WRAP AROUND POLICY

At Wibli Wobli Nursery, we offer wraparound care services to local schools, subject to demand and availability. Transport between the nursery and the relevant schools may be provided by an approved taxi service or an authorised staff member using their own vehicle or a nursery vehicle.

A member of staff must take a nursery mobile phone with them at all times when providing wraparound care transport. The phone must be available to contact the nursery or the relevant emergency services if required.

At least one appropriately qualified childcare practitioner from Wibli Wobli Nursery must be present throughout the wraparound care service. Staff must carry an accurate, up-to-date list of the children being collected and transported and must check children on and off the vehicle, ensuring all children are accounted for at every stage of the journey.

All children must travel using an appropriate, correctly fitted child car seat or booster seat, suitable for their age, height and weight, in accordance with legal requirements and the vehicle manufacturer's instructions. This applies to journeys in taxis, staff vehicles and nursery vehicles. Staff must not transport a child unless the required safety arrangements are in place.

Staff Vehicles

Staff vehicles may be used to provide wraparound care or transport only with prior management approval. Before a staff member is authorised to transport children, management must verify and retain the relevant documentation on the nursery's system, including:

- A copy of the staff member's valid driving licence and evidence that they are legally entitled to drive the vehicle.
- Confirmation that the staff member's motor insurance covers business use for transporting children on behalf of the nursery.
- Evidence of a valid MOT certificate, where legally required, and confirmation that the vehicle is appropriately taxed.
- Confirmation that the vehicle is roadworthy, safe and maintained in a reasonable state of cleanliness.

Driving licence checks must be completed before authorisation and repeated as necessary. The date and outcome of each check must be recorded and retained securely. Staff must inform management immediately of any changes to their driving licence, driving entitlement, penalty points, disqualification or other restrictions that may affect their ability to drive.

Staff must also inform management of any medical condition or change in health that could affect their ability to drive safely.

Where possible, two members of staff will accompany children during wraparound care transport. However, this may not always be possible, and management must ensure that appropriate staffing, supervision and safeguarding arrangements are in place for each journey.

Staff using their own vehicles for authorised nursery business will be reimbursed for mileage at the current rate set out in the Staff Vehicle and Expenses Policy.

Nursery Vehicles

Any staff member authorised to drive a nursery vehicle must hold a valid driving licence appropriate to the vehicle and meet all requirements of the nursery's motor insurance policy. Staff driving the nursery van must be aged 25 or over, subject to the insurer's terms and conditions.

All nursery vehicles must be roadworthy, appropriately taxed, insured and have a valid MOT certificate where required. Registration plates must be legal, correctly displayed and comply with current legal requirements.

Management must ensure that relevant driver checks and insurance requirements are completed and documented before staff are permitted to transport children. Staff must not drive a nursery vehicle if they are not authorised, are not covered by the relevant insurance or have reason to believe the vehicle is unsafe.

Record Keeping and Review

Management is responsible for ensuring that driver documentation, licence-check results and insurance evidence are retained securely and reviewed as necessary. Any concerns relating to driver eligibility, vehicle safety or the safe transportation of children must be reported to management immediately and addressed before further journeys take place.

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

POLISI COFLEIDIOL

Yn Wibli Wobli Nursery, rydym yn cynnig gwasanaethau gofal cofleidiol i ysgolion lleol, yn amodol ar y galw a'r argaeledd. Gellir darparu cludiant rhwng y feithrinfa a'r ysgolion perthnasol drwy wasanaeth tacsi cymeradwy neu drwy aelod o staff awdurdodedig sy'n defnyddio ei gerbyd ei hun neu gerbyd y feithrinfa.

Rhaid i aelod o staff fynd â ffôn symudol y feithrinfa gydag ef neu hi bob amser wrth ddarparu cludiant ar gyfer gofal cofleidiol. Rhaid sicrhau bod y ffôn ar gael i gysylltu â'r feithrinfa neu'r gwasanaethau brys perthnasol os bydd angen.

Rhaid i o leiaf un ymarferydd gofal plant cymwysedig o Wibli Wobli Nursery fod yn bresennol drwy gydol y gwasanaeth gofal cofleidiol. Rhaid i staff gario rhestr gywir a chyfredol o'r plant sy'n cael eu casglu a'u cludo, a rhaid iddynt gyfrif y plant wrth iddynt fynd ar y cerbyd ac oddi arno, gan sicrhau bod pob plentyn yn cael ei gyfrif ym mhob cam o'r daith.

Rhaid i bob plentyn deithio mewn sedd car plentyn neu sedd atgyfnerthu briodol, wedi'i gosod yn gywir ac yn addas ar gyfer ei oedran, ei daldra a'i bwysau, yn unol â'r gofynion cyfreithiol a chyfarwyddiadau gwneuthurwr y cerbyd a'r sedd. Mae hyn yn berthnasol i deithiau mewn tacsis, cerbydau staff a cherbydau'r feithrinfa. Ni chaiff staff gludo plentyn oni bai bod y trefniadau diogelwch gofynnol ar waith.

Cerbydau Staff

Dim ond gyda chymeradwyaeth ymlaen llaw gan y rheolwyr y caniateir defnyddio cerbydau staff i ddarparu cludiant ar gyfer gofal cofleidiol neu drefnidiaeth. Cyn awdurdodi aelod o staff i gludo plant, rhaid i'r rheolwyr wirio a chadw'r dogfennau perthnasol ar system y feithrinfa, gan gynnwys:

- Copi o drwydded yrru ddilys yr aelod o staff a thystiolaeth bod ganddo neu ganddi hawl gyfreithiol i yrru'r cerbyd.
- Cadarnhad bod yswiriant modur yr aelod o staff yn cynnwys defnydd busnes ar gyfer cludo plant ar ran y feithrinfa.
- Tystiolaeth o dystysgrif MOT ddilys, lle bo'n ofynnol yn ôl y gyfraith, a chadarnhad bod treth y cerbyd yn gyfredol lle bo'n berthnasol.
- Cadarnhad bod y cerbyd yn addas i'r ffordd, yn ddiogel ac yn cael ei gadw mewn cyflwr glân a rhesymol.

Rhaid cynnal gwiriadau trwydded yrru cyn rhoi awdurdodiad ac ailadrodd y gwiriadau yn ôl yr angen. Rhaid cofnodi dyddiad a chanlyniad pob gwiriad a chadw'r cofnodion yn ddiogel. Rhaid i staff roi gwybod i'r rheolwyr ar unwaith am unrhyw newidiadau i'w trwydded yrru, eu hawl i yrru, unrhyw bwyntiau cosb, gwaharddiad rhag gyrru neu unrhyw gyfyngiadau eraill a allai effeithio ar eu gallu i yrru.

Rhaid i staff hefyd roi gwybod i'r rheolwyr am unrhyw gyflwr meddygol neu newid yn eu hiechyd a allai effeithio ar eu gallu i yrru'n ddiogel.

Lle bo modd, bydd dau aelod o staff yn mynd gyda'r plant wrth ddarparu cludiant ar gyfer gofal cofleidiol. Fodd bynnag, efallai na fydd hyn yn bosibl bob amser, a rhaid i'r rheolwyr sicrhau bod trefniadau staffio, goruchwylio a diogelu priodol ar waith ar gyfer pob taith.

Bydd staff sy'n defnyddio eu cerbydau eu hunain ar gyfer busnes awdurdodedig y feithrinfa yn cael ad-daliad am filltiroedd ar y gyfradd gyfredol a nodir yn y Polisi Cerbydau Staff a Threuliau.

Cerbydau'r Feithrinfa

Rhaid i unrhyw aelod o staff sydd wedi'i awdurdodi i yrru cerbyd y feithrinfa feddu ar drwydded yrru ddilys sy'n briodol ar gyfer y cerbyd a bodloni holl ofynion polisi yswiriant modur y feithrinfa. Rhaid i staff sy'n gyrru fan y feithrinfa fod yn 25 oed neu'n hŷn, yn amodol ar delerau ac amodau'r yswiriwr.

Rhaid i bob cerbyd sy'n eiddo i'r feithrinfa fod yn addas i'r ffordd, wedi'i drethu'n briodol, wedi'i yswirio a bod â thystysgrif MOT ddilys lle bo'n ofynnol. Rhaid i blatiau cofrestru'r cerbyd fod yn gyfreithlon, wedi'u harddangos yn gywir a chydymffurfio â'r gofynion cyfreithiol cyfredol.

Rhaid i'r rheolwyr sicrhau bod y gwiriadau perthnasol ar yrwyr a'r gofynion yswiriant wedi'u cwblhau a'u cofnodi cyn caniatáu i staff gludo plant. Ni chaiff staff yrru cerbyd y feithrinfa os nad ydynt wedi'u hawdurdodi, os nad ydynt wedi'u cynnwys yn yr yswiriant perthnasol neu os oes ganddynt reswm dros gredu nad yw'r cerbyd yn ddiogel.

Cadw Cofnodion ac Adolygu

Mae'r rheolwyr yn gyfrifol am sicrhau bod dogfennau gyrwyr, canlyniadau gwiriadau trwydded yrru a thystiolaeth o yswiriant yn cael eu cadw'n ddiogel a'u hadolygu yn ôl yr angen. Rhaid rhoi gwybod i'r rheolwyr ar unwaith am unrhyw bryderon ynghylch cymhwysedd gyrrwr, diogelwch cerbyd neu gludo plant yn ddiogel, a rhaid mynd i'r afael â'r pryderon cyn cynnal unrhyw deithiau pellach.

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