NURSERY OPERATIONAL PLAN

Introduction

In order for Wibli Wobli Nursery to run effectively and efficiently, and to serve the needs of the local communities in which it operates, it is important that we maintain a clear and comprehensive operational plan that is implemented, reviewed and revised on a regular basis. We ensure that we put the safety, welfare and needs of the children as our top priority. Whilst the National Minimum Standards note that the requirement related to qualified staffing is implemented across the whole nursery, staff deployment has been carefully considered to ensure that each room has an appropriate mix of qualified, experienced and skilled practitioners at all times.

This operational plan applies to all nursery settings operated by Wibli Wobli Nursery and acts as a blueprint for managing each provision. It outlines how the nursery operates, the type of service provided, the organisational structure, roles and responsibilities, and guidance on practice and procedures.

This plan is used by the Responsible Individual, nursery managers, staff, parents, and external agencies as:

- A reference tool for day-to-day practice
- A framework for consistency across all settings
- A tool for monitoring and evaluating the quality of care provided

Whilst this document outlines the core operational framework, each nursery setting operates with site-specific arrangements, which are detailed in individual schedules.

We are committed to continuous improvement and will review this operational plan regularly through reflective practice, implementing any necessary changes following review.

This operational plan has been developed in line with requirements set by Care Inspectorate Wales.

MAIN INDEX

- PART I - Nursery Provision
- PART II - Staffing
- PART III - Partnership with Parents
- PART IV - Daily Operations

PART I – NURSERY PROVISION

Mission Statement

At Wibli Wobli Nursery, across all our settings, we seek to nurture and inspire children to learn and grow through language and play.

We have four key elements: We Love Language, We Love Play, We Love our Planet, We Love Well-being

Aims and Objectives
Across all nursery settings, our aims and objectives are:

Language & Culture

- To provide a Welsh language service and promote Welsh language and identity
- To promote the benefits of language learning and awareness of different cultures
- To support Welsh language within the community
- To promote Welsh-medium education and liaise with local Welsh-medium schools
- To promote inclusivity and equal opportunities

Learning Through Play

- To promote learning and development through play
- To cater for each child's individual needs and growth
- To provide a child-inspired structured learning programme alongside free play
- To provide a loving, safe and secure environment
- To create a homely, happy, calming and stimulating atmosphere

Sustainability

- To run an environmentally friendly and sustainable business
- To teach children about caring for the planet and nature
- To use our Forest school provision for learning and development of children across all settings

Health and Wellbeing

- To promote wellbeing of both staff and children
- To promote a highly trained and valued team, with support for ongoing development
- To encourage healthy eating
- To promote resilience, curiosity and confidence
- To work in partnership with parents and carers
- To liaise with professionals in the best interests of the child

Opening Hours & Ratios
Each nursery setting operates within its own opening hours to meet the needs of the local community. Specific opening times are detailed in site-specific schedules below.

We aim to always be slightly overstaffed, with staff such as management and the ALNCo/Behavioural Lead out of numbers. Staffing ratios across all settings comply with Care Inspectorate Wales: 0-2 years 1:3, 2-3 years 1:4, 3-12 years 1:8.

Curriculum Plan
We follow the Curriculum for Wales and operate as Non-Maintained Education Settings where applicable.

The curriculum is based on four purposes:

- Ambitious, capable learners
- Enterprising, creative contributors
- Ethical, informed citizens
- Healthy, confident individuals

We also follow the five developmental pathways: Belonging, Communication, Exploration, Physical development, Well-being.

Approach
Across all settings learning is child-centred, activities reflect children's interests and plans remain flexible. Children's progress is recorded using observations and assessments and progress is shared with parents during parent consultations.

The environment is designed to provide hands-on, meaningful experiences and opportunities for independence, challenge and success. We continually review and adapt our curriculum and environment.

CIW Inspection Reports
Each nursery setting maintains its own inspection report from Care Inspectorate Wales, available to parents and stakeholders upon request or via the CIW website.

PART II – STAFF

Staff Organisation
All settings operate within a structured staffing model which may vary depending on size:

- Director (Responsible Individual)
- Area Manager (Responsible individual)
- Nursery Manager (Person in Charge)
- Deputy Manager (Person in Charge)
- Room Leaders
- Nursery Practitioners
- Apprentices / Volunteers
- Nursery Cook
- ALNCo/Behavioural Lead
- Welsh Language Officer

Detailed staffing arrangements are provided in the Staff Operational Chart for each site. See below schedule.

Staff Recruitment and Induction
Our philosophy is to provide high-quality care where children feel safe, happy and valued.

We follow strict safe recruitment practices which the Nursery Manager of each setting oversees. All new staff are required to provide two references including their latest employer where applicable, two forms of ID, a valid DBS and either be on the DBS updating Service a new DBS check is obtained for Wibli Wobli and staff are required to sign up to the DBS Updating Service within 30 days of issue.

On induction staff are required to:

- read all nursery policies and procedures available on the website and the Staff Handbook with staff specific policies available on the nursery app for staff to access
- sign to confirm that they have read and understood all policies and procedures
- complete mandatory training using Noodle Now for Safeguarding, Health and Safety, Fire Safety, Food Hygiene, Food Allergens, Prevent, Equality and Diversity and Manual Handling. If staff do not have a recent Paediatric First Aid certificate they are put on the next face to face course.
- get taken into the room they will be working in and given a room induction by the room leader or senior member of staff

Staff Communication
We have a staff operational chart which clearly sets out the chain of communication within the nursery structure. We also have a staff communications policy which sets out internal communications.

We promote professionalism and respect, provide equal opportunities, support Welsh language development and require staff to follow all policies and procedures.

All our general policies and procedures are available on our website and staff specific policies in our staff handbook are available for staff to view on the nursery app Famly. Digital copies are available at the nursery and are accessible to nursery management.

Staff Designated Roles

The nursery assigns key responsibilities including:

- Health & Safety Officer
- Designated Safeguarding Lead / Deputy Designated Safeguarding Lead
- Chief First Aider
- Fire Safety Officer
- ALNCo/Behavioural Lead
- Data Protection Officer
- Inclusion Officer
- Training Coordinator

Named individuals may vary by site and are detailed in the individual site schedules below.

PART III – PARTNERSHIP WITH PARENTS

At Wibli Wobli Nursery across all settings, we believe in strong partnerships with parents and carers.

Enrollment

- Parents are invited to have a tour of the nursery and then are provided with an enrollment form via our nursery app Famly to sign up their child.
- The enrollment form involves signing nursery Terms and Conditions, providing key information including the child's name and date of birth, details or any allergies or dietary requirements and emergency contact information.
- Children are then set up on Famly with a child profile. Parents can access and amend information regarding their child and can view the nursery SOP and other key documents in the documents section of the nursery app.
- Parents are invited to complete permissions on the nursery app before starting, to include permission to administer first aid, go on outings, apply suncream and photo permissions including on the app and externally on social media.
- Closer to the child's start date, two free two-hour settling-in sessions will be arranged, usually during the week before they are due to start. During the first session, the Room Leader or a senior member of staff will review the 'All About Me' form, which is sent to parents via the Famly app for completion beforehand. This provides important information about the child's routine, individual needs and interests. Staff will also discuss key information recorded on Famly, including photo permissions, allergies and any dietary requirements. Relevant information will then be shared with the room team and, where appropriate, management and the nursery cook to ensure everyone is fully informed and prepared for the child's arrival.

Communication

The Staff Communications Policy sets out communication with parents. Each child is allocated a key worker who is the main point of contact for parents. Information is communicated via the nursery app Famly and on handovers with drop off and collection of the child.

If any queries or concerns arise that the key worker cannot resolve, the matter is escalated to the room leader and then to nursery management. Our complaints procedure is available on our website.

We welcome parent involvement and do this via annual parent feedback questionnaires, regular parent consultations, parent stay and play sessions and activities and events that parents can be involved in such as the Eisteddfod, Clwb Cwtsh Welsh classes for parents and taking Mr Wibbles home on his travels.

PART IV – DAILY OPERATIONS

Daily Checks and Routine
Each setting operates a structured daily routine that promotes consistency, safety, and inclusive practice. This includes:

- Completion of daily health and safety checks and cleaning schedules
- Ongoing dynamic risk assessments to ensure a safe environment
- Implementation of inclusive, equitable, and non-discriminatory practices in line with statutory requirements

Emergency Procedures
All settings implement robust emergency procedures to safeguard children and staff. These include:

- Fire evacuation procedures, regularly practised and recorded
- Lockdown procedures to respond to potential external threats
- Lost child procedures, both on and off site
- Adverse weather contingency plans
- First aid procedures, with trained staff available at all times

Policies and Accessibility
All policies are maintained and communicated effectively to ensure transparency and compliance. They are:

- Available online for parents, carers, and stakeholders
- Accessible within each nursery setting
- Shared with staff and parents to ensure understanding and consistent implementation

Improvement and Review Plan
The provision is committed to continuous improvement and maintaining high-quality standards. See our Improvement and Review Plan for more detailed information. This is achieved through:

- Ongoing self-evaluation and reflective practice
- Monitoring and evaluation of quality across staff practice, children's outcomes, and parent feedback
- Regular review and updating of policies and procedures to reflect current legislation and best practice

All improvements are informed by evaluation processes and implemented to support continuous development and high standards of care and education.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

CYNLLUN GWEITHREDOL Y FEITHRINFA

Cyflwyniad

Er mwyn i Feithrinfa Wibli Wobli weithredu'n effeithiol ac yn effeithlon, ac i wasanaethu anghenion y cymunedau lleol y mae'n gweithredu ynddynt, mae'n bwysig ein bod yn cynnal cynllun gweithredol clir a chynhwysfawr sy'n cael ei weithredu, ei adolygu a'i ddiwygio'n rheolaidd. Rydym yn sicrhau ein bod yn rhoi diogelwch, lles ac anghenion y plant fel ein blaenoriaeth. Er bod y Safonau Gofynnol Cenedlaethol yn nodi bod y gofyniad sy'n gysylltiedig â staffio cymwys yn cael ei weithredu ar draws y feithrinfa gyfan, mae lleoli staff wedi'i ystyried yn ofalus i sicrhau bod gan bob ystafell gymysgedd priodol o ymarferwyr cymwys, profiadol a medrus bob amser.

Mae'r cynllun gweithredol hwn yn berthnasol i bob lleoliad meithrin a weithredir gan Feithrinfa Wibli Wobli ac yn gweithredu fel glasbrint ar gyfer rheoli pob darpariaeth. Mae'n amlinellu sut mae'r feithrinfa'n gweithredu, y math o wasanaeth a ddarperir, y strwythur sefydliadol, rolau a chyfrifoldebau, a chanllawiau ar ymarfer a gweithdrefnau.

Defnyddir y cynllun hwn gan yr Unigolyn Cyfrifol, rheolwyr meithrinfeydd, staff, rhieni, ac asiantaethau allanol fel:

- Offeryn cyfeirio ar gyfer ymarfer o ddydd i ddydd
- Fframwaith ar gyfer cysondeb ar draws pob lleoliad
- Offeryn ar gyfer monitro a gwerthuso ansawdd y gofal a ddarperir

Er bod y ddogfen hon yn amlinellu'r fframwaith gweithredol craidd, mae pob lleoliad meithrinfa'n gweithredu gyda threfniadau penodol i'r safle, sydd wedi'u manylu mewn amserlenni unigol.

Rydym wedi ymrwymo i welliant parhaus a byddwn yn adolygu'r cynllun gweithredol hwn yn rheolaidd trwy ymarfer myfyriol, gan weithredu unrhyw newidiadau angenrheidiol yn dilyn adolygiad.

Mae'r cynllun gweithredol hwn wedi'i ddatblygu yn unol â gofynion a osodwyd gan Arolygiaeth Gofal Cymru.

PRIF FYNEGAI

- RHAN I – Darpariaeth y Feithrinfa
- RHAN II – Staffio
- RHAN III – Partneriaeth â Rhieni
- RHAN IV – Gweithrediadau Dyddiol

RHAN I – DARPARIAETH Y FEITHRINFA

Datganiad Cenhadaeth
Ym Meithrinnfa Wibli Wobli, ar draws ein holl leoliadau, rydym yn ceisio meithrin ac ysbrydoli plant i ddysgu a thyfu trwy iaith a chwarae.

Mae gennym bedwar elfen allweddol: Rydym yn Caru Iaith, Rydym yn Caru Chwarae, Rydym yn Caru ein Planed, Rydym yn Caru Llesiant

Nodau ac Amcanion
Ar draws pob lleoliad meithrin, ein nodau yw:

Iaith a Diwylliant
- Darparu gwasanaeth iaith Gymraeg a hyrwyddo'r iaith a hunaniaeth Cymru
- Hyrwyddo manteision dysgu ieithoedd ac ymwybyddiaeth o wahanol ddiwylliannau
- Cefnogi'r iaith Gymraeg o fewn y gymuned
- Hyrwyddo addysg cyfrwng Cymraeg a chysylltu ag ysgolion cyfrwng Cymraeg lleol
- Hyrwyddo cynhwysiant a chyfleoedd cyfartal

Dysgu Trwy Chwarae
- Hyrwyddo dysgu a datblygiad trwy chwarae
- Darparu ar gyfer anghenion a thwf unigol pob plenty
- Darparu rhaglen ddysgu strwythuredig wedi'i hysbrydoli gan blant ochr yn ochr â chwarae rhydd
- Darparu amgylchedd cariadus, diogel a sicr
- Creu awyrgylch cartrefol, hapus, tawel ac ysgogol

Cynaliadwyedd
- Rhedeg busnes sy'n gyfeillgar i'r amgylchedd a chynaliadwy
- Dysgu plant am ofalu am y blaned a natur
- Defnyddio ein darpariaeth Ysgol Goedwig ar gyfer dysgu a datblygiad plant ar draws pob lleoliad

Iechyd a Llesiant
- Hyrwyddo llesiant staff a phlant
- Hyrwyddo tîm hynod hyfforddedig a gwerthfawr, gyda chefnogaeth ar gyfer datblygiad parhaus
- Annog bwyta'n iach
- Hyrwyddo gwydnwch, chwilfrydedd a hyder
- Gweithio mewn partneriaeth â rhieni a gofalwyr
- Cysylltu â gweithwyr proffesiynol er budd gorau'r plentyn

Oriau Agor a Chymharebau
Mae pob lleoliad meithrinfa yn gweithredu o fewn ei oriau agor ei hun i ddiwallu anghenion y gymuned leol.
Manylir ar oriau agor penodol yn yr amserlenni safle-benodol isod.

Ein nod yw bod ychydig yn ormod o staff bob amser, gyda staff fel rheolwyr a'r Cydlynydd Anghenion Dysgu Ychwanegol/Arweinydd Ymddygiad allan o niferoedd. Mae cymharebau staffio ar draws pob lleoliad yn cydymffurfio ag Arolygiaeth Gofal Cymru: 0-2 oed 1:3, 2-3 oed 1:4, 3-12 oed 1:8.

Cynllun Cwricwlwm
Rydym yn dilyn Cwricwlwm Cymru ac yn gweithredu fel Lleoliadau Addysg Heb eu Cynnal lle bo'n berthnasol.

Mae'r cwricwlwm yn seiliedig ar bedwar diben:

- Dysgwyr uchelgeisiol, galluog
- Cyfranwyr mentrus, creadigol
- Dinasyddion moesegol, gwybodus
- Unigolion iach, hyderus

Rydym hefyd yn dilyn y pum llwybr datblygiadol: Perthyn, Cyfathrebu, Archwilio, Datblygiad corfforol, Llesiant.

Dull
Ar draws pob lleoliad mae dysgu yn canolbwyntio ar y plentyn, mae gweithgareddau'n adlewyrchu diddordebau plant ac mae cynlluniau'n parhau i fod yn hyblyg. Cofnodir cynnydd plant gan ddefnyddio arsylwadau ac asesiadau a rhennir cynnydd gyda rhieni yn ystod ymgynghoriadau rhieni.

Mae'r amgylchedd wedi'i gynllunio i ddarparu profiadau ymarferol ac ystyrlon a chyfleoedd ar gyfer annibyniaeth, her a llwyddiant. Rydym yn adolygu ac yn addasu ein cwricwlwm a'n hamgylchedd yn barhaus.

Adroddiadau Arolygu AGC
Mae pob lleoliad meithrin yn cynnal ei adroddiad arolygu ei hun gan Arolygiaeth Gofal Cymru, sydd ar gael i rieni a rhanddeiliaid ar gais neu drwy wefan AGC.

RHAN II – STAFF

Trefniadaeth Staff
Mae pob lleoliad yn gweithredu o fewn model staffio strwythuredig a all amrywio yn dibynnu ar faint:

- Cyfarwyddwr (Unigolyn Cyfrifol)
- Rhelowr Ardal (Unigolyn Cyfrifol)
- Rheolwr y Feithrinfa (Person â Chfrifoldeb)
- Deputy Manager (Person â Chyfrifoldeb)
- Arweinwyr Ystafell
- Ymarferwyr y Feithrinfa
- Prentisiaid / Gwirfoddolwyr
- Cogydd y Feithrinfa
- Cydlynydd Anghenion Dysgu Ychwanegol/Arweinydd Ymddygiad
- Swyddog yr Iaith Gymraeg

Darperir trefniadau staffio manwl yn Siart Weithredol y Staff ar gyfer pob safle. Gweld yr atodlen isod.

Recriwtio a Chynefino Staff
Ein hathroniaeth yr darparu gofal o ansawdd uchel lle mae plant yn teimlo'n ddiogel, yn hapus ac yn cael eu gwerthfawrogi.

Rydym yn dilyn arferion recriwtio diogel llym y mae Rheolwr y Feithrinfa ym mhob lleoliad yn eu goruchwylio. Mae'n ofynnol i bob aelod newydd o staff ddarparu dau gyfeiriad gan gynnwys eu cyflogwr diweddaraf lle bo'n berthnasol, dau fath o ID, DBS dilys a naill ai bod ar Wasanaeth diweddaru'r DBS, ceir gwiriad DBS newydd ar gyfer Wibli Wobli ac mae'n ofynnol i staff gofrestru ar gyfer Gwasanaeth Diweddaru'r DBS o fewn 30 diwrnod i'w gyhoeddi.

Ara deg sefydlu mae'n ofynnol i staff:

- ddarllen pob polisi a gweithdrefn meithrinfa sydd ar gael ar y wefan a'r Llawlyfr Staff gyda pholisïau penodol i staff ar gael ar ap y feithrinfa i staff eu cyrchu
- llofnodi i gadarnhau eu bod wedi darllen a deall pob polisi a gweithdrefn
- cwblhau hyfforddiant gorfodol gan ddefnyddio Noodle Now ar gyfer Diogelu, Iechyd a Diogelwch, Diogelwch Tân, Hylendid Bwyd, Alergenau Bwyd, Prevent, Cydraddoldeb ac Amrywiaeth a Thrin â Llaw. Os nad oes gan staff dystysgrif Cymorth Cyntaf Pediatrig ddiweddar, cânt eu rhoi ar y cwrs wyneb yn wyneb nesaf.
- cael eu tywys i'r ystafell y byddant yn gweithio ynddi a chael sesiwn sefydlu ystafell gan arweinydd yr ystafell neu uwch aelod o staff

Cyfathrebu â Staff
Mae gennym siart weithredol staff sy'n nodi'n glir y gadwyn gyfathrebu o fewn strwythur y feithrinfa. Mae gennym hefyd bolisi cyfathrebu staff sy'n nodi cyfathrebu mewnol.

Rydym yn hyrwyddo proffesiynoldeb a pharch, yn darparu cyfleoedd cyfartal, yn cefnogi datblygiad yr iaith Gymraeg ac yn ei gwneud yn ofynnol i staff ddilyn pob polisi a gweithdrefn.

Mae ein holl bolisïau a gweithdrefnau cyffredinol ar gael ar ein gwefan ac mae polisïau penodol i staff yn ein llawlyfr staff ar gael i staff eu gweld ar ap y feithrinfa Famly. Mae copïau digidol ar gael yn y feithrinfa ac maent ar gael i reolwyr y feithrinfa.

Rôl Dynodedig Staff
Mae'r feithrinfa'n neilltuo cyfrifoldebau allweddol gan gynnwys:

- Swyddog Iechyd a Diogelwch
- Arweinydd Diogelu Dynodedig / Dirprwy Arweinydd Diogelu Dynodedig
- Prif Gymorthydd Cyntaf
- Swyddog Diogelwch Tân
- Cydlynydd Anghenion Dysgu Ychwanegol/Arweinydd Ymddygiad
- Swyddog Diogelu Data
- Swyddog Cynhwysiant
- Cydlynydd Hyfforddiant
- Swyddog yr Iaith Gymraeg
- Swyddog Cynaliadwyedd

Gall unigolion a enwir amrywio yn ôl safle ac maent wedi'u manylu yn amserlenni safleoedd unigol.

RHAN III – PARTNERIAETH A RHIENI

Ym Meithrinfa Wibli Wobli ar draws pob lleoliad, rydym yn credo mewn partneriaethau cryf gyda rhieni a gofalwyr.

Cofrestru

- Gwahoddir rhieni i gael taith o amgylch y feithrinfa ac yna rhoddir ffurflen gofrestru iddynt drwy ein ap meithrinfa Famly i gofrestru eu plentyn.
- Mae'r ffurflen gofrestru yn cynnwys llofnodi Telerau ac Amodau'r feithrinfa, gan ddarparu gwybodaeth allweddol gan gynnwys enw a dyddiad geni'r plentyn, manylion neu unrhyw alergeddau neu ofynion dietegol a gwybodaeth gyswllt argyfwng.
- Yna caiff plant eu sefydlu ar Famly gyda phroffil plentyn. Gall rhieni gael mynediad at wybodaeth am eu plentyn a'i diwygio a gallant weld SOP y feithrinfa a dogfennau allweddol eraill yn adran dogfennau ap y feithrinfa.
- Gwahoddir rhieni i gwblhau caniatâd ar ap y feithrinfa cyn dechrau, i gynnwys caniatâd i roi cymorth cyntaf, mynd ar deithiau, rhoi eli haul a chaniatâd lluniau gan gynnwys ar yr ap ac yn allanol ar gyfryngau cymdeithasol.
- Yn agosach at ddyddiad cychwyn y plentyn, trefnir dwy sesiwn ymgartrefu dwy awr am ddim, fel arfer yn ystod yr wythnos cyn iddynt fod i ddechrau. Yn ystod y sesiwn gyntaf, bydd Arweinydd yr Ystafell neu aelod uwch o staff yn adolygu'r ffurflen 'Amdanaf i', a anfonir at rieni trwy ap Famly i'w chwblhau ymlaen llaw. Mae hyn yn darparu gwybodaeth bwysig am drefn arferol y plentyn, ei anghenion a'i ddiddordebau unigol. Bydd staff hefyd yn trafod gwybodaeth allweddol a gofnodwyd ar Famly, gan gynnwys caniatâd lluniau, alergeddau ac unrhyw ofynion dietegol. Yna bydd gwybodaeth berthnasol yn cael ei rhannu gyda thîm yr ystafell a, lle bo'n briodol, y rheolwyr a chogydd y feithrinfa i sicrhau bod pawb yn cael gwybod yn llawn ac yn barod ar gyfer dyfodiad y plentyn.

Cyfathrebu

Mae Polisi Cyfathrebu Staff yn nodi cyfathrebu â rhieni. Mae gweithiwr allweddol yn cael ei ddyrannu i bob plentyn sy'n brif bwynt cyswllt i rieni. Cyfleir gwybodaeth trwy ap y feithrinfa Famly ac ar adegau trosglwyddo wrth ollwng a chasglu'r plentyn.

Os bydd unrhyw ymholiadau neu bryderon yn codi na all y gweithiwr allweddol eu datrys, caiff y mater ei uwchgyfeirio at arweinydd yr ystafell ac yna at reolwyr y feithrinfa. Mae ein gweithdrefn gwyno ar gael ar ein gwefan.

Rydym yn croesawu cyfranogiad rhieni ac yn gwneud hyn trwy holiaduron adborth blynyddol i rieni, ymgynghoriadau rheolaidd â rhieni, sesiynau aros a chwarae rhieni a gweithgareddau a digwyddiadau y gall rhieni fod yn rhan ohonynt fel yr eisteddfod, dosbarthiadau Clwb Cwtsh i rieni a mynd â Mr Wibbles adref ar ei deithiau.

RHAN IV – GWEITHREDIADAU DYDDIOL

Gwiriadau a Threfn Dyddiol
Mae pob lleoliad yn gweithredu trefn ddyddiol strwythuredig sy'n hyrwyddo cysondeb, diogelwch ac arfer cynhwysol. Mae hyn yn cynnwys:

- Cwblhau gwiriadau iechyd a diogelwch dyddiol ac amserlenni glanhau
- Asesiadau risg deinamig parhaus i sicrhau amgylchedd diogel
- Gweithredu arferion cynhwysol, teg ac anwahaniaethol yn unol â gofynion statudol

Gweithdrefnau Brys
Mae pob lleoliad yn gweithredu gweithdrefnau brys cadarn i ddiogelu plant a staff. Mae'r rhain yn cynnwys:

- Gweithdrefnau gwagio tân, a ymarferir a'u cofnodi'n rheolaidd
- Gweithdrefnau clo i ymateb i fygythiadau allanol posibl
- Gweithdrefnau plant coll, ar y safle ac oddi arno
- Cynlluniau wrth gefn ar gyfer tywydd garw
- Gweithdrefnau cymorth cyntaf, gyda staff hyfforddedig ar gael bob amser

Polisiau a Hygyrchedd
Mae pob polisi yn cael ei gynnal a'i gyfleu'n effeithiol i sicrhau tryloywder a chydymffurfiaeth. Maent fel a ganlyn:

- Ar gael ar-lein i rieni, gofalwyr a rhanddeiliaid
- Hygyrch ym mhob lleoliad meithrinfa
- Wedi'i rannu gyda staff a rhieni i sicrhau dealltwriaeth a gweithrediad cyson

Cynllun Gwella ac Adolygu
Mae'r ddarpariaeth wedi ymrwymo i welliant parhaus a chynnal safonau ansawdd uchel. Gweler ein Cynllun Gwella ac Adolygu am wybodaeth fanylach. Cyflawnir hyn drwy:

- Hunanwerthuso parhaus ac arfer myfyriol
- Monitro a gwerthuso ansawdd ar draws arfer staff, canlyniadau plant ac adborth rhieni
- Adolygu a diweddaru polisïau a gweithdrefnau'n rheolaidd i adlewyrchu'r ddeddfwriaeth a'r arfer gorau cyfredol

Mae pob gwelliant yn cael ei lywio gan brosesau gwerthuso a'i weithredu i gefnogi datblygiad parhaus a safonau uchel o ofal ac addysg.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/2026	*L.George*	*10/2027*

SCHEDULES – WIBLI WOBLI CARDIFF SITE

ATODLENNI – SAFLE WIBLI WOBLI CAERDYDD

Opening hours Oriau Agor	Monday to Friday 7am to 6pm / Dydd Llun i Ddydd Gwener 7yb i 6yh
Address Cyferiad	53 The Parade, Roath, Cardiff, CF24 3AB 53 Y Pared, Y Rhath, Caerdydd, CF24 3AB

CONTACT INFORMATION – GWYBODAETH GYSWLLT	
Accountant - Cyfrifydd	Wolf and Wright Ltd 07855969040
Agency staff - Staff Asiantaeth	Now Education (Kirsty McLaughlin-Amruth)- 02922747508 Team Educate (Tyler Pidgeon)- 02922 700 222 Teacher Active (Rhian Jones)- 02920 099 995
Alarms, entry system, fire equipment, CCTV Larmau, system mynediad, offer tân, camerau	Elite Fire & Security Ltd - 029 20650023 Jamie - 07912 559175
Building repairs, plumbing, electrics Atgyweirio adeiladau, plymio, trydan	Ollywood - 01633 547979 info@ollywoodservices.co.uk
Cardiff Childcare Business Support Cefnogaeth Fusnes Gofal Plant	Cardiff Council - 02920 351362 childcarebusinesssupport@cardiff.gov.uk
Emergency Services Gwasanaethau Brys	Emergency fire, ambulance, police - 999 Non emergency NHS - 111 Non emergency Police - 101
Environmental Health Iechyd yr Amgylchedd	Cardiff Council - 029 20872087
Flying Start - Dechrau'n deg	Cardiff Flying Start - 02920 871700
Hospital - Ysbyty	Cardiff Royal Infirmary - 029 2038 2111 University Hospital of Wales (UHW) - 029 20747747
HR Support - Cefnogaeth Staff	P4B Law - 0333 4561234
Insurance - Yswiriant	Victoria Insurance (Ageas) - 0345 165 0920
Internet and phone line Rhyngrwyd a llinell ffôn	Cambrian Connect - 0333 0119100 steve@cambrianconnect.co.uk
Lift Service Gwasanaeth Lifft	Hoistway - 01935 823369 info@hoistway.co.uk
Memberships Aelodaethau	Clybiau Plant Cymru - 02920 748100 Early Years Wales - 02920 351240 Mudiad Meithrin - 01970 639639 NDNA Wales - 01824 707823 wales@ndna.org.uk

Parking - Parcio	NCP - 0207 5101711 sheikh.hussain@ncp.co.uk
Pest Control Rheoli Plâu	CF Pest Solutions 07546 718010 craig@cfpestsolutions.co.uk
Printer + IT Support Argraffydd + Cefnogaeth IT	Jellyfish Business Solutions Ltd 02921 202011 rhys.clark@jellyfish.solutions
Social services – Safeguarding Gwasanaethau Cymdeithasol - Diogelu	Cardiff MASH - 02920 536490 mash@cardiff.gov.uk
Waste Management Rheoli Gwastraff	Biffa (general waste, recycling, nappies) - 0800 601601 PHS Group (hygiene bins) - 02920 851000

CARDIFF STAFF OPERATIONAL CHART

SIART GWEITHREDOL STAFF CAERDYDD

NURSERY DIRECTOR
CYFARWYDDWR

I

AREA MANAGER
RHEOLWR ARDAL

I

NURSERY MANAGER
RHEOLWR

I

NURSERY DEPUTY
DIRPRWY RHEOLWR

I

BABIS ROOM LEADER	PLANTOS ROOM LEADER	CYN YSGOL ROOM LEADER
ARWEINYDD YSTAFELL BABIS	ARWEINYDD YSTAFELL PLANTOS	ARWEINYDD YSTAFELL CYN YSGOL

I I I

NURSERY PRACTITIONERS, APPRENTICES, VOLUNTEERS, AGENCY WORKERS
ARWEINYDD YSTAFELL BABIS

NURSERY MANAGER -
RHEOLWR

I

NURSERY DEPUTY
DIRPRWY RHEOLWR

I

ALNCO AND BEHAVIOURAL LEAD
CYNYLYDD ADY AC
ARWEINYDD YMYDDGIAD
WELSH LANGUAGE OFFICER
SWYDDOG IAITH GYMRAEG
NURSERY COOK
COGYDD Y FEITHRINFA

CARDIFF DESIGNATED ROLES

ROLAU STAFF DYNODEDIG CAERDYDD

Responsible Individuals	**Unigolion Cyfrifol**	Natasha Baker Leah George
Persons in Charge	**Personau â Chyfrifoldeb**	Daisy Owen Lilly Hibbard
Designated Safeguarding Lead (DSL) **Deputy DSL**	**Arweinydd Diogelu Dynodedig (DSD)** **Dirprwy DSD**	Daisy Owen Lilly Hibbard
ALNCo/Behavioural Lead	**Cydlynydd Anghenion Dysgu Ychwanegol/Arweinydd Ymddygiad**	Lilly Hibbard
Chief First Aider	**Prif Gymorthydd Cyntaf**	Lilly Hibbard
Fire Safety Officer	**Swyddog Diogelwch Tân**	Daisy Owen
Health and Safety Officer	**Swyddog Iechyd a Diogelwch**	Daisy Owen
Equality and Diversity Officer	**Swyddog Cydraddoldeb ac Amrywiaeth**	Daisy Owen
Data Protection Officer	**Swyddog Diogelu Data**	Daisy Owen
Staff Training Coordinator	**Cydlynydd Hyfforddi Staff**	Daisy Owen/ Lilly Hibbard
Designated Officer for Volunteers	**Swyddog Dynodedig ar gyfer Gwirfoddolwyr**	Daisy Owen
Nursery Cook	**Cogydd y Feithrinfa**	Cameron St John

SCHEDULES - WIBI WOBLI NEWPORT SITE

ATODLENNI – SAFLE WIBLI WOBLI CASNEWYDD

Opening hours Oriau Agor	Monday to Friday 7:30am to 6pm / Dydd Llun i Ddydd Gwener 7:30yb i 6yh
Address Cyferiad	Unit 1 Oak House, Vaughan Court, Newport, NP10 8BD Uned 1 Ty Derw, Cwrt Vaughan, Casnewydd, NP10 8BD

CONTACT INFORMATION – GWYBODAETH CYSYLLT	
Accountant - Cyfrifydd	Wolf and Wright Ltd 07855969040
Agency staff - Staff Asiantaeth	Now Education (Kirsty McLaughlin-Amruth)- 02922747508 Team Educate (Tyler Pidgeon)- 02922 700 222 Teacher Active (Rhian Jones)- 02920 099 995
Alarms, entry system, fire equipment, CCTV Larmau, system mynediad, offer tân, camerau	Elite Fire & Security Ltd - 029 20650023 Jamie - 07912 559175
Building Property Management Rheoli Eiddo Adeiladau	CMC Property Management Dave - 07980 948291
Building repairs Atgyweiriaddau Adeiladau	Ollywood - 01633 547979 info@ollywoodservices.co.uk
Electricity Trydan	Recharge Energy Solutions Joe - 07900 601588
Emergency Services Gwasanaethau Brys	Emergency fire, ambulance, police - 999 Non emergency NHS - 111 Non emergency Police - 101
Environmental Health Iechyd yr Amgylchedd	Newport Council - 01633 656656
Family Information Service Gwasanaeth Gwybodaeth i Deuluoedd	Newport FIS 01633 656692 family.informationservice@newport.gov.uk
Flying Start Dechrau'n Deg	Newport Flying Start - 01633 210842 flying.start@newport.gov.uk
Hospital - Ysbyty	Royal Gwent Hospital - 01633 234234 The Grange University Hospital - 01633 493100
HR Support - Cefnogaeth Staff	P4B Law - 0333 4561234
Insurance - Yswiriant	Victoria Insurance (Ageas) - 0345 165 0920
Internet and phone line Rhyngrwyd a llinell ffôn	Cambrian Connect - 0333 0119100 steve@cambrianconnect.co.uk
Lift Service Gwasanaeth Lifft	Cardiff Lift Company - 02920 404 404 info@cardiff-lift.co.uk

Memberships Aelodaethau	Clybiau Plant Cymru - 02920 748100 Early Years Wales - 02920 351240 Mudiad Meithrin - 01970 639639 NDNA Wales - 01824 707823 wales@ndna.org.uk
Pest Control Rheoli Plâu	CF Pest Solutions 07546 718010 craig@cfpestsolutions.co.uk
Printer + IT support Argraffydd + Cefnogaeth IT	Jellyfish Business Solutions Ltd 02921 202011 rhys.clark@jellyfish.solutions
Social services – Safeguarding Gwasanaethau Cymdeithasol - Diogelu	Newport (Gwent) Social Services - 01633 656656 Out of Hours - 0800 328 4432
Waste Management Rheoli Gwastraff	Newport Council (general waste, recycling, food) - 01633 656656 trade.waste@newport.gov.uk Business Waste Management (clinical waste nappies) - 01904 207120 customers@business-waste.co.uk

NEWPORT STAFF OPERATIONAL CHART

SIART GWEITHREDOL STAFF CASNEWYDD

NURSERY DIRECTOR
CYFARWYDDWR

I

AREA MANAGER
RHEOLWR ARDAL

I

NURSERY MANAGER
RHEOLWR

I

NURSERY DEPUTY
DIRPRWY RHEOLWR

I

BABIS ROOM LEADER	PLANTOS ROOM LEADER	CYN YSGOL ROOM LEADER
ARWEINYDD YSTAFELL BABIS	ARWEINYDD YSTAFELL PLANTOS	ARWEINYDD YSTAFELL CYN YSGOL

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ARWEINYDD YSTAFELL BABIS

NURSERY MANAGER -
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NURSERY DEPUTY
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ALNCO AND BEHAVIOURAL LEAD
CYNYLYDD ADY AC
ARWEINYDD YMYDDGIAD
WELSH LANGUAGE OFFICER
SWYDDOG IAITH GYMRAEG
NURSERY COOK
COGYDD Y FEITHRINFA
FOREST SCHOOL LEADER AND SUSTAINABILITY OFFICER

ARWEINYDD YSGOL GOEDWIG AC SWYDDOG CYNALIADWYEDD

NEWPORT DESIGNATED ROLES

ROLAU STAFF DYNODEDIG CASNEWYDD

Responsible Individuals	**Unigolion Cyfrifol**	Natasha Baker Leah George
Persons in Charge	**Personau â Chyfrifoldeb**	Rhiannon Phillips Cherrie Manning
Designated Safeguarding Lead (DSL) **Deputy DSL**	**Arweinydd Diogelu Dynodedig (DSD)** **Dirprwy DSD**	Rhiannon Phillips Cherrie Manning
ALNCo/Behavioural Lead	**Cydlynydd Anghenion Dysgu Ychwanegol/Arweinydd Ymddygiad**	Cherrie Manning
Chief First Aider	**Prif Gymorthydd Cyntaf**	Rhiannon Phillips
Fire Safety Officer	**Swyddog Diogelwch Tân**	Rhiannon Phillips
Health and Safety Officer	**Swyddog Iechyd a Diogelwch**	Rhiannon Phillips
Equality and Diversity Officer	**Swyddog Cydraddoldeb ac Amrywiaeth**	Rhiannon Phillips
Data Protection Officer	**Swyddog Diogelu Data**	Rhiannon Phillips
Staff Training Coordinator	**Cydlynydd Hyfforddi Staff**	Rhiannon Phillips
Designated Officer for Volunteers	**Swyddog Dynodedig ar gyfer Gwirfoddolwyr**	Rhiannon Phillips
Nursery Cook	**Cogydd y Feithrinfa**	Megan Necrews