



## Wrap Around Policy and Procedure

At Wibli Wobli Nursery we offer wrap around services to local schools subject to interest. We use a taxi service or alternatively a staff vehicle to travel from the nursery to schools and back.

A staff member will take a nursery mobile phone with them at all times when carrying out wrap around services which can be used to contact the nursery or relevant services in the case of an emergency. At least one childcare qualified member of Wibli Wobli staff must be present at all times when carrying out wrap around services.

Child car or booster seats suitable for the correct age, height and weight are fitted and used for children at all times whether they are in the taxi or staff vehicle.

### Taxi Service

We use a trusted and reputable taxi service that is contracted by the local authority to provide transport services to local schools.

All taxi drivers are vetted by the nursery beforehand and an original DBS is viewed by management and a copy retained on file. Where possible we use the same taxi driver assigned to the nursery to carry out the transport service.

A trained and childcare qualified member of Wibli Wobli staff will accompany the children at all times and children are not left alone with the taxi driver at any time.

### Staff Vehicles

A staff vehicle may be used to carry out the wrap around service. A copy driving licence for the staff member and business insurance on their vehicle is viewed and retained on file prior to them carrying out the wrap around service. Where possible two members of staff will be on the wrap around service but this may not always be possible.

The staff vehicle must be in a roadworthy condition, taxed, properly insured for business purposes, and with a current valid MOT certificate. It must be kept in a reasonable state of cleanliness.

Staff must inform us of any medical reason which could affect their ability to drive and notify us of any driving offences.

Staff are reimbursed mileage at the current rate set out in the staff Vehicle and Expenses Policy.

- High Cross Primary or Jubilee Park Primary only - 5.2 miles
- Both schools - 6.6 miles



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



## Polisi a Gweithdrefn Cofleidiol

Ym Meithrinfa Wibli Wobli rydym yn cynnig gwasanaethau cofleidiol i ysgolion lleol yn amodol ar ddi-ddordeb. Rydym yn defnyddio gwasanaeth tacsï neu gerbyd staff i deithio o'r feithrinfa i'r ysgol ac yn ôl.

Bydd aelod o staff yn mynd â ffôn symudol y feithrinfa gyda nhw bob amser wrth gynnal gwasanaethau cofleidiol y gellir eu defnyddio i gysylltu â'r feithrinfa neu'r gwasanaethau perthnasol mewn argyfwng. Rhaid io leiaf un aelod o staff Wibli Wobli sydd â chymwysterau gofal plant fod yn bresennol bob amser wrth gynnal gwasanaethau cofleidiol.

Mae seddau car plant neu seddi hybu sy'n addas ar gyfer yr oedran, taldra a phwysau cywir yn cael eu gosod a'u defnyddio ar gyfer plant bob amser p'un a ydynt yn y tacsï neu gerbyd staff.

### Gwasanaeth Tacsï

Rydym yn defnyddio gwasanaeth tacsï dibynadwy a dibynadwy sydd wedi'i gontractio gan yr awdurdod lleol i ddarparu gwasanaethau cludiant i ysgolion lleol.

Caiff pob gyrrwr tacsï ei fetio gan y feithrinfa ymlaen llaw a bydd y rheolwyr yn edrych ar y DBS gwreiddiol a chopi yn cael ei gadw ar ffeil. Lle bo modd, rydym yn defnyddio'r un gyrrwr tacsï a neilltuwyd i'r feithrinfa i gyflawni'r gwasanaeth cludiant.

Bydd aelod o staff Wibli Wobli hyfforddedig sydd â chymwysterau gofal plant yn mynd gyda'r plant bob amser ac ni chaiff plant eu gadael ar eu pen eu hunain gyda'r gyrrwr tacsï ar unrhyw adeg.

### Cerbydau Staff

Gellir defnyddio cerbyd staff i gyflawni'r gwasanaeth cofleidiol. Mae copi o drwydded yrru ar gyfer yr aelod o staff ac yswiriant busnes ar eu cerbyd yn cael eu gweld a'u cadw ar ffeil cyn iddynt gyflawni'r gwasanaeth cofleidiol. Lle bo modd, bydd dau aelod o staff ar y gwasanaeth cofleidiol ond efallai na fydd hyn bob amser yn bosibl.

Rhaid i gerbyd y staff fod mewn cyflwr addas i'r ffordd fawr, wedi'i drethu, wedi'i yswirio'n briodol at ddibenion busnes, a gyda thystysgrif MOT ddilys gyfredol. Rhaid ei gadw mewn cyflwr glanweithdra rhesymol.

Rhaid i staff ein hysbysu o unrhyw reswm meddygol a allai effeithio ar eu gallu i yrru a rhoi gwybod i ni am unrhyw droseddau gyrru.

Mae staff yn cael eu had-dalu am filltiroedd ar y gyfradd gyfredol a nodir yn y Polisi Cerbydau a Threuliau staff.

- Ysgol Gynradd High Cross neu Ysgol Gynradd Parc Jiwbilî yn unig - 5.2 milltir
- Y ddwy ysgol - 6.6 milltir



<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>