ARRIVALS AND DEPARTURES POLICY

At Wibli Wobli Nursery we give a warm welcome to every child and family on their arrival and departure as well as ensuring the safety of children, parent/carers, visitors, employees, volunteers and students.

Parents are liable for their children up till the main entrance door of the nursery. The parent will use the intercom to call the room required. Once the parent has taken the child in a member of staff will record his/her arrival in the daily attendance register. The staff member also records any specific information provided by the parents including the child's interests, experiences and observations from home.

If the parent requests the child is given medicine during the day the staff member must ensure that the medication procedure is followed.

If the child is to be collected by someone who is not the parent at the end of the session, there is an agreed procedure that must be followed to identify the designated adult. Photo identification and/or a password are also required where possible for the designated adult. Parents are informed about these arrangements and reminded about them regularly. Other than the parent/s or legal guardian of the child or exceptional circumstances we do not allow anyone under the age of 18 to collect. If anyone under the age of 18 arrives to collect a child the parent/carer will be contacted.

A nominated staff member must plan the departure of the child. This is to include a positive and meaningful handover at the end of the child's session, where relevant information is shared about the child's day, experiences and general wellbeing with parents/carers as appropriate. Information regarding meals, sleep times, nappy changes and other aspects of the child's daily routine should be recorded or communicated using the agreed methods within each setting. This may be through the Famly app or via real-time records shared verbally with parents/carers at handover.

The parent should be told about any accidents or incidents and the appropriate records must be signed by the parent before departure. Where applicable, all medicines should be recovered from the medicine box/fridge after the parent has arrived and handed to him/her personally. The medication policy is to be followed regarding parental signature.

The nursery will not release a child to anyone other than the known parent unless an agreement has been made at the time of arrival. In the case of any emergency such as a parent being delayed and arranging for a designated adult to collect a child, the parent should inform the designated adult of the agreed procedure and contact the nursery about the arrangements as soon as possible. If in any doubt the nursery will check the person's identity by ringing the child's parent or their emergency contact number (please refer to the late collection policy).

On departure, the staff member releasing the child must mark the child register immediately marked to show that the child has left the premises.

Parents/carers will not usually be given access to the main area of the nursery during drop off and collection and will wait in the designated drop off and collection areas in the building. Parents/carers will be informed and reminded not to allow any other person onto the premises when dropping off or collecting, this is to ensure the safety of all at Wibli Wobli Nursery.

In the unlikely event that someone gains unauthorised access to the premises and if it feels safe to do so a member of staff will ask the person what the purpose of their visit is. If needed our lockdown procedure will be initiated by staff and the police will be called. See our Lockdown Procedure. In any cases where someone has gained unauthorised access to the premises we will revisit our arrivals and departures procedures and risk assessment.

Adults arriving under the influence of alcohol or drugs
The nursery's prime focus is the care and safety of the children it cares for. All procedures are written with this in mind.

If an adult arrives to collect a child, whether this is the parent/carer or another designated adult (see above procedure), and they are deemed to be under the influence of alcohol or drugs, the senior member of management on duty will assess whether the child's safety and welfare may be impacted if released into this person's care.

The decision will be discussed with the adult and where required an additional named adult will be contacted to collect the child or this will be referred to the duty social care worker if this is not possible. During this time the child will be cared for by another member of staff so they are able to remain calm and engaged in play.

Where an adult is deemed unfit to drive due to suspected alcohol or drugs consumption, and may endanger themselves and others if they do, the nursery will intervene and endeavour to prevent this individual from getting back into the vehicle. The nursery reserves the right to also report such matters to the police and, in the case of any employees, reserves the right to take disciplinary action as may be appropriate.

Arrivals and departures of visitors
For arrivals and departures of visitors the nursery requires appropriate records to be completed on entry and exit e.g. in the visitors' book. Please refer to the supervision of visitor's policy for further information.

Staff, Students and Volunteers
Staff, students and volunteers are responsible for ensuring they sign themselves in and out of the building including on breaks and lunchtimes.

Use of child toilet and nappy changing facilities
During peak arrival and collection times, use of the child toilet and nappy changing facilities are to be avoided and group toilet visits will not be undertaken during those times. If children need to use the facilities this will be done on a 1:1 basis with a member of staff, ensuring appropriate care and supervision

at all times. These measures are in place to ensure the smooth running of routines and transitions within the setting and to maintain the privacy, dignity and safety of all children.

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This policy was adopted on	Signed on behalf of the nursery	Date for review
23/09/2026	*L.George*	*09/2027*

POLISI CYRRAEDD A GADAEL

Ym Meithrinfa Wibli Wobli rydym yn rhoi croeso cynnes i bob plentyn a theulu pan fyddant yn cyrraedd a gadael yn ogystal â sicrhau diogelwch plant, rhiant/gofalwr, ymwelwyr, gweithwyr cyflogedig, gwirfoddolwyr a myfyrwyr.

Mae rhieni'n atebol am eu plentyn hyd at brif ddrws mynediad y feithrinfa. Bydd y rhiant yn defnyddio'r intercom i alw'r ystafell ofynnol. Unwaith y bydd y rhiant wedi dod â'r plentyn i mewn, bydd aelod o staff yn cofnodi ei gyrraedd yn y gofrestr presenoldeb ddyddiol. Mae'r aelod o staff hefyd yn cofnodi unrhyw wybodaeth benodol a ddarperir gan y rhieni, gan gynnwys diddordebau'r plentyn, profiadau ac arsylwadau o'r cartref.

Os yw'r rhiant yn gofyn i'r plentyn gael meddyginiaeth yn ystod y dydd, rhaid i'r aelod o staff sicrhau y dilynir y weithdrefn feddyginiaeth.

Os yw'r plentyn i gael ei gasglu gan rywun nad yw'n rhiant ar ddiwedd y sesiwn, mae gweithdrefn gytûn y mae'n rhaid ei dilyn i nodi'r oedolyn dynodedig. Mae angen adnabod lluniau a/neu gyfrinair hefyd lle bo modd ar gyfer yr oedolyn dynodedig. Hysbysir rhieni am y trefniadau hyn ac fe'u hatgoffir amdanynt yn rheolaidd. Nid ydym yn caniatáu i unrhyw un dan 18 mlwydd oed gasglu plentyn, heblaw am riant/rhieni neu warchodwr cyfreithiol y plentyn neu mewn amgylchiadau eithriadol. Os yw person dan 18 mlwydd oed yn cyrraedd i gasglu plentyn byddwn yn cysylltu â'r rhiant/gofalwr.

Rhaid i aelod staff enwebedig gynllunio ymadawiad y plentyn. Mae hyn i gynnwys trosglwyddiad cadarnhaol ac ystyrlon ar ddiwedd sesiwn y plentyn, lle mae gwybodaeth berthnasol yn cael ei rhannu am ddiwrnod, profiadau a lles cyffredinol y plentyn gyda rhieni/gofalwyr yn ôl yr angen. Dylid cofnodi neu gyfleu gwybodaeth ynghylch prydau bwyd, amseroedd cysgu, newid clytiau ac agweddau eraill ar drefn ddyddiol y plentyn gan ddefnyddio'r dulliau y cytunwyd arnynt ym mhob lleoliad. Gall hyn fod drwy ap Famly neu drwy gofnodion amser real a rennir ar lafar gyda rhieni/gofalwyr wrth drosglwyddo.

Ni fydd y feithrinfa yn rhyddhau plentyn i unrhyw un heblaw'r rhiant hysbys oni bai bod cytundeb wedi'i wneud ar adeg cyrraedd. Os bydd unrhyw argyfwng fel bod rhiant yn hwyr ac wedi trefnu i oedolyn dynodedig gasglu plentyn, dylai'r rhiant hysbysu'r oedolyn dynodedig o'r weithdrefn y cytunwyd arni a chysylltu â'r feithrinfa am y trefniadau cyn gynted â phosibl. Os oes unrhyw amheuaeth, bydd y feithrinfa'n gwirio hunaniaeth y person trwy ffonio rhiant y plentyn neu ei rif cyswllt brys (cyfeiriwch at y polisi casglu hwyr).

Ar ôl ymadael, rhaid i'r aelod o staff sy'n rhyddhau'r plentyn farcio'r gofrestr plant ar unwaith i ddangos bod y plentyn wedi gadael yr adeilad.

Ni fydd rhieni/gofalwyr fel arfer yn cael mynediad i brif ardal y feithrinfa wrth ollwng a chasglu a byddant yn aros yn y mannau gollwng a chasglu dynodedig yn yr adeilad. Byddwn yn hysbysu ac atgoffa

rhieni/gofalwyr nad ydynt i adael i unrhyw berson arall ddod ar dir y feithrinfa wrth ollwng neu gasglu plant, er diogelwch pawb ym Meithrinfa Wibli Wobli.

Mewn sefyllfa annhebygol pan fo person yn dod i mewn heb awdurdod, bydd aelod o staff, o gymryd ei bod yn ddiogel gwneud hynny, yn gofyn i'r person beth yw diben eu hymweliad. Os bydd raid bydd staff yn gweithredu ein gweithdrefn cloi i lawr ac yn galw'r heddlu. Gweler ein polisi Cau i Lawr. Pan fo person wedi dod i mewn i'r feithrinfa heb awdurdod byddwn yn ailymweld â'n gweithdrefnau cyrraedd a gadael ac asesu risg.

Oedolion yn cyrraedd dan ddylanwad alcohol neu gyffuriau
Prif ffocws y feithrinfa yw gofal a diogelwch y plant y mae'n gofalu amdanynt. Mae'r holl weithdrefnau wedi'u hysgrifennu gyda hyn mewn golwg.

Os bydd oedolyn yn cyrraedd i gasglu plentyn, p'un ai hwn yw'r rhiant / gofalwr neu oedolyn dynodedig arall (gweler y weithdrefn uchod), a bernir eu bod dan ddylanwad alcohol neu gyffuriau, bydd yr uwch aelod o reolwyr ar ddyletswydd yn asesu beth allai'r effaith fod ar ddiogelwch a lles y plentyn os caiff ei ryddhau i ofal y person hwn.

Bydd y penderfyniad yn cael ei drafod gyda'r oedolyn a, lle bo angen, cysylltir ag oedolyn ychwanegol a enwir i gasglu'r plentyn neu bydd hyn yn cael ei gyfeirio at y gweithiwr gofal cymdeithasol ar ddyletswydd os nad yw hyn yn bosibl. Yn ystod yr amser hwn bydd y plentyn yn derbyn gofal gan aelod arall o staff fel eu bod yn gallu aros yn ddigynnwrf a pharhau i chwarae.

Pan ystyrir bod oedolyn yn anaddas i yrru oherwydd amheuaeth o yfed alcohol neu gyffuriau, a gall beryglu ei hun ac eraill os bydd yn gwneud hynny, bydd y feithrinfa'n ymyrryd ac yn ymdrechu i atal yr unigolyn hwn rhag mynd yn ôl i'r cerbyd. Ceidw'r feithrinfa yr hawl i adrodd materion o'r fath i'r heddlu ac, yn achos unrhyw weithwyr, mae'n cadw'r hawl i gymryd camau disgyblu fel y bo'n briodol.

Ymwelwyr yn cyrraedd ac yn gadael
O ran ymwelwyr ac ymadawiadau ymwelwyr, mae'r feithrinfa angen cofnodion priodol i'w cwblhau wrth fynd i mewn ac allanfa e.e. yn y llyfr ymwelwyr. Cyfeiriwch at y polisi goruchwylio ymwelwyr i gael rhagor o wybodaeth.

Staff, Myfyrwyr a Gwirfoddolwyr
Mae staff, myfyrwyr a gwirfoddolwyr yn gyfrifol am sicrhau eu bod yn arwyddo i mewn ac allan o'r adeilad ar gyfnod egwyl ac yn ystod amser cinio.

Defnydd o gyfleusterau Newid Clytiau a Thoiledau Plant yn ystod Cyrraedd a Chasgliadau
Yn ystod oriau brig cyrraedd a chasglu, dylid osgoi defnyddio toiled y plant a'r cyfleusterau newid clytiau ac ni fydd ymweliadau grŵp â'r toiled yn ystod yr adegau hynny. Os bydd angen i blant ddefnyddio'r cyfleusterau, gwneir hyn ar sail 1:1 gydag aelod o staff, gan sicrhau gofal a goruchwyliaeth briodol bob amser. Mae'r mesurau hyn ar waith i sicrhau bod arferion a phontio o fewn y lleoliad yn rhedeg yn esmwyth ac i gynnal preifatrwydd, urddas a diogelwch pob plentyn.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
23/9/2026	*L.George*	*9/2027*