CYLCH MEITHRIN PONTROBERT

POLISI CYNHWYSIANT A CHYFLE CYFARTAL

COVID-19

Mae'r polisi hwn wedi ei ddiweddaru ar gyfer cyfnod pan fo perygl oddi wrth feirws COVID -19. Mae'r Atodiadau, a ddangosir mewn gwyrdd,yn orfodol ac yn cymryd blaenoriaeth dros bolisi blaenorol y Cylch Meithrin / Meithrinfa lle ceir newid arferiad. Byddwn yn cyfeirio hefyd at ein Asesiad Risg COVID - 19 ynghyd â'n restr wirio COVID - 19

Ar gyfer plant a phobl ifanc sydd angen cefnogaeth ychwanegol - megis plant sydd â datganiad anghenion addysgol arbennig neu sydd ag anghenion dysgu ychwanegol neu anableddau – byddwn yn gweithio gyda'r Awdurdod Lleol yn ogystal â gyda rhieni i benderfynu sut orau i barhau i helpu'r plant hyn i aros yn iach.

Bydd y Cylch yn nodi unrhyw gyngor diwygiedig a gafwyd gan awdurdodau lleol ynghylch plant sydd â chynlluniau gofal a chymorth neu gynlluniau cymorth

Ni fydd y Cylch/ Meithrinfa yn caniatáu i blant ddod â theganau o'r cartref. Os ydy rhiant / gofalwr yn datgan bod hyn yn achosi gofid afresymol i blentyn (er enghraifft os oes ganddynt anghenion dysgu ychwanegol) bydd y Cylch/ Meithrinfa yn cael cyfarfod i drafod pob sefyllfa unigol.

Gorchuddion wyneb

Os yw'r cylch/aelod o staff y cylch yn teimlo bod angen defnyddio gorchudd wyneb, byddwn yn rhoi ystyriaeth ofalus ar sut i wneud hyn yn briodol a sicrhau bod anghenion plant yn cael eu diwallu, yn enwedig y rhai ag anghenion ychwanegol.

Ni ddylai neb na fyddant efallai'n gallu defnyddio gorchudd wyneb yn unol â'r cyfarwyddiadau (e.e. plant ifanc, y rheini ag anghenion addysgol arbennig neu anabledd) wisgo gorchudd o'r fath, oherwydd gallai hynny gynyddu'r risg o drosglwyddo'r haint yn anfwriadol. Os bydd rhieni'n dymuno bod eu plant yn gwisgo gorchudd wyneb, dylid trafod yr agweddau ymarferol ar sut i reoli hyn yn y lleoliad.

Gorchuddion wyneb a'r oblygiadau i blant byddar

Byddwn yn ystyried yn ofalus effaith gwisgo gorchudd wyneb wrth ofalu am blentyn byddar, gan fod cyfathrebu i lawer o bobl fyddar yn dibynnu'n rhannol ar allu gweld wyneb rhywun yn glir. Mae Cymdeithas Genedlaethol y Plant Byddar wedi darparu'r awgrymiadau canlynol ar gyfer cyfathrebu ar **gyfryngau cymdeithasol** a'i **gwefan**, a allai fod yn ddefnyddiol i staff gofal plant yn hyn o beth.

Golchi dwylo

Efallai y bydd angen cefnogaeth ychwanegol ar rai plant ag anghenion dysgu ychwanegol ac anableddau er mwyn dilyn cyngor iechyd y cyhoedd neu efallai y bydd golchi’u dwylo’n aml yn peri loes iddynt. Bydd staff yn gwybod ble mae hyn yn debygol o fod yn wir a byddwn yn ystyried sut orau y gallwn gefnogi plant unigol.

Dylai plant gael eu goruchwylio os ydynt yn defnyddio glanweithydd dwylo, o ystyried y risgiau o ran amlyncu a sblasio posibl i'r wyneb a'r llygaid. Dylai plant bach a'r rhai ag anghenion cymhleth barhau i dderbyn cymorth i lanhau eu dwylo'n iawn

Staff a phlant â nodweddion gwarchodedig

Wrth asesu risg, bydd y cylch yn ystyried plant a staff â nodweddion gwarchodedig o grwpiau lle mae gwahaniaethau wedi eu hamlygu mewn risgiau a chanlyniadau COVID -19, e.e. oed a rhyw, lle mae rhywun yn byw, amddifadedd, ethnigrwydd ac neu gyflogaeth pobl. Byddwn yn trafod unrhyw broblemau iechyd neu ofidion sydd gan unigolion ynghylch dychwelyd i’r cylch, mewn modd sensitif ac yn annog ein staff i gwblhau **Adnodd Asesu Risg COVID-19 Cymru Gyfan ar gyfer y Gweithlu**

CYLCH MEITHRIN PONTROBERT

INCLUSION AND EQUAL OPPORTUNITIES POLICY

COVID-19

This policy has been updated for the period in which there is a declaration of a global pandemic caused by the virus COVID 19. The additional attachments highlighted in green, are mandatory and take priority over the Cylch's / Nursery's former policies if there is a change of procedure. We will refer also the setting's COVID 19 Risk Assessment and checklist

For children and young people who need additional support - such as children with a statement of special educational needs or those who have additional learning needs or disabilities – we will work with the Local Authority as well as with parents to decide how best to continue to help these children to stay healthy

The Cylch will update advice received from local authorities about children with care and support or support plans.

The Cylch will not allow children to bring toys from home. If a parent / carer states that this will cause unreasonable distress to a child (for example if they have additional learning needs) the Cylch will meet to discuss each individual situation.

Face coverings

If the Cylch/member of staff feels it is necessary to wear a face covering, we will give careful consideration to how they can be worn appropriately and ensure that children's needs are met, especailly those with additional needs

Any person who may not be able to adapt to face coverings as directed (e.g. young children, or those with special educational needs or disabilities) should not wear them as it may inadvertently increase the risk of transmission. If parents want children to wear face coverings the practicalities of how this can be managed within the setting should be discussed.

Face coverings and implications for deaf children

We will carefully consider the impact of wearing a face covering when caring for a deaf child, as communication for many deaf people relies in part on being able to see someone's face clearly. The **National Deaf Children's Society** has provided the following communication tips via **social media** and their website which childcare staff may find useful in this regard.

Hand washing

Some children with additional learning needs (ALN), and disabilities may require additional support in following public health advice, or may find frequent

handwashing distressing. Staff will know where this is likely to be the case and we will consider how they can best support individual children.

Children should be supervised if using hand sanitiser, given risks around ingestion and potential splashes to face and eyes. Small children and those with complex needs should continue to be helped to clean their hands properly

Staff and children with protected charecteristics

The cylch will give due consideration to children and staff with protected charecteristics from groups where there has been a disparity in risks and outcomes for COVID-19, e.g. age and sex, where someone lives, deprivation, ethnicity or employment. We will discuss any health problems or concerns individuals may have regarding returning to the cylch, in a sensitive way, and encourage our staff to complete the **All Wales COVID-19 workforce risk assessment tool**

CYLCH MEITHRIN PONTROBERT

POLISI CYNHWYSIANT A CHYFLE CYFARTAL

Bydd **Cylch Meithrin Pontrobert** yn dilyn y polisi hwn a'i addasu yn ôl yr angen a'i adolygu yn flynyddol.

Bydd **arweinydd Cylch Meithrin Pontrobert** yn sicrhau fod pob aelod o staff yn deall y polisi hwn.

Bydd **Cylch Meithrin Pontroebrt** yn sicrhau bod rhieni a gofalwyr yn gwybod am y polisi hwn trwy gymryd y camau canlynol:

1 Bydd Polisi ar gael ar wefan Cylch Meithrin Pontrobert;

2 Bydd Polisi ar gael yn y fynedfa i Gylch Meithrin Pontrobert;

3 Tynnir sylw rhieni a gofalwyr at y Polisi yn ystod cyfarfodydd Cylch Meithrin Pontrobert.

ADOLYGWYD GAN **DYDDIAD**

(Enw) (Llofnod) (Pryd)

(Awgrymir eich bod yn adolygu eich polisi yn flynyddol a hysbysu AGC, lle bo hynny'n, berthnasol os ydych wedi gwneud newidiadau iddo.)

CYLCH MEITHRIN PONTROBERT

INCLUSION AND EQUAL OPPORTUNITIES POLICY

Cylch Meithrin Pontrobert follows this policy, reviews it annually and updates it as required.

The **leader** of **Cylch Meithrin Pontrobert** will ensure that every member of staff understands this policy.

Cylch Meithrin Pontrobert will ensure that parents and carers are aware of this policy by taking the following steps:

1. Policy will be placed on the Cylch Meithrin Pontrobert website;
2. Policy will be available in the entrance to Cylch Meithin Pontobert;
3. The Policy will be drawn to parents and carers attention during Cylch meetings

REVIEWED BY		**DATE**
(Name)	(Signature)	(Date)

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

CYLCH MEITHRIN PONTROBERT

POLISI CYNHWYSIANT A CHYFLE CYFARTAL

Nod

Nod y Cylch Meithrin yw rhoi cyfle i bob plentyn fanteisio ar brofiadau blynyddoedd cynnar, gwaeth beth fo'i angen.

Egwyddorion

Mae'r Cylch Meithrin yn ymrwymo i roi cefnogaeth briodol i bob plentyn yn y Cylch Meithrin sydd ag anghenion ychwanegol. Bydd y Cylch Meithrin yn gweithio mewn partneriaeth â'r Cynllun Cyfeirio[1] lleol a/neu asiantaethau perthnasol eraill i sicrhau cymorth a chefnogaeth i'r plentyn a'i deulu. Mae'r Cylch Meithrin yn cydnabod fod anghenion plant yn newid a datblygu yn barhaus, ac yn ymrwymo i sicrhau y bydd y ddarpariaeth yn cwrdd ag anghenion bob plentyn.

Mae'r Cylch Meithrin yn parchu'r egwyddor o gyfrinachedd ym mhob agwedd o'i waith gan gynnwys ym maes anghenion ychwanegol a bydd yn cadw unrhyw gofnod neu sylwadau am blentyn unigol yn gyfrinachol ac o dan glo bob amser, gan ddilyn canllawiau'r **Polisi Cyfrinachedd a Diogelu Data** a'r **Polisi E-Ddiogelwch.**

Hawliau Plant

Mae sicrhau cyfle i bob plentyn fanteisio ar brofiadau blynyddoedd cynnar yn parchu hawliau plant sydd yng Nghonfensiwn y Cenhedloedd Unedig ar Hawliau Plant, yn benodol:

Erthygl 2: Mae'r Confensiwn yn gymwys i bob un, beth bynnag fo'i hil, crefydd, galluoedd, beth bynnag a feddylia neu a ddywed a pha fath bynnag o deulu y daw ohono.

Erthygl 3: Dylai pob sefydliad sy'n ymwneud â phlant weithio at yr hyn sydd orau i bob plentyn.

Erthygl 8: Dylai llywodraethau barchu hawl plant i enw, cenedligrwydd a chlymau teulu.

Erthygl 12: Mae gan blant yr hawl i ddweud eu barn ynghylch yr hyn a ddylai ddigwydd pan fo oedolion yn gwneud penderfyniadau sy'n effeithio arnyn nhw, ac i'w barn gael ei hystyried.

Erthygl 14: Mae gan blant yr hawl i feddwl a chredu'r hyn a fynnant ac i arfer eu crefydd, cyhyd ag nad ydynt yn cadw pobl eraill rhag mwynhau eu hawliau.

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[1] Cynllun Cyfeirio: Mae nifer o Gynlluniau Cyfeirio yn cael eu cynnal ar draws Cymru, gan asiantaethau lleol, i gefnogi a galluogi plant ag anghenion ychwanegol i fanteisio ar wasanaeth lleoliadau blynyddoedd cynnar gyda'u cyfoedion. Mae'r cynlluniau hyn yn cyflogi Cysylltwyr sy'n gweithio mewn partneriaeth ag asiantaethau statudol a gwirfoddol a'r darparwyr er budd y plant a'u teuluoedd.

CYLCH MEITHRIN PONTROBERT

INCLUSION AND EQUAL OPPORTUNITIES POLICY

Aim

The aim of the Cylch Meithrin is to give every child an opportunity to benefit from early years' experiences, whatever his/her needs.

Principles

The Cylch Meithrin is committed to providing appropriate support for every child in the Cylch Meithrin who has additional educational needs. The Cylch Meithrin will work in partnership with the local Referral Scheme[2] and/or other relevant agencies to ensure help and support for the child and his/her family. The Cylch Meithrin recognises that children's needs change and develop continuously, and it is committed to ensuring that the provision meets the needs of the child.

The Cylch Meithrin respects the principle of confidentiality in all aspects of its work, including in the field of additional needs, and it will keep any record or comments about an individual child in confidence, under lock and key at all times, following the guidelines in the **Confidentiality and Data Protection Policy** and the **E-Safety Policy**.

The Rights of the Child

Ensuring that every child has the opportunity to benefit from early years' experiences is part of ensuring the Rights of the Child, as noted in the United Nations Convention on the Rights of the Child, specifically:

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 name, a nationality and family ties.

[2] Referral Scheme: A number of Referral Schemes operate across Wales, run by local agencies, to support and facilitate children with additional needs to attend and use of the services provided by early years settings with their peers. The Referral Schemes employ Coordinators who work in partnership with other statutory and voluntary agencies and providers for the benefit of children and their families.

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.

Erthygl 23: Mae gan bob plentyn ag anabledd yr hawl i fyw bywyd da a llawn, cyn belled a bod modd dylent gael fyw bywyd annibynnol a bod yn weithredol o fewn y gymuned.

Erthygl 30: Mae gan blant yr hawl i ddefnyddio iaith ac arferion eu teuluoedd, boed y rhain yn cael eu rhannu gan fwyafrif y bobl neu beidio.

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

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.

Cod Ymarfer

Bydd y Cylch Meithrin yn gweithredu yn unol â Chod Ymarfer Anghenion Addysgol Arbennig (neu Anghenion Dysgu Ychwanegol) cyfredol ar gyfer Cymru , a bydd yn dilyn Camau Gweithredu Blynyddoedd Cynnar a Chamau Gweithredu Uwch y Blynyddoedd Cynnar i gefnogi plant pan fo angen. Mewn achos lle nad yw'r Camau Gweithredu Uwch yn cwrdd ag anghenion plentyn, gall y plentyn dderbyn asesiad statudol gan yr Awdurdod Addysg Leol.

Dynodir un person i fod yn Gydlynydd Anghenion Ychwanegol yn y Cylch Meithrin. Fodd bynnag, bydd gan bob aelod o staff gyfrifoldeb am ofalu am anghenion pob plentyn sy'n mynychu'r Cylch Meithrin. Bydd enw'r Cydlynydd ar hysbysfwrdd y Cylch Meithrin.

Bydd y Cylch Meithrin yn llunio Cynllun Addysg Unigol / Cynllun Chwarae Unigol (gweler enghraifft yn atodiadau 2 - 4) ar gyfer pob plentyn sydd ag anghenion ychwanegol. Bydd y cynllun yn nodi strategaethau i helpu'r plentyn, yn cynnwys targedau tymor byr, yr adnoddau sydd eu hangen, strategaethau dysgu sy'n wahanol, trefn adolygu'r cynllun a chanlyniadau'r camau a gymerwyd.

Os oes gan y plentyn Cynllun Iechyd, rhaid sicrhau y caiff ei integreiddio'n rhan o'i Gynllun Addysg Unigol / Gynllun Chwarae Unigol.

Bydd yr **Arweinydd** yn trafod yn gyfrinachol â rhieni/gofalwyr/gwarcheidwaid os bydd yn pryderu fod gan eu plentyn anghenion ychwanegol sydd heb eu hadnabod. Gyda chaniatâd y rhieni/gofalwyr/gwarcheidwaid bydd y Cylch Meithrin yn cysylltu â'r Cynllun Cyfeirio lleol ac / neu asiantaethau perthnasol eraill, os bydd angen.

Cyfrifoldeb y **Pwyllgor / Arweinydd**, mewn partneriaeth â'r Cynllun Cyfeirio lleol ac / neu asiantaethau perthnasol eraill os yn berthnasol, yw hwyluso mynediad i'r Cylch Meithrin i bob plentyn, waeth beth fo'i angen. Bydd y **Pwyllgor / Arweinydd** yn sicrhau bod y staff yn derbyn yr hyfforddiant, y gefnogaeth a'r adnoddau angenrheidiol i ddarparu ar gyfer plant ag anghenion ychwanegol. Bydd y Cylch Meithrin yn nodi yn ei ddeunydd cyhoeddusrwydd fod croeso i bob plentyn ymuno yn holl weithgareddau'r Cylch Meithrin.

Cyfrifoldeb y **Pwyllgor / Arweinydd** yw sicrhau bod yr holl wybodaeth a gedwir am y cylch Meithrin gan y Cynllun Cyfeirio, ac / neu asiantaethau perthnasol eraill, yn gyfredol ac yn gywir. Bydd y Cylch Meithrin, mewn partneriaeth â'r Cynllun Cyfeirio os yn berthnasol, yn annog mewnbwn gan y bobl broffesiynol sy'n ymwneud â'r plentyn, ar ffurf arweiniad, cyngor ac ymweliadau â'r Cylch Meithrin.

Bydd y Cylch Meithrin yn cadw cofnodion cyfrinachol ar ffurflen **PAY-17** (gweler Atodiad 1):

- am ffynonellau priodol o wybodaeth a chyngor am iechyd a datblygiad y plentyn, e.e. rhieni/gofalwyr/gwarcheidwaid, meddyg teulu, asiantaethau perthnasol.

Code of Practice

The Cylch Meithrin will act in accordance with the current Special Educational Needs (or Additional Learning Needs) Code of Practice for Wales, and will follow Early Years Action and Early Years Action Plus to support children when necessary. In a case where the Early Years Action Plus does not meet the needs of a child, the child can have a statutory assessment by the Local Education Authority.

One person will be designated as an Additional Needs Coordinator in the Cylch Meithrin. However, every member of staff will be responsible for looking after the needs of every child who attends the Cylch Meithrin. The name of the Coordinator will be on the Cylch Meithrin notice board.

The Cylch Meithrin will draw up an Individual Education Plan / Individual Play Plan (see examples in appendices 2 – 4) for every child who has additional educational needs. The Plan will note strategies to help the child, including short term targets, the resources required, different teaching strategies, procedures for reviewing the plan and the results of the action taken.

If the child has a Health Plan, ensure that it is integrated into their Individual Educational plan / Individual Play Plan.

The **Leader** will discuss in confidence with the parents/carers/guardians if he/she has any concerns that their child has additional needs which have not been identified. With the consent of the parents/carers/guardians, the Cylch Meithrin will contact the local Referral Scheme and/or other relevant agencies as appropriate.

It is the responsibility of the **Committee / Leader**, in partnership with the Referral Scheme, and/or other relevant agencies as appropriate, to facilitate every child's access to the Cylch Meithrin, whatever his/her needs. **The Committee / Leader** will ensure that the staff receives the necessary training, support and resources to provide for children with additional needs. The Cylch Meithrin will note, in its publicity material, that every child is welcome to participate in all the Cylch Meithrin activities.

It is the responsibility of the **Committee / Leader** to ensure that all the information kept about the Cylch Meithrin by the Referral Scheme, and / or other relevant agencies as appropriate.is up to date and accurate. The Cylch Meithrin, in partnership with the Referral Scheme, if relevant, will encourage the input of professionals who are involved with the child, in the form of guidance, advice and visits to the Cylch Meithrin.

The Cylch will keep confidential records on form **PAY-17** (see Attachment 1):

- of appropriate sources of information and advice about the child's health and development, e.g. parents/carers/guardians, general practitioner, relevant agencies.

- ynglŷn â chynnydd addysgol a datblygiad cyffredinol y plentyn, gan nodi unrhyw faterion o bryder.
- sy'n dangos yr hyn a wneir o fewn y Cylch Meithrin i ddiwallu anghenion ychwanegol y plentyn, ac effeithiolrwydd hynny.
- sy'n dangos unrhyw anawsterau dysgu parhaol sydd gan y plentyn, ac unrhyw gyngor perthnasol a gafwyd.

Bydd y Cylch Meithrin yn trosglwyddo gwybodaeth berthnasol i'r rhieni/gofalwyr/gwarcheidwaid a chyda'u caniatâd i gyrff statudol lleol os oes angen.

Er bod un person wedi ei ddynodi i fod yn Gydlynydd Anghenion Ychwanegol yn y Cylch Meithrin, bydd gan bob aelod o staff gyfrifoldeb dros ofalu am anghenion pob plentyn sydd yn mynychu'r Cylch Meithrin.

Rôl/cyfrifoldebau'r unigolyn yn y Cylch Meithrin sydd wedi ei ddynodi i fod yn Gydlynydd Anghenion Ychwanegol:

- sicrhau bod enw'r Cydlynydd Anghenion Ychwanegol ar yr hysbysfwrdd.
- sicrhau bod enw a manylion Cysylltydd Cynllun Cyfeirio lleol ar gael i rieni, os yn berthnasol.
- gweithredu fel dolen gyswllt rhwng y Cylch Meithrin a Chysylltydd y Cynllun Cyfeirio, os yn berthnasol, er mwyn hybu cynhwysiant o fewn y Cylch Meithrin.
- rhaeadru gwybodaeth am hyfforddiant lleol i staff y lleoliad, gan hefyd hysbysu Cysylltydd y Cynllun Cyfeirio neu'r Swyddog Cefnogi lleol o unrhyw anghenion hyfforddiant o fewn y cylch er mwyn derbyn cefnogaeth i adnabod hyfforddiant perthnasol.
- cynghori a chefnogi ymarferwyr eraill yn y Cylch Meithrin.
- sicrhau bod ffurflenni angenrheidiol yn cael eu cadw yn gyfredol ar gyfer pob plentyn ag anghenion ychwanegol, gan ddilyn canllawiau'r **Polisi Cyfrinachedd a Diogelu Data** a'r **Polisi E-Ddiogelwch** wrth wneud hyn.
- sicrhau y cesglir ac y cofnodir gwybodaeth gefndirol berthnasol am blant sydd ag anghenion ychwanegol, a'i fod yn cael ei ddiweddaru yn gyson.
- sicrhau cysylltiad agos gyda rhieni/gofalwyr/gwarcheidwaid a gweithwyr proffesiynol eraill mewn perthynas â phlant sydd ag anghenion ychwanegol.
- cwblhau Cynllun Addysg Unigol/Cynllun Chwarae Unigol i bob plentyn gydag anghenion ychwanegol, ar y cyd â'r asiantaethau perthnasol.

- sicrhau bod cofnodion priodol yn cael eu cadw, yn cynnwys cofnod o blant yn ‘Gweithredu yn y Blynyddoedd Cynnar’ (*Early Years Action)* a ‘Gweithredu yn y Blynyddoedd Cynnar a Mwy’ (*Early Years Action Plus*) a phlant sy’n mynd trwy broses o gael datganiad.
- sicrhau bod y Cylch Meithrin yn ymgynghori â rhieni/gofalwyr/gwarcheidwaid yn gyson, gan ddarparu gwybodaeth yn rheolaidd ar y camau a gymerwyd i helpu’r plentyn, a chanlyniad y camau hynny. (Bydd y Cylch Meithrin yn sicrhau bod cryfderau’r plentyn yn cael eu pwysleisio yn ogystal â gwybodaeth am y cymorth a roddir).

- regarding the child’s educational progress and general development, noting any causes for concern.
- which show what action is being taken in the Cylch Meithrin to meet the child’s additional needs, and its effectiveness.
- which show any permanent learning difficulties which the child has, and any relevant advice received.

The Cylch Meithrin will forward relevant information to the parents/carers/guardians and, with their consent, to local statutory agencies if necessary

Although one person will be designated as an Additional Needs Coordinator in the Cylch Meithrin, **every** member of staff will be responsible for caring for the needs of every child who attends the Cylch Meithrin.

The role/responsibility of the individual which the Cylch Meithrin has designated as the Additional Needs Coordinator:

- to ensure that the name of the Additional Needs Coordinator is displayed on the notice board.
- to ensure that the name and the contact details of the local Referral Scheme Coordinator are available, if relevant.
- to operate as a link between the Cylch Meithrin and the Referral Scheme Coordinator to promote inclusion within the Cylch Meithrin where relevant.
- to cascade information about local training courses, and also to notify the Referral Scheme Coordinator or the Support Officer of any training needs within the Cylch Meithrin for support in identifying relevant training opportunities.
- to advise and support other practitioners within the Cylch Meithrin.
- to ensure that relevant forms about each child with additional needs, are kept up-to-date, in accordance with **Confidentiality and Data Protection Policy and E-Safety Policy** guidelines.
- to ensure that relevant background information about children with additional needs is collected and recorded and that it is updated regularly.

- to ensure close contact with parents/carers/guardians and other professional workers in relation to children with additional needs.
- to complete an Individual Education Plan/Individual Play Plan for every child with additional needs, in partnership with the relevant agencies.
- to ensure that records are kept, including a record of children who are under ‘Early Years Action’ and ‘Early Years Action Plus’ and children who are going through the process of being statemented.
- to ensure that the Cylch Meithrin consults with parents/carers/guardians regularly, providing information regularly on the actions taken to help the child and the results of those actions. (The Cylch Meithrin will ensure that the child’s strengths are emphasised in addition to information about the support that is given).

Polisïau Cysylltiedig

Polisi Cyfrinachedd a Diogelu Data

Polisi E-Diogelwch

Cysylltiadau a Gwybodaeth Ddefnyddiol

Awgrymir cyfeirio at y cyhoeddiadau a’r gwefannau isod am fwy o fanylion:

‘Yr ABC i Anghenion Ychwanegol’ gan Nanna Ryder. Canolfan Peniarth, 2013.

‘The A to Z of Special Needs: A Practical Resource for Early Childhood and Primary Teachers’ by Anne Vize. Teaching Solutions, 2011.

Sense Cymru ‘Gwneud Chwarae’n Gynhwysol: Pecyn cymorth i leoliadau chwarae prif ffrwd’
https://www.sense.org.uk/sites/default/files/making-play-inclusive-play-settings-cymru.pdf

Associated Policies

Confidentiality and Data Protection Policy

E-Safety policy

Further Information and Useful Links

The following publications and websites provide useful additional information:

'The A to Z of Special Needs: A Practical Resource for Early Childhood and Primary Teachers' by Anne Vize. Teaching Solutions, 2011.

Sense Cymru 'Making Plai Inclusive: A toolkit for play settings' https://www.sense.org.uk/sites/default/files/making-play-inclusive-play-settings.pdf

PAY-17

Atodiad 1 / *Appendix 1*:

COFNOD ANGHENION YCHWANEGOL

Enw'r lleoliad *Setting name*	
Enw'r plentyn *Child's name*	
Cyfeiriad cartref *Home address*	
Rhif ffôn *Phone number*	
Dyddiad geni *Date of birth*	

Natur unrhyw anghenion ychwanegol: The nature of any additional needs:
Pryderon ynghylch cynnydd addysgol neu ddatblygiad cyffredinol y plentyn: Concerns about the educational progress or general development of the child:
Cymorth a chefnogaeth ychwanegol a ddarperir yn y Cylch Meithrin: Extra support and help provided in the cylch:
Crynodeb o Gynllun Addysg/Chwarae Unigol (os yn berthnasol): (mae manylion llawn yn cael eu cadw yn ffeil y plentyn) A summary of the Educational or Individual Play Plan (if relevant): (details are kept in the child's file)
Trefniadau monitro a chofnodi cynnydd y plentyn: (mae manylion llawn yn cael eu cadw yn ffeil y plentyn) Arrangements for monitoring and recording the child's progress: (full details are kept in the child's file)

Manylion Meddyg Teulu *Family Doctor (GP) Details*	
Enw Meddyg Teulu GP's Name	
Cyfeiriad y Meddyg Teulu *GP's address*	
Rhif ffôn y Meddyg Teulu *GP's phone number*	
Gweithiwr Cymdeithasol (os yn berthnasol) *Social Worker (if relevant)*	
Enw'r Gweithiwr Cymdeithasol *Social Worker's Name*	
Cyfeiriad y Gweithiwr Cymdeithasol *Social Worker's Address*	
Rhif ffôn y Gweithiwr Cymdeithasol *Social Worker's Contact Number*	
Arbenigwyr Eraill (Enwau arbenigwyr eraill sy'n gysylltiedig â'r plentyn, e.e. Therapydd Lleferydd, Seicolegydd Addysg os yn berthnasol) Other Specialists (The names of other specialists associated with the child, e.g. Speech Therapist, Educational Psychologist if relevant)	
Maes Arbenigol / *Specialist's Field*	
Enw *Name*	
Cyfeiriad *Address*	
Rhif ffôn *Phone Number*	
Maes Arbenigol / *Specialist's Field*	
Enw *Name*	
Cyfeiriad *Address*	
Rhif ffôn *Phone Number*	

Enw'r Arweinydd / Rheolwr	

Cylch Leader / Manager's Name			
Llofnod *Signature*		**Dyddiad** *Date*	
Enw'r rhiant / gofalwr / gwarcheidwad *Parent/carer/guardian's Name*			
Llofnod *Signature*		**Dyddiad** *Date*	

CCU-17

Atodiad 2 / *Appendix 2*: CYNLLUN CYNNYDD UNIGOL / *INDIVIDUAL PROGRESS PLAN*

Dyddiad *Date*		Rhif CCU *IPP No.*	

Rhan A / *Section A*

Enw'r Plentyn *Child's Name*	
Dyddiad Geni *Date of Birth*	
Enw Lleoliad *Setting Name*	
Arweinydd *Supervisor / Room Leader*	
Person Penodedig *Assigned Person*	
Unrhyw Bersonau Proffesiynol eraill *Any OtherProfessionals Involved*	
Awgrymiadau gan yr uchod *Suggestions from the above*	
Cryfderau a diddordebau'r plentyn *Child's strengths and weaknesses*	
Ardaloedd sydd angen eu datblygu *Areas for development*	

	Targedau *Targets*	Strategaethau / Adnoddau / Syniadau *Strategies / Resources / Ideas*
1		
2		

3		

Dyddiad Adolygu *Review date*	

	Enw *Name*	Llofnod *Signature*	Dyddiad *Date*
Arweinydd *Supervisor*			
Cyd-gysylltydd Anghenion Ychwanegol *Special Needs Co-ordinator*			
Person Penodedig *Assigned Person*			
Rhiant/Gofalwr/Gwarcheidiwr *Parent/Carer/Guardian*			

Rhan B / *Section B*

	Targedau *Targets*	Sylwadau *Comments*	Strategaethau / Adnoddau / Syniadau pellach *Further Strategies / Resources / Ideas*
1			
2			
3			

Gweithredoedd i'r dyfodol *Future Actions*

	Enw *Name*	Llofnod *Signature*	Dyddiad *Date*
Arweinydd			

Supervisor			
Cyd-gysylltydd Anghenion Ychwanegol *Special Needs Co-ordinator*			
Person Penodedig *Assigned Person*			
Rhiant/Gofalwr/Gwarcheidiwr *Parent/Carer/Guardian*			

Atodiad 3 / *Appendix 3:* Sut i lenwi Cynllun Addysg Unigol / *How to complete and Individual Education Plan*

Targedau	***My Targets***
Dim mwy na 4 targed.	*No more than 4 targets.*
Targedau CAMPUS: **C**yraeddadwy **A**mser penodol **M**esuradwy (gweledol) **P**enodol i anghenion y plentyn **U**chelgeisiol **S**ynhwyrol	*SMAART targets:* ***S**pecific (to the child's needs)* ***M**easurable (observable)* ***A**chievable* ***A**mbitious* ***R**ealistic* ***T**ime measurable*
Sut ydw i'n mynd i'w wneud?	***How am I going to do it?***
Pa weithgareddau ydyn ni'n mynd i wneud i gyrraedd y targedau?	What activities are we going to do to reach the targets?
Pwy sy'n mynd i fy helpu a phryd?	***Who's going to help me and when?***
Enwau (ac arbenigedd lle bo'n briodol) yr oedolion sy'n mynd i helpu.	*Name (and expertease where applicable) of the adults who will help.*
Sut wnes i a beth sy'n digwydd nesaf?	***How did I get on and what happens next?***
Nodi cynnydd gyda'r dyddiad.	*Note and date progress.*
Ambell waith bydd tic a dyddiad yn ddigonol.	*Sometimes a tick and the date will be sufficient.*

mudiad meithrin

CAU-17

Atodiad 4 / *Appendix 4*: CYNLLUN ADDYSG UNIGOL / *INDIVIDUAL EDUCATION PLAN*

Enw *Name*		Rhif CCU *IPP No.*	
Dyddiad *Date*		Cyd-gysylltydd Anghenion Ychwanegol *Special Needs Co-ordinator*	

Targedau *Targets*	Sut ydw i'n mynd i'w wneud? *How am I going to do it?*	Pwy sy'n mynd i fy helpu a phryd? *Who's going to help me and when?*	Sut wnes i a beth sy'n digwydd nesaf? *How did I get on and what happens next?*