collect all necessary materials before commencing the nappy changing.
 - Wear an apron before commencing the nappy changing.
 - Wear fresh gloves when changing the nappy of each individual child.
 - Place blue paper covering on the changing mat.
 - During nappy changing, never leave the child on its own on the changing mat, even if the child is secured with suitable safety harness.
 - Place the wet/dirty nappy in a plastic bag, and then in the appropriate bin **
 - Place the cleaning materials and dirty gloves in a plastic bag, and then in the appropriate bin.
 - Wash hands thoroughly.
 - Place a sign 'Station Uncleaned' in a suitable and clear location.
 - Return the child to the room.
 - Return to the nappy changing station in order to clean the area thoroughly with water. and appropriate disinfectant/anti-bacterial solutions, and dry the station with paper towels.
 - Wash hands immediately following the cleaning process.
 - Store all materials and leave the station tidy and clean.
 - Remove the sign 'Uncleaned Station'.
 - Record the nappy change on the form stored at the changing station.
 - Restock the cupboard/shelf with appropriate materials if necessary.
 - Record the nappy change on the child's daily record.
- ** If it is possible to dispose nappies in the usual bin (this should be verified with the County Council) gloves should be worn to dispose the nappy in the bin. The gloves should be removed and disposed in an appropriate bin and hands should be thoroughly washed. If it is not possible to dispose of the nappies in the usual bin, a procedure should be implemented to label and store the plastic bag in an appropriate location to transfer to the parent to dispose when collecting the child. The Cylch Meithrin should ensure that parents and staff are aware of the procedure.



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ILLNESS AND INFECTIOUS DISEASES POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Aim

The **Cylch Meithrin** is aware that incidences of child illness may arise at the setting. Many childhood illness are contagious, and the **Cylch Meithrin** has a responsibility to ensure the Health and wellbeing of all children who attend the setting.

Principles

The aim of the **Cylch Meithrin** is to ensure a safe and clean environment through maintaining the space and the Equipment and putting guidelines in place which allow staff to work safely without risk to themselves, the children or others.

If a child is ill, they should not be brought to the **Cylch Meithrin**. If a child appears unwell on arrival, the child will not be accepted at the setting. The **Cylch Meithrin** believes that the best place for an ill child is at home with their parents / carers / guardians.

If a child becomes ill whilst at the **Cylch Meithrin** the Code of Practice detailed below will be followed.

The **Cylch Meithrin** will do everything practicable to avoid spreading disease amongst children and adults at the setting. This includes observing children for signs of contact diseases e.g. chicken pox, mumps, rubella, meningitis, hepatitis, diarrhoea, sickness or temperatures of 101°F/38°C or above.

The aim of the **Cylch Meithrin** is to avoid injuries rather than responding to them. All staff must be aware of possible dangerous situations e.g. small items within reach of the smallest children, physical behaviour.

No child should be left on their own: in the rooms, outside or in the toilet area.

The **Cylch Meithrin** will offer any training or supervision that is needed by staff to ensure that they meet these standards.

The Rights of the Child

Ensuring the welfare, health and care of children who are experiencing illness or disease 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 3: All organisations concerned with children should work towards what is best for each child.



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

Article 23: Children who have any kind of disability should have special care and support so that they can lead full and independent lives.

Code of Practice

Covid 19

We will adhere to Welsh Government and Public Health Wales guidance as relevant to our setting Welsh Government Guidance and self-isolation advice

We will adhere to **Health protection in children and young people's settings including education** (which replaces the former Infection control guidance in childcare settings) and is found by following this link: Guidance for childcare, preschool and educational settings - Public Health Wales (nhs.wales)

and Public Health Wales Health Protection Team Recommended Time to Keep Individuals Away from Settings because of Common Infections

Microsoft Word - Periods to Keep Individuals Away from Settings 16.04.2018 FINAL ENGLISH.doc (nhs.wales)

Procedure for Responding to an Ill Child

- The **Cylch Meithrin** will follow **Public Health Wales** guidelines on exclusion periods for medical reasons. <https://phw.nhs.wales/services-and-teams/aware-health-protection-team/documents/exclusion-period-for-common-infections-may-2023-including-a-z-of-common-infections-and-next-steps/>
- If a child develops an illness whilst at the setting the **leader** will contact the parents / carers / guardians and ask them to collect the child as soon as is possible.
- If a member of staff suspects that a child in the care of the setting is suffering from a communicable disease, they must inform the **leader** at once. The **Cylch Meithrin** will follow the guidelines laid out in **Health protection in children and young people's settings including education**, by following this link: Guidance for childcare, preschool and educational settings - Public Health Wales (nhs.wales)
- If a child has a contagious complaint e.g. diarrhoea or sickness, they must be kept away from the **Cylch Meithrin** for at least 48 hours after the symptoms have stopped.



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- If an incident of a communicable disease occurs at the setting, the **Cylch Meithrin** will ensure that it shares information about its early symptoms with parents / carers / guardians so that they are able to recognise them and keep their child/children at home and seek appropriate medical advice / treatment as required.
- With respect for the privacy of children and their families, the name[s] of the ill child / children will not be disclosed to other families.
- When an incident of a communicable disease occurs at the setting, all equipment and resources that have, or potentially have come into contact with the child / children will be thoroughly cleaned and sterilised.
- Staff should report any concerns they have about illnesses or injuries amongst the children or others at the setting to the **leader**.
- The reason for a child's absence should be noted on the **Recording a Child's Illness Form** (See **Llyfr Mawr Piws, Appendix 59a**), to be kept with the child's registration and medication form.

Emergency Procedures

- If a child should need emergency medical treatment, and the **Cylch Meithrin** is unable to contact the parents / carers / guardians or any other emergency contacts, the **Cylch Meithrin** will make the necessary arrangements to ensure the child's safety.
- Signing the **childcare agreement** and the **registration form** gives the **Cylch Meithrin** permission to authorise any emergency medical treatment that may be necessary. (See **Llyfr Mawr Piws, Appendix 69: Child Registration Form P1 14**). A person with legal parental responsibility must have signed this form.

Dangerous Occurrences

'Dangerous Occurrences' are specific reportable events, as defined in **Schedule 2** of the **RIDDOR** guidelines. They are designed to obtain information primarily about incidents with a high potential to cause death or serious injury, but which happen relatively infrequently. For more information, refer to the **HSE website**.

If an incident occurs that does not result in a reportable injury, but which could have caused a reportable injury, it may be a dangerous occurrence which needs to be noted and reported at once. This should be recorded in the **Incident Book** and the setting's risk assessment should be reviewed to lesson or remove the danger.

To report an accident or incident of this nature to the **HSE**, you should call **0845 300 9923**, or the report can be completed online here: <http://www.hse.gov.uk/riddor/>



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Where applicable, incidents should also be reported to **Public Health Wales** or **The Environmental Health Department**.

CIW must also be informed within 10 days of any incident. Full information is available here: <http://CIW.org.uk/news/140523-changes-to-the-way-you-notify-us/?lang=en>

FOLLOWING ANY SERIOUS ACCIDENT OR INCIDENT, THE SETTING'S RISK ASSESSMENT MUST BE REVIEWED.

OPERATIONAL PLAN: RESPONDING TO AN ACCIDENT OR INCIDENT

The **Cylch Meithrin** has both an **Accident Book** and an **Incident Book**.

An **accident** is defined as anything which causes harm: e.g. a child falling and hurting their arm, a member of staff tripping and turning their ankle.

An **incident** is defined as anything which could have caused harm: e.g. a child escaping from the setting or a member of staff catching their foot in a cable but which didn't cause harm.

- When an injury occurs, the details must be noted in the **Accident Book**. The staff, leader and parents / carers / guardians must sign the entry as appropriate.
- All incidents must be recorded in the **Incident Book**. The staff, leader and parents / carers / guardians must sign the entry as appropriate.
- A relevant record of accidents and incidents must be kept in the child's file.
- If a child is seriously ill or injured, the parents / carers / guardians and the emergency services must be contacted at once, and the relevant notification procedures must be followed.
- If the parents / carers / guardians cannot be contacted, the **Leader** or another member of staff will take charge of the situation and accompany the child to the hospital with the relevant information. The **Cylch Meithrin** will ensure that there is effective supervision of the other children at the setting whilst responding to the situation.

The parents / carers / guardians must sign each accident or incident report. This information must be shared with the **Responsible Individual / Registered Person** who will carry out an investigation as required. Following the investigation, the **Cylch Meithrin** will implement any necessary changes and work to ensure that the same accident or incident is not repeated.



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If a child, member of staff or a visitor has a **serious accident or incident** at the **Cylch Meithrin**, this must be reported to the **Health and Safety Executive** under the RIDDOR regulations (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and to **CIW** within 10 days.

Serious accidents and incidents are defined as:

Death or serious injury

If a work-related accident and a member of staff, or self-employed person working on the premises is killed or suffers from a serious injury (including an act of physical aggression); or a member of the public, including a child, is killed or taken to hospital; the Health and Safety Executive must be informed immediately.

Examples of Serious Injuries which must be reported:

- Breaking any bones (except fingers, thumbs or toes).
- Amputation of a body part.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical injury or hot metal burning the eye or any other eye injury.
- Injury resulting from electric shock or electrical burn which leads to unconsciousness or requiring resuscitation or treatment in hospital.
- Any other injury leading to hypothermia, heat induced illness, burns, and unconsciousness, or requiring resuscitation or requiring treatment in hospital.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents.
- Acute illness requiring medical treatment or loss of consciousness arising from the absorption of any substance by inhalation, ingestion or through the skin.

Over 3 day Injuries

If there is an accident connected with work (including an act of physical violence) and a member of staff or self-employed person working on your premises suffers an 'over-three-day injury' it should be notified as a serious accident and must be reported to the **Health and Safety Executive** and to **CIW** within 10 days.

An over-3-day injury is one which results in the injured person being away from work and unable to do their normal work or activity for more than three days (including any



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days they would not normally be expected to work). These may also involve volunteers, visitors and children, and such instances should also be reported.

To report an accident or incident of this nature to the **HSE**, you should call **0845 300 9923**, or the report can be completed online here: <http://www.hse.gov.uk/riddor/>

The HSE website provides further information on the procedure for notifying serious accidents or incidents. This information is available here: <http://www.hse.gov.uk/welsh/forms.htm>

Staff Illnesses

Notifiable diseases must be diagnosed by a Doctor. Staff must provide the diagnosis in writing to the **Cylch Meithrin**. If a member of staff informs you that they are suffering from a work-related illness or diagnosed reportable disease, then you must inform the **Health and Safety Executive**. A full list of notifiable diseases is available on the **Public Health Wales** website here:

<http://www.wales.nhs.uk/sites3/page.cfm?orgid=457&pid=48544>

Notifiable diseases include:

- Some poisons/toxins
- Botulism
- Encephalitis (acute)
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Infectious bloody diarrhoea
- Infectious hepatitis (acute)
- Invasive group A streptococcal disease and scarlet fever
- Legionnaires' Disease
- Leprosy
- Malaria
- Measles
- Meningitis (acute)
- Meningococcal septicaemia
- Mumps
- Poliomyelitis (acute)
- Rubella
- SARS
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough



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- Yellow fever

Further information is available on the relevant websites listed below.

The **HSE website** provides further information on the procedure for notifying serious accidents or incidents. This information is available here: <http://www.hse.gov.uk/welsh/forms.htm>

Associated Policies

Medication Policy

Staffing Policy

Confidentiality and Data Protection Policy

Transporting Children Policy

Health, Safety and Welfare Policy

List of Associated Appendices in the Llyfr Mawr Piws

Appendix 59a: Recording Illness Form

Appendix 69: Child Registration Form (P1 14)

Useful Links and Further Information

Health and Safety Executive: RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 <http://www.hse.gov.uk/riddor/>

Health and Safety Executive: Dangerous Occurrences <http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>

Health and Safety Executive: Health and Safety Forms (English) <http://www.hse.gov.uk/welsh/forms.htm>

Public Health Wales: List of Notifiable Diseases <http://www.wales.nhs.uk/sites3/page.cfm?orgid=457&pid=48544>

Health protection in children and young people's settings including education, by following this link: [Guidance for childcare, preschool and educational settings - Public Health Wales \(nhs.wales\)](#)

Public Health Wales Health Protection Team Infection Prevention and Control Quality Improvement (Audit) Tool for Childcare and Education Settings in Wales

[All Wales Infection Prevention and Control Audit Tool for Childcare & Educational Settings V2 2023 ENGLISH.docx \(live.com\)](#)

CIW: Changes to the way you notify us about serious injuries, incidents, illness and deaths <http://CIW.org.uk/news/140523-changes-to-the-way-you-notify-us/?lang=en>

Immunisation information

<http://www.wales.nhs.uk/sitesplus/888/page/43510>



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Recruitment and Employment Policy

Background and Context

Every successful Cylch Meithrin depends on experienced, qualified staff who can offer children a variety of experiences and activities to develop their skills.

Cylch Meithrin **Ysgol Glan Morfa** has a Voluntary Management Committee (The Committee) which is responsible for acting as an employer for every member of the cylch's staff. This includes appointing, employing, supporting and managing staff (and volunteers) who work in the Cylch Meithrin.

The Committee's aim is to be a good, fair and caring employer, offering opportunities to promote the professional development of its staff and volunteers.

Rights of the Child

Ensuring a healthy environment is part of ensuring that the Cylch Meithrin respects the rights of the child, as outlined by the United Nations Convention on the Rights of the Child, specifically:

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

Article 31: All children have a right to relax and play, and to join in a wide range of activities.

Code of Practice

The Committee makes every effort to treat all its staff and every job applicant equally, following procedures that show the individual's significance and value. To this end, they implement employment procedures objectively, justifiably and fairly.

To ensure that we comply with current legislation, the Committee will follow the most recent guidelines of the **Llyfr Mawr Piws Staffing Section** and the **Llyfr Bach Piws - Staffing section**, as well as associated appendices.



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Recruiting and Appointing Staff

The Committee will:

- record the qualifications or experience expected of those appointed (LIMP, Appendices : 24 & 25, 27 - 27e)
- draw up a fair and equitable shortlist and conduct interviews prior to making any appointments (LIMP, Appendix: 28)
- share the **Child Safeguarding Policy** with applicants as part of the invitation to the interview.
- conduct a fair and transparent interview process (LIMP, Appendices : 29, 30, 30a, 31)
- contact every applicant (successful and unsuccessful) to confirm the results of the interview (LIMP, Appendices : 32, 32b)
- ensure that appointed members of staff comply with the requirements of Care Inspectorate Wales and Social Care Wales, in line with the Children's Act 2004 and current employment legislation (LIMP, Staffing Section)
- ensure that the new member of staff presents the following **BEFORE** the appointment is confirmed and they begin work:
 - full employment history including an explanation of any gaps in employment history (e.g. LIMP, Appendix: 26)
 - satisfactory DBS check (LIMP, Appendices : 34, 35, 36 & 36a)
 - two satisfactory references, including one by the most recent employer (LIMP, Appendix: 32a)
 - completed Medical Questionnaire (LIMP, Appendices: 41 & 42)
 - identity documents, e.g. passport, birth certificate



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- qualification certificates (LIMP, Appendix: 38)
- Right to work in the EU form (LIMP, Appendices: 89 & 89a)
- ensure that every role is subject to a probationary period (LIMP, Appendix: 31a)
- ensure that the leader and the correct number of assistants are in possession of qualifications recognised by the Welsh Credits and Qualifications Framework (<https://socialcare.wales/qualifications-funding/qualification-framework>)
- ensure that staff have relevant experience
- ensure that staff have an appropriate and sufficient level of ability when using Welsh (LIMP, Staffing Section)
- submit a formal and appropriate Employment Contract and an Employee Privacy Notice to each member of staff (LIMP, Appendices : 33 - 33ch). It will need to be noted whether the individual is expected to commit to completion of a specific course/courses (e.g. childcare/Welsh/First Aid), and any time limit placed on the individual's completion.
- record any variation to working conditions and keep in the individual's personal file.

Induction

The Committee/Leader commits to:

- setting up Staff / Personnel Files and keeping them accurate and up-to-23/09/2024 (LIMP, Appendix: 37)
- provide new members of staff with an induction period, on the first day of their role (LIMP, Appendix: 40)



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- arranging a comprehensive induction training programme within the first week of them beginning the role.

During the Period of Employment

The Committee/Leader commits to:

- keeping up-to-date, confidential records of each member of staff, in line with the requirements of the Children's Act regulations (LIMP, Appendix: 37)
- encouraging staff to undertake professional development training (CPD) in order to improve their knowledge and skills in the workplace (LIMP, Appendix: 38)
- providing opportunities for staff to attend relevant training courses, subject to financial and staffing considerations
- enabling staff to attend mandatory training courses (this may include paying a salary, travelling expenses and sustenance, subject to the Cylch Meithrin's financial considerations)
- considering contributing to course fees, salary, travelling and sustenance costs, subject to financial and staffing considerations, for chosen courses
- arranging / hosting staff meetings each term / half term. Each member of staff is expected to attend, and as such the Management Committee will ensure that each member of staff receives payment at their regular rate of pay for attending.

Appraisal and Supervision

The Committee commits to:

- following LMP guidelines: Staffing - Performance Management
- seasonally monitoring staff member achievement and conducting a formal evaluation of all staff on an annual basis (LLMP, Appendices: 46, 47, & 47a)



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- Implementing a routine of regular monitoring and review performance management in a situation where a staff member's performance level is not satisfactory, setting targets and steps for the staff member to pursue in both the short and long term. If achievement remains unsatisfactory the Committee will consider not confirming a position or implementing the Disciplinary Procedure. **The Committee, as the employer, will not allow a situation of underperformance by a member of staff to continue without formulating a concrete action plan to try to resolve the issue.** (LLMP, Appendix: 48)

At the End of an Employment Period

If a member of staff resigns, the Committee commits to:

- holding an End of Employment meeting. (LLMP, Appendices 86 & 86a)
- updating setting staff details with the relevant agencies (LLMP, Appendix: 87a)

If it is necessary to consider redundancy or changing staff hours for any reason, the Committee commits to:

- contacting the DAS company helpline as needed. Current contact details are available via the intranet here: <https://meithrin.cymru/gwybodaeth-ddefnyddiol/yswiriant-aelodau/>
 - following LLMP guidelines: Staffing - Redundancy (Redundancy)
 - speaking to the Local Cylchoedd Support Coordinator
 - trying to avoid compulsory dismissal
 - consulting with cylch's staff fully about any proposed changes that may affect their role
 - formally record any changes to employment / working hours details (if applicable)
- (LLMP, Appendix: 39)



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List of Appendices in the Llyfr Mawr Piws Cylch Meithrin Guidelines

Staff Recruitment and Appointment

Appendix 24: Advertisement on Mudiad Meithrin Website

Appendix 25: Example of Job Advert

Appendix 26: Application Form

Appendix 27: Job Description: Leader

Appendix 27a: Job Description: Assistant

Appendix 27b: Job Description: Additional Needs Support Worker

Appendix 27c: Job Description: Manager

Appendix 27ch: Job Description: Deputy Manager

Appendix 27d: Work Experience Guidelines

Appendix 27dd: Job Description: Cylch Ti a Fi Leader

Appendix 27e: Job Description: Volunteer Assistant

Appendix 28: Shortlist Form

Appendix 29: Interview Offer Letter

Appendix 30: Interview Questions: Leader

Appendix 30a: Interview Questions: Assistant

Appendix 31: Interview Record

Appendix 31a: Probationary Period Meetings

Appendix 32: Job Offer Letter

Appendix 32a: Reference Request

Appendix 32b: Unsuccessful Applicant Letter



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Appendix 33: Contract of Employment

Appendix 33a: Privacy Notice for CM Employees

Appendix 33b: Privacy Notice for CM Job Applicants

Appendix 33c: Bank Staff Contract

Appendix 33ch: Volunteering Contract

Appendix 34: DBS Registration Information

Appendix 35: DBS Up23/09/2024 Service Employers Guide

Appendix 36: DBS Verification Permission Form

Appendix 36a: DBS Staff Record

Appendix 38: Qualifications and Training Record

Appendix 41: Personal Details Form

Appendix 42: Medical Questionnaire

Appendix 89: Verifying Right to Work in EU Guidance

Appendix 89a: Form Verify Right to Work in EU Guidance

Induction

Appendix 37: Personnel File Information Checklist

Appendix 40: New Staff Induction

During Employment Period

Appendix 37: Personnel File Information Checklist

Appendix 38: Qualifications and Training Record

Appraisals

Appendix 46: Staff Supervision Form



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Appendix 47: Appraisal Form

Appendix 47a: Staff Appraisal Guidelines

Appendix 48: Performance Management Meeting

At the End of Employment Period

Appendix 39: Change of Employment Form

Appendix 86: End of Employment Interview Form

Appendix 86a: End of Employment Form

Appendix 87a: Updating Staff Details



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TRANSITIONS / CHANGES IN A CHILD'S LIFE POLICY

A Welsh version of this policy is available. If there is any doubt about the wording of this policy, the Welsh version is always correct.

Background

Change can be difficult for a child when they do not want the change to happen, when they do not feel ready for it, or if they feel anxious about something new or unknown, need time to let go of something that has ended, or feel that what happened to them is beyond their control. Change may also be difficult for a child if they are already experiencing difficulties with other things.

Children experience all kinds of changes in their everyday lives. Every child will respond in their own way. Some will be confident, others will be more fearful. It must be ensured that adults deal with these changes in a coordinated way, to lessen the likelihood of serious, long-term effects.

The Rights of the Child

This policy is part of ensuring that the Cylch Meithrin the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

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

Policy Statement

In the Cylch Meithrin, we acknowledge that young children manage changes in their everyday lives. Some of these changes are planned, and others are unplanned.

When small changes are supported by responsive, knowledgeable adults, children will gradually discover that the world is a safe and predictable place. As strong, competent leaders, this will be of advantage to them as they face the challenge of experiencing greater changes that will inevitably become part of their future.



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We are sensitive to the effects of these kind of changes on children, and this policy notes the ways that we support children who are going through these various transitional phases.

Children's confidence increases when changes happen gradually, and when time is prioritised to support these transitions through sensitive planning and preparation. Our staff are trained to observe their key children, and to be sensitive to any changes in their behaviour and their personalities.

We respectfully ask parents / carers to inform us of any changes in the home environment that may affect their child, so that staff can be aware of any reasons for any possible changes in the child's behaviour.

If parents / carers feel their child needs additional support due to changes in their life, then we ask that you speak with the Cylch Meithrin's leader and / or your child's Key Worker to enable this support to be put in place.

We will review the **Transitions / Changes in a Child's Life Policy** annually, as part of the Cylch Meithrin's process of self-evaluation.

Types of Changes

Young children face several changes before they reach the age of 5. Below is a list of some examples of transitions that young children and babies may experience (not an exhaustive list):

- Starting in the Cylch Meithrin;
- Moving between different care and education settings, e.g. Cylch Meithrin / School / Childcare);
- Starting school;
- Parent / carer relationship ending;
- New brothers and sisters;



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- Moving home;
- Death of a family member or close friends;
- Death of a family pet;
- Effects of immigration and geo-politics; e.g. having to move countries without warning.

Starting at the Cylch Meithrin

We acknowledge that starting at the Cylch Meithrin can be difficult for some children and their families. All our practitioners, and especially the child's Key Worker, are sensitive to this and they will work closely with families to meet the individual needs of each child.

We appreciate the parent and the child's first educator, and we ask you to work with the Leader / Key Worker to complete the registration and welcome pack.

We have a clear welcome procedure. After receiving the completed registration pack, we will send a 'Welcome Pack'. This will include a welcome letter confirming your sessions and start 23/09/2024, as well as a parents' guide to our policies.

We identify the Key Worker for each child prior to your child starting in the Cylch Meithrin, based on the sessions you have chosen. The Key Worker welcomes and cares for your child during their first sessions and through the settling-in process. If your child develops a stronger attachment to another member of staff, we will see whether it is possible to transfer them to a new Key Worker.

We use 'stay and play' visits and the first session attended by the child to explain and complete the administrative elements with you, the parent. We appreciate the parent as the child's first educator, and we will ask you to work with your child's designated Key Worker to help us to plan for your child's development around their interests, their likes and dislikes.



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Sharing information from the cylch to the home / school

An overview of the day's activities will be shared with the parent / carer who collects the child at the end of each session.

Photographs, observations, key information and examples of the child's 'work' will be kept to record the child's learning journey and these will occasionally be shared with the parent / carer.

Information about the child's development will be shared, with the parent / carer's permission, with the school / new setting and other relevant agencies (if any) to facilitate the child's transfer to the new school / setting.

Moving between different care / education settings

Children in the Cylch Meithrin will move on to a number of different settings and schools. If the child is moving to a new setting, the Key Worker will spend time with the child and the parent/carer to plan the best way to support the change.

Information about the child's development will be shared, with the parent / carer's permission, with the school / new setting and other relevant agencies (if any) to facilitate the child's transfer to the new school / setting.

Parent / Carer relationships ends

The Cylch Meithrin acknowledges that the situation where parents / carers separate can be difficult for everyone. In every instance we will act in the child's best interests.

Moving Home / New Brother or Sister

The Cylch Meithrin acknowledges that these two family events can have an effect on the child.



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Usually, parents / carers know beforehand that these events will happen. We kindly ask that the parent / carer informs us of these events so that we can support the child to be ready.

The child's Key Worker will spend time talking to the child, and providing activities that may help the child to discuss any concerns they may have, e.g. role playing, reading stories and general conversations.

Bereavement

The Cylch Meithrin acknowledges that periods of bereavement can be very difficult for children and their families. We will follow the detailed guidelines as set out in [Mudiad Meithrin's Bereavement Guidelines](#), to help offer support to the child and its family.



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ANIMAL HANDLING POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Aim

In Cylch Meithrin Ysgol Glan Morfa 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.



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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 management 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.



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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 Meithrin 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 LIMP, Appendix 69: Child Registration Form P1 15). 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 .
- 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.



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- 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 handling that animal or creature.
- ensure that staff and children wash their hands after handling 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 23/09/2024 and recorded.
- ensure that staff supervise children each time they handle the animal or creature.



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- 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 handling 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.

Visits to the Farm, Pet Shop and Similar Locations

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
- 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.



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- ensure that staff and children wash their hands after handling 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

List of Associated Appendices in the Llyfr Mawr Piws

Appendix 69: Child Registration Form (P1 14)

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/-/articleBETHAN_TROTT/TEACH_AnimalFriendlySchoolsAnimalsInSchools

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



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ENVIRONMENTAL AWARENESS AND SUSTAINABILITY POLICY

A Welsh language version of this policy is available. If there is any ambivalence about the wording of the policy, the Welsh language version is always the correct copy.

Background

The Cylch Meithrin is committed to promoting a safe and stimulating environment which acknowledges the importance of looking after the environment, both inside and outside of the setting. The Cylch Meithrin attempts to ensure that all of our activities have minimal environmental impact. The Cylch Meithrin will fully comply with all environmental legislation relevant to the setting, and will cooperate fully with all the Government's enforcement authorities and planning agencies, as required.

Children's Rights

Ensuring a safe and stimulating environment which acknowledges the importance of caring for the environment is part of ensuring that the Cylch Meithrin respects the rights of the child under the United Nations Convention on the Rights of the Child, specifically:

Article 5: Governments should respect the rights and responsibilities of families to direct and guide their children so that, as they grow, they learn to use their rights properly.

Article 27: Children have a right to a standard of living that is good enough to meet their physical and mental needs.

CODE OF PRACTICE

The **Registered Person / Responsible Individual / Voluntary Management Committee** will ensure that the policy is implemented, and will delegate responsibility for day-to-day implementation to the **Leader**. Each member of staff must keep to and facilitate the implementation of the policy.



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The **Leader** will ensure that all members of staff, parents / carers, volunteers, work experience students and contractors are made aware of the policy and their responsibility to implement it. The Leader will ensure that each new staff member receives a copy of the policy during their induction training.

Aim and Objectives

The Cylch Meithrin aims to assist children in learning how to care for and protect their environment. The Cylch Meithrin is committed to promoting a safe and stimulating environment which acknowledges the importance of looking after the environment, both inside of the setting and beyond.

The Cylch Meithrin will:

- take advantage of appropriate opportunities available to them locally in order to develop staff skills and awareness of the principles of environmental awareness and sustainability
- implement the principles of the Health Pre-Schools Scheme
- encourage the children and their families to consider the 5 steps to a sustainable life: REDUCED-REUSE-RECYCLE-FIX-RESPECT.
- ensure that the staff of the Cylch Meithrin are positive role models e.g. by recycling, switching lights off and reusing paper where appropriate.

Children's Learning Experiences

The Cylch Meithrin will develop children's understanding through stimulating activities, and will do this by:

- working with children to plan activities which stimulate their natural curiosity
- introduce information in a way that is appropriate for the age and developmental stage of the children



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- use a range of activities, play areas and themes in order to introduce messages and develop children's understanding of the environment and sustainability
- use a range of activities, play areas and themes in order to introduce messages and develop children's understanding of the world around them
- consider the types of materials used as part of the learning experiences, e.g. can we avoid using glitter or laminating? Do we really need to print these materials?
- plan local trips to introduce children to different environments within their community and develop their understanding of these areas, e.g. woodland, beach, nature reserve.
- use a range of activities, play areas and themes in order to introduce messages and develop children's understanding of how to care for living things, e.g. activities which encourage the planting and nurturing of plants and crops, feeding birds and caring for animals.
- follow the **Animal Handling Policy** where applicable.

Community Links

The Cylch Meithrin is committed to improving quality of life, both for its children and the local community.

The Cylch Meithrin will:

- take advantage of opportunities to invite visitors to the setting to discuss their experiences, e.g. Nature Reserve Warden, Bin Man, local Craftspeople.
- take advantage of local resources to introduce a range of activities and information to the children, e.g. by visiting a garden centre, community garden or woodland.



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- participate in community activities / festivals which promote environmental matters.
- encourage parents and other members of the community to share elements of their interests / expertise to the setting's activities.

Citizenship

The Cylch Meithrin is committed to assisting staff and children in understanding their rights and responsibilities as citizens, both as local citizens and citizens of the world, and to developing respect towards others' rights and responsibilities. The Cylch Meithrin will endeavour to introduce information and develop an understanding of the world around us, the people who inhabit it, and the individual's relationship with the environment.

The Cylch Meithrin will:

- use a range of activities, play areas and themes in the setting to introduce messages and develop the children's understanding of their rights and responsibilities.
- ensure that there is a variety of Welsh-medium resources introducing messages and developing the children's understanding, e.g. jig-saw, toys, books.
- promote and support a range of local and national days which promote environmental awareness, e.g. Fair Trade Week, Water Day (22nd March), Earth Day (22 April), World Food Day (16 October).
- follow and implement the **Smoke Free Policy**.

Recycling and Sustainability

The Cylch Meithrin aims to encourage best environmental practice, and to raise the children and the Cylch Meithrin community's awareness of the importance of



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incorporating the principles of environmental stewardship and sustainability into their everyday lives.

The Cylch Meithrin will:

- ensure that they follow and implement the current guidelines and requirements for workplace recycling in Wales. Full details are available here: <https://www.gov.wales/workplace-recycling>
- ensure that they follow and implement local recycling procedures. The Cylch Meithrin will encourage children to use the correct receptacle for any waste.
- use recyclable waste to make junk models.
- use recycled or recyclable resources whenever practical.
- work to reduce waste from the Cylch's day to day activities, e.g. food waste.
- choose not to use disposable plates and cups.
- follow the Local Authority's instructions on recycling / composting food waste
- ensure that paper and cardboard are reused and recycled
- follow local procedures for recycling glass, metals and plastics
- encourage staff and parents to use sustainable methods of transport
- communicate with parents through electronic means whenever possible
- use labels / posters throughout the setting to remind staff and visitors to turn off the lights and taps.
- research and use other recycling facilities in your area, e.g. recycling batteries through a local shop / supermarket, cooperating with a local textile recycling company.

Related Policies

Healthy Living Policy

Transporting and Transferring Children Policy

Smoke-free Policy

Health and Safety Policy

Animal Handling Policy



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Guidelines for Managing Head Lice

Head lice are one of the challenges faced by children and their families during their time at the Cylch Meithrin. Effective head lice control is reliant on awareness and prevention by both staff and families. Head lice are a common occurrence amongst young children, consequently the Cylch Meithrin will follow the procedures outlined in this document to manage any outbreaks which occur.

What are head lice?

Head lice are small insects, which are no bigger than a sesame seed, with moving legs. Nits are the egg cases which stick to the hair and look like specks of dandruff. Head lice refers to a moving louse, and not the egg cases (nits). Remember that your head will not always itch to have head lice.

How do you 'catch' head lice?

Anyone can catch head lice, but pre-school children and their families are most at risk of doing so. They often spread from close family and friends in the community, as well as amongst peers who attend the same childcare setting or other activities. Children's play activities, and tendency to close contact, means that head lice are often found on children, but can also spread to adults.

Head lice walk from one head to another - they cannot fly, jump or swim from one person's head to another's. They aren't fussy about hair types either, and will live in long or short hair, whether it is clean or dirty. Human head lice are not found on animals, and are not transferred from animals to humans.

Can head lice be prevented?

The best way to stop the spread of head lice is for families to check the heads of every family member regularly, using a detector comb to wet comb the hair.

A child who has head lice does not need to be asked to stay away from the Cylch Meithrin. One reason for this is that if a child does have lice, he or she will have had them at the Cylch Meithrin for several weeks before diagnosis.



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How can you treat head lice? Head lice can only be treated by checking and treating all infected members of a household at the same time. Your GP or Pharmacist can give you advice on the best treatment to use, and can advise on which treatments are suitable for use by people with asthma or other respiratory conditions. Apply the treatment carefully to all infected heads in the household, making sure to follow all instructions provided on the treatment pack.

At all times, the Cylch Meithrin will:

- ensure that children's coats and hats are kept on the child's designated hook / in their designated space. Head Lice do not hop, jump or fly and this should minimise the risk of infection.
- wash dressing-up clothes regularly.
- inspect hats / headgear and resources used as part of the dressing-up corner / role-play activities for signs of head lice on a regular basis.
- ensure that carpeted areas are vacuumed daily.

When a case of head lice is detected, The Cylch Meithrin will:

- inform the parents / guardians / carers of all children who attend the setting when a case of head lice is detected by letter, email and Facebook message.
- share the current Welsh Government Head Lice Fact sheet with all parents / guardians / carers of all children who attend the setting.
- prepare any child / children who are infested with head lice for pick-up with a minimum of fuss at the end of the session. When the parents / guardians / carers arrive to collect the child / children, they will be given a copy of the letter and guidelines for parents / guardians / carers.
- remind prepare a letter to parents / guardians / carers to check all children and other members of the household carefully for the next few weeks.
- reassure parents / guardians / carers that head lice are not indicative of unsanitary households.

Welsh Government Head Lice Factsheet is available here: <https://gweddill.gov.wales/docs/phhs/publications/140407headlicefactsheeten.pdf>

For more information, please see the Public Health Wales information here:

www.wales.nhs.uk/sites3/page.cfm?orgId=457&pid=25232



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Dear Parent / Guardian / Carer

A case of head lice has been detected at Cylch Meithrin **Ysgol Glan Morfa**

Anyone can get head lice ... they travel through direct head-to-head contact. In order to help us to prevent them from spreading further, please could you help us by checking your child(ren)'s hair daily for the next few weeks. The earlier it's noticed, the easier it is to treat.

Please help us to stop the spread of the head lice by checking your child(ren), and taking the necessary treatment steps where necessary this evening. Head lice treatments and specialist combs can be obtained on prescription through your GP, from your local Pharmacist through the Choose Pharmacy scheme, or they can be purchased at any chemist or most large supermarkets.

Further information can be found in the Welsh Government's Fact Sheet on Head Lice attached to this letter.

Many thanks for your help and support.

Hints and Tips for Detecting and Preventing Head Lice

- Check all members of the household regularly to identify any signs of head lice or nits as early as possible.
- If head lice are found;
 - treat all infected members of the household swiftly, following the instructions on the treatment pack.
 - after applying the treatment, remove the nits / head lice from the hair using a specialist comb in a well-lit area. Take care to separate the hair into sections, removing the nits / head lice from the scalp to the ends of the hair.
 - remember to clean the comb between sections to remove nits / head lice.
 - change and wash all bedding.
 - check recently used headwear, headphones and hair accessories.
 - re-check, and re-treat as required.