



## Nursery Operational Plan

In order for Wibli Wobli Nursery to run effectively and efficiently serve local community needs, it is important that we have an operational plan that is implemented, reviewed and revised on a regular basis. This plan is a blueprint for managing the nursery. It describes how the nursery is run and what type of service is provided. It describes the nursery service, the structure of the nursery, who is responsible and guidance on practices and procedures.

The plan is used by the nursery manager, staff, parents and outside agencies as a reference tool for general day-to-day practice and a tool against which to assess the quality of the service provided.

We will review this policy on a regular basis using reflective practice, and make and implement any necessary changes following a review.

Contents to be kept in the operational plan :

### **Main index**

#### ***Part I - Nursery***

- Our philosophy, aims and objectives
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- CIW Inspection report

#### ***Part II – Staff***

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- Designated Staff Roles
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- Parent and Carer Communications Policy
- Parent pack

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- Emergency procedures
- Contact Numbers
- Improvement and Review Plan



## ***Part I - Nursery***

**Our mission statement :** At Wibli Wobli Nursery we seek to nurture and inspire all our 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**

- To provide an immersive Welsh medium childcare service and promote the Welsh language and identity
- To promote the benefits of language learning generally and learn about different languages and cultures from around the world
- To support Welsh language in the community by creating employment for Welsh speakers and using Welsh language products and services where possible
- To promote Welsh medium education and liaise with local Welsh medium schools
  
- To promote learning and development through play
- To cater for each child's individual needs and growth
- To provide a child inspired structured learning program alongside free independent play
- To provide a loving atmosphere where children feel safe and secure
- To provide a homely and happy environment which is both calming and stimulating
  
- To run an environmentally friendly and sustainable business
- To teach children the importance of caring for the planet and involve them in activities that promote the environment, nature and saving the planet
  
- To promote exercise and outdoor play
- To promote healthy eating and a love for food
- To promote a growth mindset in children and encourage them to be unique, resilient, connected and curious
  
- To provide the children with a highly trained and valued team of staff
- To encourage and provide staff with ongoing training and development to ensure that children are receiving the highest standard of care
  
- To work in partnership with parents and carers at all times
- To liaise with other professionals in the best interests of the child
- To promote inclusivity and equal opportunities for all individuals regardless of race, religion, gender and ability.



## Opening Hours

Monday – Friday 7:30am to 6pm

0-2 years : 1 member of staff to max 3 children

2-3 years : 1 member of staff to max 4 children

3-5 years : 1 member of staff to max 8 children

## Curriculum Plan

We follow the Curriculum for Wales and will operate as an Non-Maintained Education Setting for Newport Local Authority from September 2024.

The new Curriculum for Wales has four purposes which are the shared vision and aspiration for every child as :

- ambitious, capable learners, ready to learn throughout their lives.
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society

Central to the curriculum are also the following five developmental pathways :

- Belonging
- Communication
- Exploration
- Physical development
- Well-being

In line with the new curriculum, we support child-centred pedagogy where children are encouraged to pursue their interests and explore their natural curiosity.

The curriculum month plan takes into account the interests and pursuits of the children and can even involve the children themselves eg. by asking them in advance which topic they would like to learn about or getting them to design some of the food menu. There is plenty of flexibility so that staff can amend the activities according to the moment and the children's interests at that time. Staff are encouraged to make best use of the teachable moments that occur naturally as they observe or engage in children's play.

Children's progress and achievements are recorded and input into the nursery app so that staff and parents have a note on their file. Individual children are supported to make progress as their own pace in their preferred learning environment.

The curriculum plan along with the nursery environment both indoors and outdoors is designed to offer engaging experiences in a safe and familiar space which are hands-on, purposeful and



meaningful to each child and encourage their independence as well as offering risk, challenge and opportunities to experience success.

We continually monitor and review the effectiveness of the curriculum plan and environment and adapt accordingly.

### **CIW Inspection Report**

We have submitted an application to register the nursery with the Care Inspectorate Wales. A copy of the nursery's latest CIW report at its previous location is available on <https://www.careinspectorate.wales/service-directory>.



## Part II – Staff

### Staff Organisation Chart

**Director /  
Cyfarwyddwr** Natasha  
Baker



<p><b>Nursery Manager / Rheolwr</b>  Meithrinfa Molly Necrews</p>
<p><b>Deputy Manager / Dirprwy Reolwr</b>  Saskeah Sparkes</p>



<p><b>Baby Room Manager / Rheolwr</b> Ystafell Babis <b>Baby Room Deputies / Dirprwyr</b> Ystafell Babis</p>	<p><b>Toddler Room Leader / Arweinydd</b> Ystafell Plantos <b>Deputy Room Leader / Dirprwy</b> Arweinydd Ystafell</p>	<p><b>Preschool Room Leader / Arweinydd</b> Ystafell Cyn Ysgol <b>Deputy Room Leader / Dirprwy</b> Arweinydd Ystafell</p>
<p>Nursery Assistants / Nyrs Meithrin Apprentices / Prentisiaid Volunteers / Gwirfoddolwyr</p>	<p>Nursery Assistants / Nyrs Meithrin Apprentices / Prentisiaid Volunteers / Gwirfoddolwyr</p>	<p>Nursery Assistants / Nyrs Meithrin Apprentices / Prentisiaid Volunteers / Gwirfoddolwyr</p>



**Nursery Cook / Cogyddes**

### Designated Staff Roles

Health and Safety Officer	Swyddog Iechyd a Diogelwch	Molly Necrews
Safeguarding Officer Deputy Safeguarding Officer	Swyddog Diogelu Dirprwy Swyddog Diogelu	Molly Necrews Saskeah Sparkes
Chief First Aider	Prif Swyddog Cymorth Cyntaf	Molly Necrews
Fire Safety Officer	Swyddog Diogelwch Tân	Molly Necrews
ALNCO/SENCO	Cydlynnydd ADY/ADD	Molly Necrews
Head of Welsh	Prif Swyddog Cymraeg	Saskeah Sparkes
Data Protection Officer	Swyddog Diogelu Data	Molly Necrews
Induction Coordinator	Cydlynnydd Sefydlu	Molly Necrews
Training and Appraisal Coordinator	Cydlynnydd Hyffordiant ac Arfanu	Molly Necrews
Key Worker Scheme Coordinator	Gweithiwr Allweddol Cydlynnydd Cynllun	Molly Necrews
Designated Officer for Volunteers	Swyddog Dynodedig ar gyfer Gwirfoddolwyr	Molly Necrews

### Staff Handbook

Preface : Our philosophy is nurturing children to learn through language and play. It is our top priority to ensure excellent quality care where children, staff and parents feel valued and children



feel safe, secure and happy and healthy in both body and mind at all times whilst under our care. Our policies and procedures are designed to achieve this.

We strive to provide Equal Opportunities to all staff right from the recruitment process onwards. We expect staff to act in a professional and caring manner at all times and to behave appropriately both at work, anytime when wearing nursery uniform and outside of work. We as a nursery will treat staff fairly at all times and aim to create a productive and stimulating work environment where staff feel valued as a member of the team.

We are a Welsh medium nursery and you are expected to speak Welsh with and around the children as much as possible and to follow the Language Immersion Method. We offer training to all Second Language Welsh staff to improve and develop their Welsh language skills. Please consult our Welsh Language Policy.

We have a clear Staff Organisation Chart and Staff Communications Policy so that each member of staff knows who they are to report to and who they can approach if they have any queries or concerns.

It is important that you read and understand all our policies and procedures before starting your role at the nursery as you are expected to follow these, in particular those relating to Health and Safety and Emergencies. If at any time you are unsure how to proceed or are unclear about any aspect of any of the policies or procedures please ask your supervisor in accordance with the Staff Communications Policy.

Please also read the Health and Safety handbook and Staff Handbook and all our policies and procedures (available in hard copy at the office and on our website) carefully and sign to confirm that you have read and understood the contents. Below is a list of all the policies and documents included in the Staff Handbook.

Health and Safety Handbook
Accidents and First Aid Policy
Fire Safety Policy and Evacuation Procedure
Food Hygiene Policy
Health and Safety Policy
Lockdown Procedure
Lost Child Procedure from Nursery and Outings
Medication Policy
Risk Assessment Policy
Safeguarding Policy
Supervision of Visitors Policy
Accident, Incident and Pre-existing Injury Forms
Opening Checks, Closing Checks, Garden Checks
Risk Assessment premises



<b>Recruitment and Induction</b>
DBS Policy Induction Checklist Induction Policy Recruitment and Selection policy Staff Organisation Chart
<b>Conduct + Company Policy</b>
Alcohol and Substance Abuse Anti-bribery and Corruption Anti-Discrimination and Bullying Building, Equipment and Security CCTV policy Communications Policy Confidentiality Policy Data Protection Policy Dress code and Hygiene Equal Opportunities Policy Expenses Flexible Working Policy HR Records and Administration Mobile Phone and Devices Policy No Smoking Policy Social Media Policy Vehicle and Expenses Policy Welsh Language Policy
<b>Performance and Training</b>
Attendance and Punctuality Capability Policy* (not part of contract) Disciplinary Procedure* (not part of contract) Grievance Policy* (not part of contract) Performance Appraisals Performance Supervision Training and Development





Leave
Adoption Leave Adverse Weather policy Annual Leave Bereavement Leave Dependency Leave Maternity Leave Parental Leave Paternity Leave Public duties, Jury service and Other Time off Return to Work Form Shared Parental Leave Sickness Absence policy Sickness Absence Self Certificate
Termination
Disciplinary Policy* (not part of contract) Exit Interview form Redundancy Policy
Agreement
Job offer paperwork/paper trail from recruitment process : <ul style="list-style-type: none"><li>● Contract</li><li>● Job description</li><li>● Application Form</li><li>● Medical Questionnaire</li><li>● PAYE form</li></ul> Signed Contract Signed Induction checklist Signed Declaration Read and Understood Staff Handbook (see below)

## **Part III – Parents**



At Wibli Wobli Nursery we believe that parents and staff need to work together in a close partnership in order for children to receive the quality of care and early learning to meet their individual needs. We welcome parents as partners and support a two-way sharing of information that helps establish trust and understanding.

### **Before starting**

Right from when the child joins the nursery we liaise with parents to obtain details about each individual child's interests and personality. The child is assigned a key worker who is the consistent point of contact with the parents. Parents are provided with a Parent Welcome Pack which contains the Written Contract Terms and Conditions, policies and procedures list and other important information about the nursery. A list of documentation is included below.

We aim to support parents and other carers to help their children settle quickly and easily by giving consideration to the individual needs and circumstances of every child and their families. Our aim is for children to feel safe, stimulated and happy in the nursery and to feel secure and comfortable with all staff. See our Settling In Policy for more details.

### **At Nursery**

Our policies and procedures are available at all times in digital format on our website and as a hard copy in the nursery office, including our Complaints Policy. There is a private area where parents can speak confidentially with us as required. Any concerns can be raised with the key worker or with the nursery manager.

Parents are kept well informed about their children's progress through the nursery app and at the point of contact on drop off and collection. Parents are encouraged to support and share information about their children's learning and development at home. We look to provide opportunities and support for parents to contribute their own skills, knowledge and interests to nursery activities.

We support parents introducing the Welsh language at home. We will look at setting up parent Welsh language classes or hosting Clwb Cwtch sessions at the venue outside of nursery operating hours.

### **Feedback**

We are committed to finding out the needs and expectations of parents. We will do this through regular feedback via questionnaires, parent consultations, a suggestion system and encouraging parents to review working practices. We will evaluate any responses and use these to promote nursery practice, policy and staff development.

### **Parent Welcome Pack Index**

Contents
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Introduction  
Statement of Purpose  
Price List  
Contract T&Cs  
All About Me form  
Staff Information  
Policies list (all policies available to view in hard copy in the office or on our website)  
Permissions  
Certificates (CIW, insurance, Food hygiene, memberships)

## ***Part IV - Procedures***

At Wibli Wobli nursery we ensure that our policies and procedures are accessible and available to view both online on our website and a hard copy is available in the office. These cover all aspects of running the nursery and are expected to be followed at all times by staff, parents and visitors.

The policies and procedures are summarised and provided to all staff and parents in the form of a Staff Handbook for staff and our Parent Pack for parents and carers.

### **Daily Checks and Routine**

Safety checks and a cleaning routine is carried out at the nursery on a daily basis. See our Safety Checks Policy and Health and Safety Policy.

The nursery carries out written risk assessments at least annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced, we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change. All staff are trained in the risk assessment process to ensure understanding and compliance. More information is set out in our Risk Assessment Policy. All outings away from the nursery are individually risk assessed. For more details refer to the Visits and Outings Policy.

During the daily running of the setting, we are inclusive and non-discriminatory as per our Equal Opportunities Policy, we promote positive behaviour as per our Promoting Positive Behaviour Policy and we immerse the children in Welsh as per our Welsh Language Policy.

Children follow a daily routine and curriculum-based plan which fully complies with the New Curriculum for Wales and provides a stimulating and engaging environment for the children.



## Emergency procedures

We have the following emergency policies and procedures which are regularly reviewed and are shown to all staff as part of their induction and ongoing training.

- Fire Safety and Evacuation Procedure
- Lockdown Procedure
- Lost child Policy
- Adverse Weather Policy
- Accidents and First Aid Policy

## Contact numbers

Service	Contact number
Alarms (burglar)	Gwent Alarm Systems 01633 838855
Builders	Ollywood – Oliver Williams 01633 547979
Computer	InnoVent Leasing Ltd 020 7123 4570
Doors	Cardiff Door Repair 07525 730373
Electrician	R&M Electrical SW Ltd 07794 850730
Environmental health	Newport Environmental Health Team 01633 656656
Fire & rescue	South Wales Fire and Rescue Service 01443 232000 Emergency - 999
Fire equipment	Scott FPS 01446 761071
Gas board	Wales and West Utilities 0800 912 2999 Emergency – 0800 111999
Health visitor	ABUHB Tredegar Street, Newport NP20 2BE 01633 254566



Health and safety representative	0300 0031747 Emergency - 01519229235
Hospital	Royal Gwent Hospital Cardiff Road, Newport, NP20 2UB 01633 234234
Insurance helpline	Victor Insurance (on behalf of Ageas Insurance Limited) 03330 100 300 Broker.support@victorinsurance.co.uk
Newport Family Information Service	Penelope Phillips 01633 210842 07814 509095
Local paper	South Wales Argus 01633 810000
NDNA legal helpline	02921 153812
NHS Direct	111
Pest control	British Pest Control Association 01332 294288
CIW	0300 7900 126
Police	999 emergency (press 55 when prompted if unable to speak) 101 non-emergency
Police Community Support Officer	Rogerstone Police Station Cefn Wood, Newport, NP10 9BY CSOs Mandy Dean and Rhys Neal 01633 838111
Plumber	SHAW Heating Services Ltd 07776 187265
Social Services	Newport Duty and Social Work Team 01633 656656 South East Wales Emergency Duty Team 0800 3284432
Water board	Dwr Cymru 08000520145 Water Emergency – 0800 0520130 Sewer Emergency – 0800 0853068
Waste management	Newport Council Waste and Recycling



	01633 656656
Window call out	The Window Doctor Llantarnam Industrial Park 01633 868585

### Improvement and Review Plan

At Wibli Wobli nursery we aim to provide excellent quality care in a stimulating and nurturing environment where children, staff and parents feel safe, happy and valued. The improvement and review plan is an important part of ensuring that we continue to provide this.

We monitor improvement in our key areas of measurement of staff, children and parents, adhere to a review timetable of our policies and procedures and monitor our long term goals as set out in our Improvement and Review Plan Policy.

<i>This policy was adopted on</i>	<i>Signed on behalf of the nursery</i>	<i>Date for review</i>
02/04/2025		April 2026



Wibli Wobli Nursery Ltd Cwmni Rhif / Company Number 13980536

Cyfeiriad cofrestredig / Registered address : Unit 1 Oak House, Vaughan Court, Coedkernew, Newport, NP10 8BD



## Dogfennaeth: Cynllun Gweithredol y Feithrinfa

Er mwyn i Feithrinfa Wibli Wobli gael ei rhedeg yn effeithio ac yn effeithlon gan ddiwallu anghenion y gymuned, mae'n bwysig bod gennym gynllun gweithredol sydd ar waith, ac sy'n cael ei adolygu'n rheolaidd. Mae'r cynllun yma yn lasbrint ar gyfer rheoli'r feithrinfa. Mae'n disgrifio sut mae'r feithrinfa yn cael ei rhedeg a pha fath o wasanaeth a ddarperir. Mae'n disgrifio gwasanaeth y feithrinfa, strwythur y feithrinfa, pwy sy'n gyfrifol a chanllawiau ar ymarfer a gweithdrefnau.

Defnyddir y cynllun gan reolwr y feithrinfa, staff, rhieni ac asiantaethau allanol fel arf cyfeirio ar gyfer arfer cyffredinol o ddydd i ddydd ac fel offeryn i asesu ansawdd y gwasanaeth a ddarperir yn ei erbyn.

Byddwn yn adolygu'r polisi yma'n rheolaidd (bob chwarter), gan ddefnyddio ymarfer myfyriol, a bydd unrhyw newidiadau angenrheidiol yn cael eu gwneud a'u rhoi ar waith.

Cynnwys i'w cadw yn y cynllun gweithredol:

### **Prif fynegai**

#### ***Rhan I - Meithrin***

- Ein hathroniaeth, nodau ac amcanion
- Oriau Agor
- Cynllun Cwricwlwm
- Adroddiad arolygu AGC

#### ***Rhan II - Staff***

- Siart Trefniadaeth Staff
- Rolau Staff Penodedig
- Polisi Cyfathrebu Staff
- Llawlyfr Staff

#### ***Rhan III - Rhieni***

- Gweithio gyda Rhieni
- Polisi Cyfathrebu Rhieni a Gofalwyr
- Pecyn i Rieni

#### ***Rhan IV - Gweithdrefnau***

- Gwiriadau Dyddiol a Rheoliadd
- Gweithdrefnau brys
- Rhifau Cyswllt
- Cynllun Gwella ac Adolygu





## ***Rhan I - Meithrin***

Ein datganiad cenhadaeth : Ym Meithrinfa Wibli Wobli rydym yn ceisio meithrin ac ysbrydoli ein holl blant i ddysgu a thyfu trwy iaith a chwarae. Mae gennym bedair elfen allweddol : Rydyn ni'n Caru Iaith, Rydyn ni'n Caru Chwarae, Rydyn ni'n Caru Ein Planed, Rydyn ni'n Caru Lles.

### **Nodau ac amcanion**

- Darparu gwasanaeth gofal plant trochi cyfrwng Cymraeg a hyrwyddo'r iaith Gymraeg a hunaniaeth
- Hyrwyddo manteision dysgu ieithoedd yn gyffredinol a dysgu am wahanol ieithoedd a diwylliannau o bob rhan o'r byd
- Cefnogi'r Gymraeg yn y gymuned drwy greu cyflogaeth i siaradwyr Cymraeg a defnyddio cynnyrch a gwasanaethau Cymraeg lle bo modd
- Hyrwyddo addysg cyfrwng Cymraeg a chysylltu ag ysgolion cyfrwng Cymraeg lleol
  
- Hyrwyddo dysgu a datblygiad trwy chwarae
- Darparu ar gyfer anghenion a thwf unigol pob plentyn
- Darparu rhaglen ddysgu strwythuredig wedi'i hysbrydoli gan y plentyn ochr yn ochr â chwarae annibynnol rhydd
- Darparu awyrgylch cariadus lle mae plant yn teimlo'n ddiogel
- Darparu amgylchedd cartrefol a hapus sy'n tawelu ac yn ysgogol
  
- Rhedeg busnes ecogyfeillgar a chynaliadwy
- Dysgu plant am bwysigrwydd gofalu am y blaned a'u cynnwys mewn gweithgareddau sy'n hybu'r amgylchedd, natur ac achub y blaned
  
- Hyrwyddo ymarfer corff a chwarae yn yr awyr agored
- Hyrwyddo bwyta'n iach a chariad at fwyd
- Hyrwyddo meddylfryd twf mewn plant a'u hannog i fod yn unigryw, yn wydn, yn gysylltiedig ac yn chwilfrydig
  
- Darparu tîm o staff hyfforddedig a gwerthfawr iawn i'r plant
- Annog a darparu hyfforddiant a datblygiad parhaus i staff er mwyn sicrhau bod plant yn derbyn gofal o'r safon uchaf
  
- Gweithio mewn partneriaeth â rhieni a gofalwyr bob amser
- Cydgysylltu â gweithwyr proffesiynol eraill er lles y plentyn
- Hyrwyddo cynhwysiant a chyfle cyfartal i bob unigolyn waeth beth fo'i hil, crefydd, rhyw a gallu.



## Oriau Agor

Dydd Llun - Dydd Gwener 7:30am i 6pm

0-2 oed : 1 aeold o staff hyd at uchafswm o 3 blant

2-3 oed : 1 aelod o staff hyd at uchafswm o 4 o blant

3-5 oed : 1 aelod o staff hyd at uchafswm o 8 o blant

## Cynllun Cwricwlwm

Rydym yn dilyn Cwricwlwm i Gymru a byddwn yn gweithredu fel Lleoliad Addysg Blynyddoedd Cynnar a Ariennir Nas Cynhelir ar gyfer Awdurdod Lleol Casnewydd o fis Medi 2024.

Mae gan y Cwricwlwm newydd i Gymru bedwar diben sef y weledigaeth a'r dyhead a rennir ar gyfer pob plentyn fel :

- dysgwyr uchelgeisiol, galluog, sy'n barod i ddysgu gydol eu hoes.
- cyfranwyr mentrus, creadigol, sy'n barod i chwarae rhan lawn mewn bywyd a gwaith
- dinasyddion egwyddorol, gwybodus Cymru a'r byd
- unigolion iach, hyderus, sy'n barod i fyw bywydau boddhaus fel aelodau gwerthfawr o gymdeithas

Mae'r pum llwybr datblygiadol canlynol hefyd yn ganolog i'r cwricwlwm :

- Perthyn
- Cyfathrebu
- Archwilio
- Datblygiad corfforol
- Lles

Yn unol â'r cwricwla newydd, rydym yn cefnogi addysgeg sy'n canolbwyntio ar y plentyn lle caiff plant eu hannog i ddilyn eu diddordebau ac archwilio eu chwilfrydedd naturiol.

Mae'r cynllun cwricwlwm yn cymryd i ystyriaeth ddiddordebau a gweithgareddau'r plant a gall hyd yn oed gynnwys y plant eu hunain ee. trwy ofyn iddynt ymlaen llaw pa bwnc yr hoffent ddysgu amdano neu eu cael i ddylunio peth o'r fwydlen fwyd. Mae digon o hyblygrwydd fel bod staff yn gallu addasu'r gweithgareddau yn ôl y foment a diddordebau'r plant bryd hynny. Anogir staff i wneud y defnydd gorau o'r eiliadau addysgadwy sy'n digwydd yn naturiol wrth iddynt arsylwi neu gymryd rhan mewn chwarae plant.

Mae cynnydd a chyflawniadau'r plant yn cael eu cofnodi a'u mewnbynnu i ap y feithrinfa fel bod gan staff a rhieni nodyn ar eu ffeil. Mae plant unigol yn cael eu cefnogi i wneud cynnydd fel eu cyflymder eu hunain yn eu hoff amgylchedd dysgu.

Mae'r cynllun cwricwlwm ynghyd ag amgylchedd y feithrinfa dan do ac yn yr awyr agored wedi ei gynllunio i gynnig profiadau difyr mewn gofod diogel a chyfarwydd sy'n ymarferol, yn bwrpasol ac



yn ystyrlon i bob plentyn ac yn annog eu hannibyniaeth yn ogystal â chynnig risg, her a chyfleoedd i profi llwyddiant.

Rydym yn monitro ac yn adolygu effeithiolrwydd y cynllun cwricwlwm a'r amgylchedd yn barhaus ac yn addasu yn unol â hynny.

### **Adroddiad Arolygu AGC**

Rydym wedi cyflwyno cais i gofrestru'r feithrinfa gydag Arolygiaeth Gofal Cymru. Mae copi o adroddiad AGC diweddaraf y feithrinfa ar gael yn <https://www.inspectorate.wales/service-directory>.



## Rhan II – Staff

### Siart Trefniadaeth Staff

**Director /  
Cyfarwyddwr** Natasha  
Baker



<b>Nursery Manager / Rheolwr</b>  <b>Meithrinfa</b> Molly Necrews
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**Nursery Cook / Cogyddes**

### **Rolau Staff Dynodedig**

Health and Safety Officer	Swyddog Iechyd a Diogelwch	Molly Necrews
Safeguarding Officer Deputy Safeguarding Officers	Swyddog Diogelu Dirprwy Swyddog Diogelu	Molly Necrews Saskeah Sparkes
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Designated Officer for Volunteers	Swyddog Dynodedig ar gyfer Gwirfoddolwyr	Molly Necrews

### **Llawlyfr Staff**

Rhagair : Ein hathroniaeth yw meithrin plant i ddysgu trwy iaith a chwarae. Ein prif flaenoriaeth yw sicrhau gofal o ansawdd rhagorol lle mae plant, staff a rhieni yn teimlo eu bod yn cael eu



gwerthfawrogi a lle mae plant yn teimlo'n ddiogel, yn hapus ac yn iach yn y corff a'r meddwl bob amser tra o dan ein gofal. Mae ein polisiau a'n gweithdrefnau wedi'u cynllunio i gyflawni hyn.

Rydym yn ymdrechu i ddarparu Cyfle Cyfartal i'r holl staff o'r broses recriwtio ymlaen. Disgwyliwn i staff ymddwyn mewn modd proffesiynol a gofalgar bob amser ac ymddwyn yn briodol yn y gwaith, unrhyw bryd wrth wisgo gwisg feithrinfa a thu allan i'r gwaith. Byddwn ni fel meithrinfa yn trin staff yn deg bob amser ac yn anelu at greu amgylchedd gwaith cynhyrchiol ac ysgogol lle mae staff yn teimlo eu bod yn cael eu gwerthfawrogi fel aelod o'r tîm.

Rydym yn feithrinfa cyfrwng Cymraeg ac mae disgwyl i chi siarad Cymraeg gyda ac o gwmpas y plant cymaint â phosib a dilyn y Dull Trochi Iaith. Rydym yn cynnig hyfforddiant i holl staff Cymraeg Ail Iaith i wella a datblygu eu sgiliau Cymraeg. Edrychwch ar ein Polisi Iaith Gymraeg.

Mae gennym Siart Trefniadaeth Staff a Pholisi Cyfathrebu Staff clir fel bod pob aelod o staff yn gwybod at bwy y dylent adrodd ac at bwy y gallant droi os oes ganddynt unrhyw ymholiadau neu bryderon.

Mae'n bwysig eich bod yn darllen ac yn deall ein holl bolisiau a gweithdrefnau cyn dechrau eich rôl yn y feithrinfa gan fod disgwyl i chi ddilyn y rhain, yn enwedig y rhai sy'n ymwneud ag Iechyd a Diogelwch ac Argyfyngau. Os ydych yn ansicr ar unrhyw adeg sut i symud ymlaen neu'n ansicr ynghylch unrhyw agwedd ar unrhyw un o'r polisiau neu weithdrefnau, gofynnwch i'ch goruchwyliwr yn unol â'r Polisi Cyfathrebu Staff.

Darllenwch y Llawlyfr Iechyd a Diogelwch a'r Llawlyfr Staff a ein polisiau a gweithdrefnau (ar gael ar ffurf copi caled yn y swyddfa ac ar ein gwefan) yn ofalus hefyd a llofnodwch i gadarnhau eich bod wedi darllen a deall y cynnwys. Isod mae rhestr o'r holl bolisiau a dogfennau sydd wedi'u cynnwys yn y Llawlyfr Staff.

#### Llawlyfr Iechyd a Diogelwch

Polisi Damweiniau a Chymorth Cyntaf  
Polisi Diogelwch Tân a Gweithdrefn Gwacáu mewn Argyfwng  
Polisi Hylendid Bwyd  
Polisi Iechyd a Diogelwch  
Gweithdrefn Cloi Mewn Argyfwng  
Gweithdrefn Plentyn Coll o Feithrinfa a Gwibdeithiau  
Polisi Meddyginiaeth  
Polisi Asesu Risg  
Polisi Diogelu Plant  
Polisi Goruchwylio Ymwelwyr

Ffurflenni Damweiniau, Digwyddiadau ac Anafiadau sy'n Bodoli Eisioes



Gwiriadau Agor, Gwiriadau Cloi, Gwiriadau Gardd Asesiad Risg Safle
<b>Recriwtio a Sefydlu</b>
Polisi Recriwtio a Dethol Polisi Gwasanaeth Datgelu a Gwarhardd Rhestr Wirio Sefydlu Polisi Sefydlu Siart Trefnidiaeth Staff
<b>Ymddygiad + Polisi Cwmni</b>
Camddefnyddio Alcohol a Sylweddau Gwrth-lwgrwobrwyo a Llygredd Gwrth-wahaniaethu a Bwlio Adeilad, Offer a Diogelwch Polisi CCTV Polisi Cyfathrebu Polisi Cyfrinachedd Polisi Diogelu Data Cod Gwisg a Hylendid Polisi Cyfle Cyfartal Treuliau Polisi Gweithio Hyblyg Cofnodion AD a Gweinyddu Polisi Ffon Symudol a Dyfeisiadau Polisi Dim Ysmygu Polisi Cyfryngau Cymdeithasol Polisi Cerbydau a Threuliau Polisi Iaith Cymraeg
<b>Perfformiad a Hyffordiant</b>
Presenoldeb a Phrydlondeb Polisi Gallu* (ddim yn rhan o gontract) Gweithdrefn Disgyblu* (ddim yn rhan o gontract) Polisi Cwyn* (ddim yn rhan o gontract) Gwerthusiadau Perfformiad Goruchwyllo Perfformiad



Hyfforddiant a Datblygiad
<b>Absenoldeb</b>
Absenoldeb Mabwysiad Polisi Tywydd Garw Gwyliau Blynyddol Absenoldeb Profedigaeth Absenoldeb Dibyniaeth Absenoldeb Mamolaeth Absenoldeb Rhiant Absenoldeb Tadolaeth Dyletswyddau Cyhoeddus, Gwasanaeth Rheithgor ac Amser Arall i ffwrdd Dychwelyd i'r Gwaith Absenoldeb Rhiant a Rennir Absenoldeb Salwch Absenoldeb Salwch Hunan Dystysgrif
<b>Terfynu</b>
Gweithdrefn Disgyblu* (ddim yn rhan o gontract) Ffurflen Cyfweiliad Ymadael Polisi Diswyddo
<b>Cytundeb</b>
Gwaith papur/trywydd papur o'r broses recriwtio: <ul style="list-style-type: none"><li>● Cytundeb</li><li>● Disgrifiad swydd</li><li>● Ffurflen gais</li><li>● Holiadur Meddygol</li><li>● Ffurflen TWE</li></ul> <p>Cytundeb wedi'i llofnodi Rhestr wirio Sefydlu wedi'i llofnodi Datganiad Darllen a Deall Llawlyfr Staff wedi'i llofnodi (gweler isod)</p>





## ***Rhan III – Rhieni***

Ym Meithrinfa Wibli Wobli credwn fod angen i rieni a staff weithio gyda'i gilydd mewn partneriaeth agos er mwyn i'r plant gael gofal o ansawdd a dysgu cynnar i ddiwallu eu hanghenion unigol. Rydym yn croesawu rhieni fel partneriaid ac yn cefnogi rhannu gwybodaeth ddwy ffordd sy'n helpu i sefydlu ymddiriedaeth a dealltwriaeth.

### **Cyn cychwyn**

O'r adeg y mae'r plentyn yn ymuno â'r feithrinfa byddwn yn cysylltu â rhieni i gael manylion am ddiddordebau a phersonoliaeth pob plentyn unigol. Neilltuir gweithiwr allweddol i'r plentyn sy'n bwynt cyswllt cyson â'r rhieni. Darperir Pecyn Croeso i Rieni sy'n cynnwys Telerau ac Amodau Ysgrifenedig y Cytundeb, polisïau a gweithdrefnau perthnasol a gwybodaeth bwysig arall am y feithrinfa. Mae rhestr o ddogfennaeth wedi'i chynnwys isod.

Ein nod yw cefnogi rhieni a gofalwyr eraill i helpu eu plant i ymgartrefu'n gyflym ac yn hawdd drwy roi ystyriaeth i anghenion ac amgylchiadau unigol pob plentyn a'u teuluoedd. Ein nod yw i blant deimlo'n ddiogel, wedi'u hysgogi ac yn hapus yn y feithrinfa ac i deimlo'n ddiogel ac yn gyfforddus gyda'r holl staff. Gweler ein Polisi Ymgartrefu am ragor o fanylion.

### **Yn y Meithrin**

Mae ein polisïau a gweithdrefnau ar gael bob amser mewn fformat digidol ar ein gwefan ac fel copi caled yn y dderbynfa, gan gynnwys ein Polisi Cwynion. Mae man preifat lle gall rhieni siarad yn gyfrinachol â ni yn ôl yr angen. Gellir codi unrhyw bryderon gyda'r gweithiwr allweddol neu gyda rheolwr y feithrinfa.

Caiff rhieni eu hysbysu'n dda am gynnydd eu plant trwy ap y feithrinfa ac ar y pwynt cyswllt wrth ollwng a chasglu. Anogir rhieni i gefnogi a rhannu gwybodaeth am ddysgu a datblygiad eu plant gartref. Rydym yn ceisio darparu cyfleoedd a chefnogaeth i rieni gyfrannu eu sgiliau, gwybodaeth a diddordebau eu hunain i weithgareddau meithrin.

Rydym yn cefnogi rhieni i gyflwyno'r Gymraeg yn y cartref. Byddwn yn edrych ar sefydlu dosbarthiadau Cymraeg i rieni neu gynnal sesiynau Clwb Cwtch yn y lleoliad y tu allan i oriau agor y feithrinfa.

### **Adborth**

Rydym wedi ymrwymo i ddarganfod anghenion a disgwyliadau rhieni. Byddwn yn gwneud hyn trwy adborth rheolaidd trwy holiaduron, ymgynghoriadau rhieni, system awgrymiadau ac annog rhieni i adolygu arferion gwaith. Byddwn yn gwerthuso unrhyw ymatebion ac yn defnyddio'r rhain i hyrwyddo arfer meithrinfa, polisi a datblygiad staff.



## Mynegai Pecyn Croeso i Rieni

### Cynnwys

Rhagymadrodd  
Datganiad o Ddiben  
Rhestr pris  
Cytundeb Telerau ac Amodau  
Ffurflen Popeth Amdana I  
Gwybodaeth Staff  
Rhestr o Bolisiau (ar gail i'w gweld ar ffurf copi caled yn y swyddfa neu ar ein gwefan)  
Caniatadau  
Tystysgrifau (AGC, ICO, Yswiriant, Hylendid Bwyd, Aelodaeth)



## ***Rhan IV - Gweithdrefnau***

Ym meithrinfa Wibli Wobli rydym yn sicrhau bod ein polisiau a'n gweithdrefnau yn hygyrch ac ar gael i'w gweld ar-lein ar ein gwefan ac mae copi caled ar gael yn y swyddfa. Mae'r rhain yn cwmpasu pob agwedd ar redeg y feithrinfa a disgwylir iddynt gael eu dilyn bob amser gan staff, rhieni ac ymwelwyr.

Mae'r polisiau a'r gweithdrefnau yn cael eu crynhoi a'u darparu i'r holl staff a rhieni ar ffurf Llawlyfr Staff i staff a'n Pecyn Croeso i Rieni i rieni a gofalwyr.

### **Gwiriadau Dyddiol a Rheolaidd**

Cynhelir gwiriadau diogelwch a threfn glanhau yn y feithrinfa bob dydd. Gweler ein Polisi Gwiriadau Diogelwch a'n Polisi Iechyd a Diogelwch.

Mae'r feithrinfa'n cynnal asesiadau risg ysgrifenedig o leiaf unwaith y flwyddyn. Caiff y rhain eu hadolygu'n rheolaidd ac maent yn ymdrin â risgiau posibl i blant, staff ac ymwelwyr yn y feithrinfa. Pan fo amgylchiadau yn newid yn y feithrinfa, e.e. bod darn sylweddol o offer yn cael ei gyflwyno, rydym yn adolygu ein hasesiad risg presennol neu'n cynnal asesiad risg newydd yn dibynnu ar natur y newid hwn. Mae'r holl staff wedi'u hyfforddi yn y broses asesu risg i sicrhau dealltwriaeth a chydymffurfiaeth. Ceir rhagor o wybodaeth yn ein Polisi Asesu Risg.

Mae pob taith i ffwrdd o'r feithrinfa yn cael ei hasesu'n unigol o ran risg. Am ragor o fanylion cyfeiriwch at y Polisi Ymweliadau a Gwibdeithiau. Yn ystod rhediad dyddiol y lleoliad, rydym yn gynhwysol ac yn anwahaniaethol yn unol â'n Polisi Cyfle Cyfartal, rydym yn hyrwyddo ymddygiad cadarnhaol yn unol â'n Polisi Hyrwyddo Ymddygiad Positif ac yn trochi'r plant yn y Gymraeg yn unol â'n Polisi Iaith Gymraeg.

Mae'r plant yn dilyn trefn ddyddiol a chynllun sy'n seiliedig ar y cwricwlwm (gyda phwnc newydd yn cael ei gyflwyno bob 3 mis) sy'n cydymffurfio'n llawn â Chwricwlwm Newydd Cymru ac sy'n darparu amgylchedd ysgogol a deniadol i'r plant.

### **Gweithdrefnau brys**

Mae gennym y polisiau a'r gweithdrefnau brys canlynol sy'n cael eu hadolygu'n rheolaidd ac a dangosir i'r holl staff fel rhan o'u hyfforddiant cynefino a pharhaus.

- Gweithdrefn Diogelwch Tân a Gwacáu
- Gweithdrefn Cloi i Lawr
- Polisi Plentyn Colli
- Polisi Tywydd Garw
- Polisi Damweiniau a Chymorth Cyntaf



## Rhifau cyswllt

Gwasanaeth	Rhif Cyswllt
Larymau (lladron)	Gwent Alarm Systems 01633 838855
Adeiladwyr	Ollywood – Oliver Williams 01633 547979
Cyfrifiadur	InnoVent Leasing Ltd 020 7123 4570
Drysau	Cardiff Door Repair 07525 730373
Trydanwr	R&M Electrical SW Ltd 07794 850730
Iechyd yr Amgylchedd	Tîm Iechyd yr Amgylchedd Casnewydd 01633 656656
Tân ac Achub	Gwasanaeth Tân ac Achub De Cymru 01443 232000 Argyfwng - 999
Offer tân	Scott FPS 01446 761071
Bwrdd Nwy	Wales and West Utilities 0800 912 2999 Emergency – 0800 111999
Ymwelydd Iechyd	ABUHB Stryd Tredegar, Casnewydd NP20 2BE 01633 254566
Cynrychiolydd Iechyd a Diogelwch	0300 0031747 Argyfwng - 01519229235
Ysbyty	Ysbyty Brenhinol Gwent Heol Caerdydd, Casnewydd, NP20 2UB 01633 234234
Llinell gymorth yswiriant	Victor Insurance (ar ran Ageas Insurance Limited) 03330 100 300 Broker.support@victorinsurance.co.uk



Awdurdod Lleol a'r gwasanaeth blynyddoedd cynnar	Penelope Phillips 01633 210842 07814 509095
Papur newydd	South Wales Argus 01633 810000
Llinell cymorth cyfreithiol NDNA (aelodau NDNA yn unig)	02921 153812
Galw Iechyd Cymru	111
Rheoli Plâu	British Pest Control Association 01332 294288
AGC	0300 7900 126
Yr Heddlu	999 argyfwng (pwyswch 55 pan ofynnir i chi os na allwch siarad) 101 di-argyfwng
Swyddog Cefnog Cymuned yr Heddlu	Gorsaf Heddlu Ty-Du Coed Cefn, Casnewydd, NP10 9BY CSOs Mandy Dean a Rhys Neal 01633 838111
Plymwr	SHAW Heating Services Ltd 07776 187265
Gwasanaethau Cymdeithasol	Tîm Dyletswydd a Gwaith Cymdeithasol Casnewydd 01633 656656 Tîm Dyletswydd Argyfwng De-ddwyrain Cymru 0800 3284432
Y Bwrdd Dŵr	Dwr Cymru 08000520145 Argyfwng dwr – 0800 0520130 Argyfwng carthffos – 0800 0853068
Lawrm lladron	Gwent Alarm Systems 01633 838855
Rheoli Gwastraff	Gwastraff ac Ailglychu Cyngor Casnewydd 01633 656656
Trwsio ffenestri	The Window Doctor LLantarnam Industrial Park 01633 868585



## Cynllun Gwella ac Adolygu

Ym meithrinfa Wibli Wobli ein nod yw darparu gofal o ansawdd rhagorol mewn amgylchedd ysgogol a meithringar lle mae plant, staff a rhieni'n teimlo'n ddiogel, yn hapus ac yn cael eu gwerthfawrogi. Mae'r cynllun gwella ac adolygu yn rhan bwysig o sicrhau ein bod yn parhau i ddarparu hyn.

Rydym yn monitro gwelliant yn ein meysydd allweddol o fesur staff, plant a rhieni, yn cadw at amserlen adolygu ein polisiau a gweithdrefnau ac yn monitro ein nodau hirdymor fel y nodir yn ein Polisi Cynllun Gwella ac Adolygu.

<i>Mabwysiadwyd y polisi hwn ar:</i>	<i>Arwyddwyd ar ran y feithrinfa</i>	<i>Dyddiad adolygu</i>
<i>02/04/2025</i>		<i>Ebrill 2026</i>