

CYLCH MEITHRIN PONTROBERT

POLISI GWEITHIO AR EICH PEN EICH HUN

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 Pontrobert** yn sicrhau bod rhieni a gofalmwr 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 gofalmwr 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 briodol, os ydych wedi gwneud newidiadau iddo.)

CYLCH MEITHRIN PONTROBERT

LONE WORKING POLICY

Cylch Meithrin Pontrobert adheres to 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 The Policy will be placed on the Cylch Meithrin Pontrobert website;
- 2 The Policy will be available in the entrance to Cylch Meithrin Pontrobert;
- 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.)

POLISI GWEITHIO AR EICH PEN EICH HUN

Diffinnir gweithio ar eich pen eich hun gan y Gweithgor Iechyd a Diogelwch fel “unrhyw un sydd yn gweithio ar ben ei hun, heb unrhyw arolygaeth agos na uniongyrchol”. Dyma rhai enghreifftiau o sefyllfaoedd o weithio ar eich pen eich hun sydd yn berthnasol i **Gylch Meithrin Pontrobert**:

- pan fydd aelod o staff yn gweithio gyda grŵp o blant.
- pan fydd aelod o staff mewn sefyllfa 1-1 gyda rhiant/gofalwr, gweithwyr asiantaethau eraill.
- pan fydd aelod o staff yn gweithio ar ei ben ei hun yn y lleoliad y tu allan i'r oriau agor.
- pan fydd aelod o staff yn gweithio 1-1 gyda phlentyn.

Nod

Mae'r Cylch Meithrin yn cydnabod y gall fod yna risg ychwanegol i weithwyr sydd yn gweithio ar eu pen eu hunain. O ganlyniad, mae'r Cylch Meithrin yn ceisio osgoi, lle bo hynny'n ymarferol bosib, unrhyw sefyllfa lle bo aelod o staff yn gweithio ar ei ben ei hun. Serch hynny, mae'r Cylch Meithrin yn cydnabod bod gweithio ar eich pen eich hun yn anochel mewn rhai sefyllfaoedd, ac wedi dod yn llawer mwy cyffredin dros y blynyddoedd diwethaf.

Mae'r Cylch Meithrin yn cydnabod pwysigrwydd sicrhau diogelwch staff sydd yn gweithio ar ei ben ei hun ac yn ystyried anghenion iechyd a lles pob aelod o staff a gwirfoddolwr ynghyd â pha gefnogaeth neu adnoddau sydd ei angen arnynt os gofynnir iddynt weithio o adref.

Cod Ymarfer

Bydd y Cylch Meithrin yn:

- ymrwymo i osgoi, lle bo hynny'n bosib, sefyllfaoedd lle bod aelod o staff yn gweithio ar ei ben ei hun.
- dilyn canllawiau perthnasol cyfredol Llywodraeth Cymru ac unrhyw newidiadau rheoleiddiol yn ôl yr angen wrth ymateb i ddigwyddiadau eithriadol megis pandemig COVID-19.

Ble nad ydy'n bosib osgoi sefyllfa lle bod aelod o staff yn gweithio ar ei ben ei hun, bydd y Cylch Meithrin yn:

- sicrhau bod gweithdrefn bendant wedi'i sefydlu ar gyfer sicrhau diogelwch unrhyw aelod o staff sydd yn gweithio ar ben ei hun.
- sicrhau na fydd aelod o staff yn gweithio 1-1 gyda phlentyn mewn ardal ddiaffordd (*secluded area*), lle bo hynny'n ymarferol bosib.

- sicrhau bod gan staff sydd yn gweithio mewn ardal arall gyda grŵp o blant o fewn golwg/clyw staff eraill, neu fod ganddynt fynediad at ffôn neu ffôn symudol tra'u bod yn gweithio ar ei ben ei hun.
- sicrhau bod gan aelod o staff sydd yn gweithio ar ei ben ei hun y tu allan i'r lleoliad (e.e. aelod o staff yn cerdded 2 blentyn i'r / o'r ysgol) fynediad at ffôn symudol.
- sicrhau bod yna asesiad risg priodol wedi ei wneud ar gyfer sefyllfaoedd ble mae disgwyl i aelod o staff weithio ar ei ben ei hun y tu allan i'r lleoliad.
- sicrhau bod yna weithdrefn bendant wedi'i sefydlu ar gyfer adegau pan fydd aelod o staff yn cyfarfod gyda rhiant/gofalwr/gwarcheidwaid, gweithwyr asiantaethau eraill mewn man/ystafell breifat ar gyfer rhannu gwybodaeth gyfrinachol a/neu sensitif.
- sicrhau bod gan staff fynediad at ffôn neu ffôn symudol tra'u bod yn gweithio ar ei ben ei hun y tu allan i oriau agor y lleoliad neu y tu allan i'r lleoliad gwaith.
- gofyn i staff rhoi gwybod i **aelod o'r pwyllgor / aelod arall o staff / aelod o'i theulu** ei bod yn dod i'r lleoliad gwaith y tu allan i oriau agor y lleoliad, am ba hyd y maent yn disgwyl bod yno a phryd maent yn disgwyl gadael.
- disgwyl i staff gymryd camau i sicrhau eu diogelwch personol os ydynt yn gweithio ar eu pen ei hun e.e. cloi drysau allanol y lleoliad, peidio gweithio ar uchder, parcio'r car o dan golau.
- cynnal asesiad risg achlysurol (e.e. yn flynyddol) i sicrhau bod y trefniadau i ddiogelu staff a phlant yn weithredol, yn ddigonol ac yn addas.
- sicrhau bod aelodau o staff neu'r pwyllgor sydd yn mynychu'r lleoliad yn dilyn larwm tân / ymwthiad (*intrusion*) yn aros am aelod o'r heddlu / gwasanaeth tân. Rhaid sicrhau checio perimedr tu allan y lleoliad cyn mynd i mewn, ac os oes unrhyw arwydd fod rhywun wedi cael fynediad i'r adeilad, rhaid aros am gefnogaeth yr heddlu cyn mynd i mewn i'r adeilad.
- sicrhau bod gweithdrefn bendant wedi'i sefydlu lle gall fod disgwyl i staff mynychu'r lleoliad yn dilyn larwm tân/ymwthiad (*intrusion*). Rhaid sicrhau dilyn unrhyw ganllawiau a gweithdrefnau sy'n berthnasol i'r adeilad (e.e. ysgol, canolfan deulu) wrth wneud hyn.
- sicrhau bod polisi yswiriant y Cylch Meithrin yn cynnwys yswiriant atebolrwydd cyflogwr ar gyfer gweithio ar eich pen eich hun.

Engbreiffiau o ffyrdd y gellid sicrhau diogelwch personol

Engbreiffiau yn unig sydd yn y rhestr isod, ac ni ddylid ei ystyried yn rhestr gynhwysfawr.

- Sicrhau bod cyfarfodydd min-nos yn gorffen yn brydlon.
- Peidio gadael aelod o staff ar ei ben ei hun i gloi'r lleoliad ar ddiwedd unrhyw gyfarfod neu weithgaredd min-nos.
- Parcio car o dan olau.
- Parcio'r car fel ei bod mor hawdd â phosib i adael.
- Peidio codi offer trwm ar eich pen eich hun.
- Cloi drysau allanol y lleoliad.

- Sicrhau eich bod yn gwybod pwy fydd yn y cartref yn ystod eich ymweliad.
- Sicrhau bod eich ffôn symudol wedi'i chargio.
- Gweithredu system 'buddy' ar gyfer staff sydd yn gwneud ymweliadau i gartref plentyn.

Polisiâu Cysylltiedig

Polisi Cyfrinachedd a Diogelu Data

Polisi Newid Clwt/Cewyn

Polisi Diogelu Plant

Polisi Byw gyda COVID-19

Cysylltiadau a Gwybodaeth Ddefnyddiol

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

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>

GIG: '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

LONE WORKING POLICY

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 Pontrobert**:

- 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/carers, 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 exceptional 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.
- 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.
- 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