VISITORS, VOLUNTEERS AND AGENCY WORKERS POLICY

At Wibli Wobli Nursery we welcome visitors, volunteers and agency workers where appropriate. We recognise the valuable contribution that volunteers and agency workers can make to children's experiences and learning. The Nursery is committed to ensuring that all visitors to the setting are managed safely and in accordance with our safeguarding responsibilities.

Visitors
All visitors are required to provide identification and sign in the visitor book on arrival. Fire safety procedures, including evacuation arrangements, will be explained to all visitors as part of the sign-in process.

Visitors must remain under the supervision of staff at all times when in the Nursery rooms. Visitors must not have unsupervised access to the children and must not undertake personal care tasks, accompany children to the toilet or access confidential records.

Visitors must not use personal electronic devices whilst on nursery premises or take photographs, videos or audio recordings within the nursery, except in exceptional circumstances authorised by the Nursery Manager.

To safeguard the welfare, privacy and confidentiality of all children attending the nursery, parents/carers are not permitted to enter playrooms or remain in the setting to observe children during normal nursery sessions.

Parents/carers may enter nursery rooms only in the following circumstances:

- as part of an agreed settling-in program at the commencement of their child's placement,
- during organised stay-and-play sessions or events arranged by the nursery,
- for breastfeeding purposes; or
- where access is required as part of the nursery's layout and normal arrival/departure procedures.

In all such circumstances, parents/carers must follow nursery procedures and remain under the supervision or direction of a member of staff.

Agency Workers
Agency workers may be used to support staffing requirements where necessary. The nursery will obtain confirmation from the supplying agency that appropriate safer recruitment checks have been completed, including:

- Enhanced DBS checks
- Identity verification
- Right to work checks
- Employment history checks
- Suitable references

Agency workers will receive an induction appropriate to their role, including safeguarding procedures, health and safety information, fire evacuation procedures and emergency contacts.

Agency workers must not be left unsupervised with children unless expressly authorised in writing by a member of the nursery management team following confirmation that all safeguarding checks, induction, and competency requirements have been completed.

Agency workers must store all personal electronic devices including mobile phones, smart watches and tables in the designated staff room area upon arrival and must not bring these into the Nursery areas where children are cared for.

Volunteers

A volunteer is not an employee and does not have a contract of employment with the nursery. However, volunteers are expected to follow all nursery policies and procedures in the same manner as paid employees to ensure consistency, safety and quality of care.

Enhanced Disclosure and Barring Service Checks
All volunteers will undergo suitability checks in the same way as paid employees. This will include:

- An Enhanced DBS check
- Two written references
- Identity verification

These checks will be completed before the volunteer commences their placement.

Training
Volunteers will receive appropriate training and support for their role, including safeguarding, health and safety, and paediatric first aid where appropriate.

Policies and Procedures
Volunteers are expected to comply with all nursery policies and procedures. This will be explained during induction.

Supervision of Volunteers
Volunteers must be supervised at all times and must never be left alone with children. Each volunteer will be allocated a supervisor who will:

- Be appointed by the Nursery Manager
- Be a competent and qualified member of staff
- Ensure effective communication with all staff regarding supervision arrangements
- Ensure volunteers do not accompany children to the toilet
- Ensure volunteers do not undertake personal care tasks
- Ensure volunteers have read and understood any relevant risk assessments

Confidentiality
Visitors, volunteers and agency workers must maintain confidentiality regarding children, families, staff and nursery operations in accordance with the Confidentiality Policy.

Volunteers must store all personal electronic devices including mobile phones, smart watches and tables in the designated staff room area upon arrival and must not bring these into the Nursery areas where children are cared for.

Induction
Volunteers and agency workers will receive an induction appropriate to their role which includes:

- General information about the nursery
- Safeguarding procedures
- Health and safety procedures
- Promoting positive behaviour procedures
- Confidentiality expectations
- Access to relevant nursery policies

Support
The nursery will appoint a designated member of staff to support volunteers throughout their placement and ensure they receive appropriate guidance and supervision.

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

POLISI YMWELWYR, GWIRFODDOLWYR A GWEITHWYR ASIANTAETH

Yn Meithrinfa Wibli Wobli rydym yn croesawu ymwelwyr, gwirfoddolwyr a gweithwyr asiantaeth lle bo'n briodol. Rydym yn cydnabod y cyfraniad gwerthfawr y gall gwirfoddolwyr a gweithwyr asiantaeth ei wneud i brofiadau a dysgu plant. Mae'r Feithrinfa wedi ymrwymo i sicrhau bod pob ymwelydd â'r lleoliad yn cael ei reoli'n ddiogel ac yn unol â'n cyfrifoldebau diogelu.

Ymwelwyr
Mae'n ofynnol i bob ymwelydd ddarparu dogfen adnabod a llofnodi yn y llyfr ymwelwyr wrth gyrraedd. Bydd gweithdrefnau diogelwch tân, gan gynnwys trefniadau gwagio, yn cael eu hesbonio i bob ymwelydd fel rhan o'r broses fewngofnodi.

Rhaid i ymwelwyr aros o dan oruchwyliaeth staff bob amser pan fyddant yn ystafelloedd y Feithrinfa. Ni ddylai ymwelwyr gael mynediad heb oruchwyliaeth at y plant a ni ddylent ymgymryd â thasgau gofal personol, mynd gyda phlant i'r toiled na chael mynediad at gofnodion cyfrinachol.

Ni ddylai ymwelwyr ddefnyddio dyfeisiau electronig personol tra byddant ar safle'r feithrinfa na chymryd lluniau, fideos na recordiadau sain o fewn y feithrinfa, ac eithrio mewn amgylchiadau eithriadol a awdurdodwyd gan Reolwr y Feithrinfa.

Er mwyn diogelu lles, preifatrwydd a chyfrinachedd yr holl blant sy'n mynychu'r feithrinfa, ni chaniateir i rieni/gofalwyr fynd i mewn i ystafelloedd chwarae nac aros yn y lleoliad i arsylwi plant yn ystod sesiynau arferol y feithrinfa.

Dim ond yn yr amgylchiadau canlynol y caniateir i rieni/gofalwyr fynd i mewn i ystafelloedd meithrinfa:

- fel rhan o raglen ymgartrefu y cytunwyd arni ar ddechrau lleoliad eu plentyn,
- yn ystod sesiynau aros-a-chwarae wedi'u trefnu neu ddigwyddiadau a drefnir gan y feithrinfa,
- at ddibenion bwydo ar y fron; neu
- lle mae angen mynediad fel rhan o gynllun y feithrinfa a'r gweithdrefnau cyrraedd/gadael arferol.

Ym mhob amgylchiad o'r fath, rhaid i rieni/gofalwyr ddilyn gweithdrefnau'r feithrinfa ac aros o dan oruchwyliaeth neu gyfarwyddyd aelod o staff.

Gweithwyr Asiantaeth
Gellir defnyddio gweithwyr asiantaeth i gefnogi gofynion staffio lle bo angen. Bydd y feithrinfa'n cael cadarnhad gan yr asiantaeth sy'n cyflenwi bod gwiriadau recriwtio mwy diogel priodol wedi'u cwblhau, gan gynnwys:

- Gwiriadau DBS manylach
- Gwirio hunaniaeth
- Gwiriadau hawl i weithio

- Gwiriadau hanes cyflogaeth
- Cyfeiriadau addas

Bydd gweithwyr asiantaeth yn derbyn sesiwn sefydlu sy'n briodol i'w rôl, gan gynnwys gweithdrefnau diogelu, gwybodaeth iechyd a diogelwch, gweithdrefnau gwagio tân a chysylltiadau brys.

Ni ddylid gadael gweithwyr asiantaeth heb oruchwyliaeth gyda phlant oni bai bod aelod o dîm rheoli'r feithrinfa wedi rhoi caniatâd penodol yn ysgrifenedig ar ôl cadarnhau bod yr holl wiriadau diogelu, sefydlu a gofynion cymhwysedd wedi'u cwblhau.

Rhaid i weithwyr asiantaeth storio pob dyfais electronig bersonol gan gynnwys ffonau symudol, oriorau clyfar a byrddau yn yr ardal ystafell staff ddynodedig ar ôl cyrraedd a rhaid iddynt beidio â dod â'r rhain i ardaloedd y Feithrinfa lle mae plant yn cael gofal.

Gwirfoddolwyr
Nid yw gwirfoddolwr yn weithiwr ac nid oes ganddo gontract cyflogaeth gyda'r feithrinfa. Fodd bynnag, disgwylir i wirfoddolwyr ddilyn holl bolisïau a gweithdrefnau'r feithrinfa yn yr un modd â gweithwyr cyflogedig er mwyn sicrhau cysondeb, diogelwch ac ansawdd gofal.

Gwiriadau Manwl y Gwasanaeth Datgelu a Gwahardd
Bydd pob gwirfoddolwr yn cael gwiriadau addasrwydd yn yr un modd â gweithwyr cyflogedig. Bydd hyn yn cynnwys:

- Gwiriad Manwl y Gwasanaeth Datgelu a Gwahardd
- Dau gyfeiriad ysgrifenedig
- Gwirio hunaniaeth

Bydd y gwiriadau hyn yn cael eu cwblhau cyn i'r gwirfoddolwr ddechrau ei leoliad.

Hyfforddiant
Bydd gwirfoddolwyr yn derbyn hyfforddiant a chefnogaeth briodol ar gyfer eu rôl, gan gynnwys diogelu, iechyd a diogelwch, a chymorth cyntaf pediatrig lle bo'n briodol.

Polisïau a Gweithdrefnau
Disgwylir i wirfoddolwyr gydymffurfio â holl bolisïau a gweithdrefnau'r feithrinfa. Eglurir hyn yn ystod y cyfnod sefydlu.

Goruchwylio Gwirfoddolwyr
Rhaid goruchwylio gwirfoddolwyr bob amser a rhaid iddynt byth gael eu gadael ar eu pen eu hunain gyda phlant. Bydd goruchwyliwr yn cael ei ddyrannu i bob gwirfoddolwr a fydd:

- Yn cael ei benodi gan Reolwr y Feithrinfa
- Yn aelod staff cymwys a chymwys
- Yn sicrhau cyfathrebu effeithiol â'r holl staff ynghylch trefniadau goruchwylio
- Yn sicrhau nad yw gwirfoddolwyr yn mynd gyda phlant i'r toiled

- Yn sicrhau nad yw gwirfoddolwyr yn ymgymryd â thasgau gofal personol
- Yn sicrhau bod gwirfoddolwyr wedi darllen a deall unrhyw asesiadau risg perthnasol

Cyfrinachedd
Rhaid i ymwelwyr, gwirfoddolwyr a gweithwyr asiantaeth gynnal cyfrinachedd ynghylch plant, teuluoedd, staff a gweithrediadau'r feithrinfa yn unol â'r Polisi Cyfrinachedd.

Rhaid i wirfoddolwyr storio pob dyfais electronig bersonol gan gynnwys ffonau symudol, oriorau clyfar a byrddau yn yr ardal ystafell staff ddynodedig ar ôl cyrraedd a rhaid iddynt beidio â dod â'r rhain i mewn i ardaloedd y Feithrinfa lle mae plant yn cael gofal.

Cyflwyniad
Bydd gwirfoddolwyr a gweithwyr asiantaeth yn derbyn cyflwyniad sy'n briodol i'w rôl sy'n cynnwys:
- Gwybodaeth gyffredinol am y feithrinfa
- Gweithdrefnau diogelu
- Gweithdrefnau iechyd a diogelwch
- Hyrwyddo gweithdrefnau ymddygiad cadarnhaol
- Disgwyliadau cyfrinachedd
- Mynediad at bolisïau perthnasol y feithrinfa

Cefnogaeth
Bydd y feithrinfa'n penodi aelod staff dynodedig i gefnogi gwirfoddolwyr drwy gydol eu lleoliad a sicrhau eu bod yn derbyn canllawiau a goruchwyliaeth briodol.

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