

## CYLCH MEITHRIN TREFEURIG

### **POLISI CLOI'R CYLCH – DIGWYDDIAD O ARGYFWNG**

Bydd Cylch meithrin Trefeurig yn dilyn y cynlluniau hyn a'i addasu yn ôl yr angen a'i adolygu yn flynyddol.

Bydd **arweinydd / rheolwr** Cylch Meithrin Trefeurig yn sicrhau fod pob aelod o staff yn deall y cynlluniau hyn.

Bydd Cylch Meithrin Trefeurig yn sicrhau bod rhieni a gofalwyr yn gwybod am y cynlluniau hyn trwy gymryd y camau canlynol:

(Nodwch sut byddwch yn rhannu'r wybodaeth yma. E.e. Rhoi'r polisi ar wefan y cylch; rhoi'r polisi mewn llawlyfr i rieni; rhoi copi o'r polisi mewn cyntedd neu fan ble gall pobl ei weld; tynnu sylw rhieni a gofalwyr at bolisi mewn nosweithiau / boreau i rieni. Nid yw'r rhestr hon yn gyflawn)

- 1 Rhoi'r polisi mewn cyntedd y cylch yn y ffeil polisiau
- 2 Tynnu sylw rhieni a gofalwyr at bolisi mewn cyfarfod a nosweithiau rieni

*(Awgrymir eich bod yn adolygu eich polisi yn flynyddol a hysbysu AGC os ydych wedi gwneud newidiadau iddo)*

**ADOLYGWYD GAN** \_\_\_\_\_ **DYDDIAD**

(Enw)

(Llofnod)

(Pryd)

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**CYLCH MEITHRIN TREFEURIG**

**LOCKDOWN POLICY – IN EVENT OF EMERGENCY**

Cylch meithrin Trefeurig follows these procedures, reviews it annually and updates it as required.

The **leader / manager** of **Cylch meithrin Trefeurig** will ensure that every member of staff understands these procedures.

**Cylch meithrin Trefeurig** will ensure that parents and carers and the local authority are aware of these procedures by taking the following steps:

(Note how you will share this information. E.g. Policy will be placed on the **Cylch Meithrin / Day Nursery** website; Policy to be given in a handbook to parents / carers / local authority; place policy in the entrance or where people are able to view it; draw the attention of parents and carers to the policy during parents evenings / mornings. This list is not exhaustive.)

- 1 The policy will be placed in the entrance to the Cylch in the policy file
  
- 2 We will draw the parents attention to the policy during meetings and parents evenings

*(It is suggested that you review your policy annually and notify CIW of any changes you make.)*

**REVIEWED BY**

**DATE**

(Name)

(Signature)

(Date)

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## CAU A DIOGELU'R CYLCH MEWN DIGWYDDIAD PERYGLUS

**Beth yw Digwyddiad Peryglus fedrai arwain at Cloi Lawr Rhannol neu Gloi Lawr Llawn neu wagio'r Cylch mewn argyfwng?**

*Digwyddiad Peryglus* yw digwyddiad gallai fod yn risg i blant, staff neu eiddo, ac sy'n gofyn am ymateb brys sydd tu hwnt i'r hyn a fyddai'n arferol i Gylch wneud o ddydd i ddydd.

Gall hyn gynnwys:

**Risgiau Mewnol:** (Bydd angen i chi gwblhau'r adran hon ar gyfer eich sefyllfa unigryw chi) Ystyriwch risgiau posibl e.e.

- Tân mewn adeilad gerllaw
- Colli Pŵer
- Dŵr yn gorflifo

**RISGIAU MEWNOL I GYLCH MEITHRIN** \_\_\_\_\_

**Risgiau Allanol:** (Bydd angen i chi gwblhau'r adran hon ar gyfer eich sefyllfa unigryw chi) e.e.

- Tân mewn adeilad cyfagos (Rhestrwch pa fath o adeiladau neu orsafoedd trên ac ati sydd yn agos i chi – oes ffatrioedd neu ffordd fawr gerllaw?)
- Bygythiad personol (tresmaswr neu person yn ymddwyn yn fygythiol am ba bynnag rheswm)
- Anifail peryglus yn yr ardal
- Bygythiad terfysgol yn yr ardal
- Llygredd / gwenwyn oherwydd digwyddiad lleol (ystyriwch os ydy hyn yn broblem bosibl ble rydych chi'n byw – oes gweithfeydd cemegol yn eich ardal, oes gorsafoedd niwclear gerllaw?)

## LOCKDOWN AND SAFGUARDING THE CYLCH IN THE EVENT OF A DANGEROUS INCIDENT

### What is a Dangerous Incident leading to Partial or Full Lockdown or emergency evacuation of the Cylch?

A *Dangerous Incident* is an event which may pose a risk to children, staff or property, and one which requires a rapid response beyond that which is usual for the Cylch on a day to day basis.

#### INTERNAL RISKS TO CYLCH MEITHRIN TREFEURIG

**A fire in the building**

**Power cut**

**Water flooding the building**

#### External Risks:

Fire in a nearby building (List the type of buildings or train stations etc. near to you – are there factories or a main road nearby?)

- Threat to personal safety (trespassers or a person acting in a threatening manner for any reason)
- Dangerous animal in the vicinity
- Terrorist threat in the vicinity
- Pollution / poison due to a local incident (consider the potential problems where you live – are there chemical plants in your area, or nuclear power stations nearby?)

- Llygredd / gwenwyn oherwydd ffactorau hinsawdd eithafol (e.e. tywydd anarferol o boeth neu oer, stormydd, tsunami ac ati) (Ystyriwch ydych chi ger yr arfordir ar wastadedd isel? Ydych chi ar dir gallai symud mewn amgylchiadau o lifogydd?)
- Sefyllfa ble mae aelod staff neu wirfoddolwr yn bygwth lles pobl yn y lleoliad.

**Risgiau Allanol i Gylch Meithrin\_\_\_\_\_:**

**Defnyddir y Siart Llif i helpu penderfynu pa gynllun i ddilyn o dan yr amgylchiadau amrywiol. Wrth ateb y cwestiynau isod mi fydd gennych weithdrefn cloi'r cylch a diogelu trylwyr yn ei le.**

Enw'r Person / Personau sydd yn gyfrifol am drefniadau Cloi a Diogelu:

Sut bydd y staff yn derbyn gwybodaeth ag hyfforddiant am y trefniadau Cloi a Diogelu? (Dylai staff ymarfer y weithdrefn)

Pa sŵn neu gloch arbennig bydd gennych er mwyn hysbysu pawb yn y Cylch os bydd angen gweithredu Cloi Lawr Rhannol neu Cloi Lawr Llawn? (bydd hwn yn dibynnu ar systemau cloch eich adeilad. Oes intercom ar gael? Rhaid i'r sŵn fod yn wahanol i'r sŵn dril tan)

- Pollution / poison due to extreme climate factors (e.g. unusually hot or cold weather, storms, tsunamis etc.) (Consider whether you are situated on a low lying plain? Are you on land which may move under flood conditions?)
- A situation where a staff member or volunteer may threaten people at the setting.

**External Risks to Cylch Meithrin Trefeurig:**

**Fire in a nearby building**

**School**

**Petrol station**

**Church**

**Threat to personal safety (trespassers or a person acting in a threatening manner for any reason)**

**Dangerous animal in the vicinity**

**Terrorist threat in the vicinity**

**Pollution / poison due to a local incident (consider the potential problems where you live – are there chemical plants in your area, or nuclear power stations nearby?)**

**Use the Flow Chart to help decide which plan to follow under varying circumstances. By answering the questions below you will have developed a thorough procedure for locking down and securing the Cylch.**

Name(s) of the Person / Persons responsible for the Lockdown and Security procedure:

Jackie James

Hayley Edwards

How will staff receive information and training about the arrangements for Locking Down and Securing the Cylch? **(Staff should rehearse the procedure)**

Which special sound or alarm do you have to inform everyone in the Cylch that a Partial or Total Lockdown needs to be implemented? (This will depend on the siren system in your building. Is there an intercom available? The siren must be different to that of the fire alarm.)

Cloi Lawr Rhannol – Sŵn = \_\_\_\_\_

Cloi Lawr Llawn – Sŵn= \_\_\_\_\_

Gwagio'r Cylch – Sŵn= \_\_\_\_\_

(Gallai hwn fod yn sŵn tebyg i'r larwm tân o bosib. Cofiwch y gallech chi fod yn gwagio i ymgynnull mewn man pellach i ffwrdd na mewn sefyllfa dân arferol)

Pwy fydd yn gyfrifol am benderfynu os bydd angen Cloi Lawr Rhannol neu Cloi Lawr Llawn neu wagio'r adeilad?

Pwy fydd yn ffonio'r heddlu?

Pwy fydd yn cymryd cofrestr ar ôl casglu'r plant i'w stafelloedd perthnasol neu eu symud i fan diogel tu hwnt i'r adeilad?

Pwy fydd yn gyfrifol am ddanfôn gwybodaeth i rieni os oes penderfyniad Cloi Lawr Rhannol, Cloi Lawr Llawn, neu Gwagio'r Adeilad? **Gellid defnyddio datganiad tebyg i hwn:**

*Oherwydd digwyddiad rydym wedi cael ein cynghori gan y gwasanaethau brys i sicrhau bod yr adeilad yn aros tu fewn i'r Cylch tan eu bod yn ein hysbysu ei fod yn saff i ni adael. Gofynnwn yn garedig i chi beidio ceisio casglu eich plentyn nes ei fod yn ddiogel gwneud hynny. Byddwn yn rhoi gwybod i chi cyn gynted ag y gallwn pan fydd hynny'n debygol o fod. Yn y cyfamser, mae angen i ni gadw ein llinellau ffôn yn glir a byddem yn gwerthfawrogi eich cydweithrediad wrth beidio â galw oni bai ei bod yn gwbl hanfodol eich bod yn siarad â ni.*

**Gwagio'r Adeilad mewn argyfwng:**

*Oherwydd digwyddiad rydym wedi cael ein cynghori gan y gwasanaethau brys i wagio'r adeilad ar frys. Gofynnwn yn garedig i chi beidio ceisio casglu eich plentyn nes ei fod yn ddiogel gwneud hynny. Byddwn yn rhoi gwybod i chi cyn gynted ag y gallwn pryd fydd hynny'n debygol o fod a ble i ddod i'w casglu. Yn y cyfamser, mae angen i ni gadw llinellau ffôn symudol y Cylch yn glir a byddem yn gwerthfawrogi eich cydweithrediad wrth beidio â galw oni bai ei bod yn gwbl hanfodol eich bod yn siarad â ni.*

Beth fydd y trefniadau i sicrhau bod y plant yn gyfforddus (bwyd, diod, defnydd tai bach) os bydd rhaid defnyddio Cynllun Cloi Lawr Llawn?



Partial Lockdown – Sound = \_\_\_\_\_

Full Lock Down – Sound= \_\_\_\_\_

Evacuate the Cylch – Sound = \_\_\_\_\_

(This could possibly be a similar sound to the fire alarm. Remember that an evacuation may mean mustering at an evacuation point which is further away than that used during a regular fire drill.)

Who will be responsible for deciding whether a Full or Partial Lockdown or Evacuation will be needed?

Who will phone the police?

Who will take the register after gathering the children and moving them to the relevant rooms, or moving them to a safe place away from the building?

Who will be responsible for sending information to parents if the decision is taken to Partially or Fully Lockdown or Evacuate the building? **A statement similar to this may be used:**

*Due to an incident we have been advised by the emergency services to ensure that the children remain inside the Cylch until we are advised that it is safe for us to leave. We kindly ask that you do not collect your child until it is safe to do so. We will let you know as soon as possible when that is likely to be. In the meantime, we need to keep the phone lines clear and we would appreciate your cooperation in refraining from calling us unless it is absolutely essential that you speak to us.*

#### *Emergency Evacuation of the Building*

*Due to an incident we have been advised by the emergency services to evacuate the building. We kindly ask that you do not collect your child until it is safe to do so. We will let you know as soon as possible when that is likely to be. In the meantime, we need to keep the phone lines clear and we would appreciate your cooperation in refraining from calling us unless it is absolutely essential that you speak to us.*

What will be the arrangements to ensure the children are comfortable (food, drink, use of toilets) if the Full Lockdown Scheme is implemented?

Beth fydd y trefniadau ar ôl i'r digwyddiad orffen? (e.e. ystyriwch pa wybodaeth ddylai ei rannu gyda'r asiantaethau perthnasol a rhieni, adolygu asesiadau risg ac ati)

Beth fydd y drefn os yw rhai o'r plant allan i ffwrdd o'r safle am ryw reswm?

Beth fydd y drefn os oes disgwyl newid plant rhwng sesiynau tra bod digwyddiad o argyfwng ar y gweill? (gallai hyn fod os oes newid rhwng sesiynau cylch bore / prynhawn / gofal cofleidiol ac ati)

### **Hysbysiad am Ddigwyddiad**

Efallai bydd gwybodaeth am ddigwyddiad yn dod o nifer o ffynonellau:

- aelod o staff;
- plentyn
- rhieni;
- yr heddlu;
- y cyfryngau;
- y Cyngor Sir

### **Casglu Gwybodaeth pan ddaw rhybudd o du allan y Cylch**

Bydd pwy bynnag sydd yn derbyn y rhybudd / gwybodaeth yn gofyn am y gwybodaeth yma:

Enw'r galwr / person sydd yn hysbysu

Beth sydd wedi digwydd?

What will the arrangements be after the incident is over? (E.g. consider what information should be shared with the relevant agencies and parents, review of risk assessments etc.)

What will the arrangements be if some of the children are off-site for whatever reason?

What will the arrangements be if children need to be changed between sessions, while an incident is under way? (This could be if there is a change between morning / afternoon Cylch sessions / wraparound care etc.)

### **Notification of an Incident**

Information about the incident could come from a number of sources:

- staff member;
- child;
- parents;
- police;
- the media;
- the County Council

### **Gathering Information when a warning comes from outside of the Cylch**

Whoever receives the warning / information should ask for the following information:

Name of the caller / informant

What has happened?

Pwy sydd mewn perygl?

Ydy'r gwasanaethau brys yn gwybod?

Beth yw union leoliad y digwyddiad?

A oes unrhyw bobl wedi eu hanafu?

Pa gamau a gymerwyd hyd yn hyn?

Enw / cyswllt person a chyfrifoldeb (e.e. heddlu, os ar gael)

Beth yw ei cyngor i'r Cylch?

## **CAMAU CYNTAF**

- 1) Rheolwr i benderfynu a hysbysu pawb os ydych chi yn mynd i weithredu
  - a. Protocol CLOI LAWR RHANNOL (Cynllun 1) neu
  - b. Protocol CLOI LAWR LLAWN (Cynllun 2) neu
  - c. Protocol GWAGIO CYLCH DAN AMODAU PERYGLUS (Cynllun 3)

(GWELER Y SIART LLIF)

- 2) Ffonio'r Heddlu (os nad ydynt wedi bod mewn cysylltiad eto)
- 3) Os oes angen Cau'r Cylch Lawr yn Rannol dilyn Cynllun 1
- 4) Os oes angen cau'r Cylch Lawr yn Llawn dilyn Cynllun 2

Who is at risk?

Are the emergency services aware?

What is the exact location of the incident?

Has anyone been injured?

What steps have been taken so far?

Name / contact of the responsible person (e.g. police, if available)

What is their advice to the Cylch?

## **FIRST STEPS**

1. Manager to decide and inform everyone whether they will be implementing
  - a. PARTIAL LOCKDOWN PROTOCOL (Plan 1) or
  - b. FULL LOCKDOWN PROTOCOL (Plan 2) or
  - c. EVACUATION OF CYLCH UNDER DANGEROUS CIRCUMSTANCES PROTOCOL (Plan 3)(SEE FLOW CHART)

2. Phone police (if they have not yet been in contact)

3. If a Partial Lockdown of the Cylch is required, follow Plan 1

4. If a Full Lockdown of the Cylch is required, follow Plan 2

Cloi Lawr Rhannol – Sŵn = \_\_\_\_\_

Cloi Lawr Llawn – Sŵn= \_\_\_\_\_

Os oes perygl i iechyd drwy aros yn yr adeilad e.e. tan mewn adeilad cyfagos, dylid defnyddio gweithdrefnau gwagio'r adeilad a dilyn cyfarwyddiadau'r gwasanaethau brys.

Dilyn CYNLLUN 3 - GWAGIO CYLCH DAN AMODAU PERYGLUS

### **Camau Ychwanegol**

Ydych chi wedi cymryd camau i leihau risgiau? e.e.

- Beth yw'r system i ganiatáu mynediad i'r Cylch?
- Oes staff yn goruchwylio adegau prysur pan fo pobl a phlant yn mynd a dod ac mae'r drws ar agor llawer?
- Ydy drysau a gatiau allanol wedi eu cau bob amser pan nad yw'r plant yn eu defnyddio?
- Oes cloeon ar y gatiau allanol?
- Ydy ein trefniadau casglu plant yn ddigon trylwyr i sicrhau mae dim ond pobl wedi eu henwi sydd yn cael nol y plentyn? (**gweler Polisi Casglu a Gadael**)
- Oes digon o olau o gwmpas yr adeilad i weld yn glir os yw'n dywyll yn y gaeaf?

**Gweler Atodiad 1 am fanylion pellach**

Partial Lockdown – Sound = \_\_\_\_\_

Full Lockdown – Sound = \_\_\_\_\_

If staying inside the building would endanger health e.g. a fire in a nearby building, follow the emergency evacuation of the building and follow the emergency services' instructions.

Follow PLAN 3 – EVACUATING THE CYLCH UNDER DANGEROUS CIRCUMSTANCES

### **Additional Steps**

Have you taken steps to reduce risk? E.g.

- What is the system in place for allowing entry to the Cylch?
- Do staff supervise during busy times, when people and children are coming and going and the door is being opened frequently?
- Are external doors and gates always closed when not in use by the children?
- Are there locks on external gates?
- Are the arrangements for collecting children thorough enough that only people named are allowed to collect the children ([see the Leaving and Collecting Children Policy](#))
- Are there sufficient lights around the building to enable people to see clearly if it is dark during the winter?

**See Appendix 1 for further details**

## Atodiad 1



### CYNLLUN 1 TREFN CLOI LAWYR RHANNOL

Mae angen i'r staff sydd wedi eu henwi:-

1. Ffonio'r Heddlu (Os nad ydynt yn ymwybodol o'r sefyllfa)
2. Canu'r Sŵn Cloi Lawr Rhannol er mwyn hysbysu pawb
3. Stopio pob gweithgaredd tu allan a dod a phawb mewn i'r adeilad gyda chofrestr.
4. Cymryd y gofrestr
5. Sicrhau fod pob drws allanol, drysau mewnol (os yn bosibl) a ffenest dan glo. Ni ddylid caniatâi i neb ddod mewn nag allan o'r adeilad.
6. Os yw'r achos yn ymwneud â llygredd aer, dylid delio unrhyw graciau mewn drysau a fentiau i'r ystafelloedd a'r adeilad. Hefyd dylid cau'r systemau aerdymheru lawr.
7. Hysbysu Rhieni (gan ddilyn cyngor y gwasanaethau brys)
8. Hysbysu AGC a'r awdurdod lleol (os yn berthnasol) ar unwaith pan mae'n saff i wneud

Mewn achos o Gloi Lawr Rhannol mae modd i'r gwaith arferol barhau yn y lleoliad fel arfer ac mae plant a staff yn gallu symud o gwmpas fel bod angen tu fewn i'r adeilad.



**Plan 1 Partial  
Lockdown Procedure**



**Appendix 1**

**PLAN 1 PARTIAL LOCKDOWN PROCEDURE**

The named staff should do the following:-

1. Phone the Police (If they are not already aware of the situation)
2. Sound the Partial Lockdown Alarm to inform everyone.
3. Stop all outdoor activities and bring everybody inside with the register.
4. Take the Register.
5. Ensure that every external door, window and (if possible) internal door are locked. Nobody should be permitted to enter or exit the building.
6. If the incident is caused by air pollution, any cracks in doors and vents into the room should be dealt with. The heating system should also be shut off.
7. Inform parents (following the advice of the emergency services)
8. Inform CIW and the Local Authority (if relevant) as soon as it is safe to do so.

In the event of a Partial Lockdown it is possible to continue with the setting's usual work, and for children and staff to move about as needed within the building.

## Cynllun 2 Cloi Lawr Llawn



## CYNLLUN 2 TREFN CLOI LAWR LLAWN

Mae hyn yn golygu bod bygythiad uniongyrchol i'r adeilad neu yn yr adeilad. Weithiau gall sefyllfa Cloi Lawr Rhannol ddatblygu mewn i sefyllfa Cloi Lawr Llawn. **Nod Cloi Lawr Llawn yw gwneud i'r adeilad a'r ystafelloedd edrych fel eu bod yn wag.**

### Camau

1. Ffonio'r Heddlu (Os nad ydynt yn ymwybodol o'r sefyllfa)
2. Canu'r Sŵn Cloi Lawr Llawn er mwyn hysbysu pawb
3. Stopio pob gweithgaredd (tu allan neu tu fewn) a dod a phawb mewn i un ystafell (neu ddwy os ydych yn leoliad mawr) gyda chofrestr
4. Diffodd y goleuadau neu eu troi lawr cymaint a phosibl.
5. Sicrhau fod pob drws allanol, drysau mewnlol (os yn bosibl) a ffenest dan glo.
6. Cloi drysau'r ystafelloedd ble mae pobl o'r tu fewn os yn bosibl
7. Tynnu cyrtens / bleindiau
8. Plant a staff i eistedd yn dawel allan o'r golwg rhywle fyddai yn diogelu rhag bwledi os yn bosibl. (Mae bwledi yn mynd trwy wydr, pren a metel) Mae tu ôl i waliau trwchus yn well.
9. Diffoddwch sŵn ar ffonau symudol
10. Cymryd cofrestr
11. Hysbysu Rhieni (gan ddilyn cyngor y gwasanaethau brys) pan mae'n saff i wneud
12. Ni ddylid caniatâi i neb ddod mewn nag allan o'r adeilad.
13. Aros am gyfarwyddiadau ac aros fel hyn tan bod staff gwasanaethau brys neu'r rheolwr wedi codi'r gwaharddiad.
14. Cofiwch gallai fod cyfarwyddiadau i godi'r larwm tân i wagio'r adeilad ar unrhyw amser.
15. Tra fod yr adeilad dan glo bydd angen cadw llinellau cyfathrebu ar agor ond ni ddylid gwneud galwadau di-angen.

## Plan 2 Full Lockdown

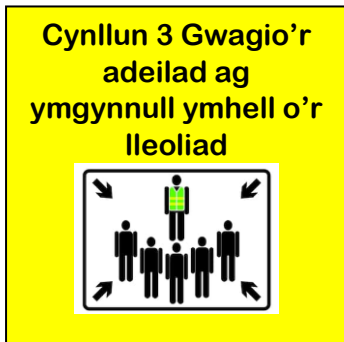


## PLAN 2 FULL LOCKDOWN PROCEDURE

This means that there is a direct threat to the building, or a threat inside of the building. Sometimes a Partial Lockdown may develop into a Full Lockdown. **The aim of a Full Lockdown is to make it appear as though the building and rooms are empty.**

### Steps

1. Phone the Police (If they are not already aware of the situation)
2. Sound the Full Lockdown Alarm to inform everyone.
3. Stop every activity (inside or out) and bring everyone into one room (or two, if it is a large setting) along with the register.
4. Switch off the lights or dim them as much as possible.
5. Ensure that each external door, window and internal door (if possible) is locked.
6. If possible, lock the doors of the room where people are gathered from the inside.
7. Draw the curtains / blinds
8. Children and staff to sit quietly out of view, preferably in a place which will shield them from bullets. (Bullets can penetrate glass, wood and metal). It is better to sit behind a thick wall.
9. Put mobiles phones on silent
10. Take the register
11. Inform parents (following the advice of the emergency services) when safe to do so
12. Nobody is to be permitted to exit or enter the building.
13. Await instructions and stay like this until a member of the emergency services or the manager lifts the restrictions.
14. Remember that you may hear the instruction to raise the fire alarm and empty the building at any time.
15. While the building is under Lockdown you will need to keep the lines of communication open, but should not make unnecessary calls.



## **CYNLLUN 3 GWEITHDREFN GWAGIO CYLCH DAN AMODAU PERYGLUS**

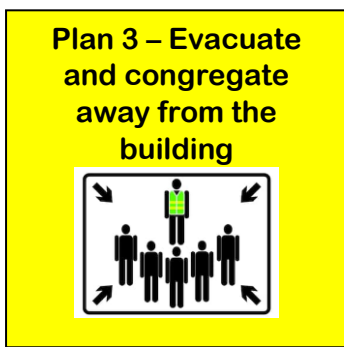
Mae angen i'r Cylch greu gweithdrefn bwrpasol ar gyfer gwagio yr adeilad yn yr un modd a'r Weithdrefn Tân. Mae'n bosib y bydd llawer o'r weithdrefn yr un peth a'r weithdrefn tan ond gan nodi camau ychwanegol os bydd angen symud yn bellach i ffwrdd o'r lleoliad. Bydd angen i'ch gweithdrefn gynnwys gwybodaeth am fan diogel yn y gymuned a sut y byddwch yn gallu cyrraedd yno. Mae'n debygol y byddai'r gwasanaethau brys yn eich cynghori pe bai angen ar y pryd.

Bydd eich gweithdrefn yn cynnwys pwy sydd yn gyfrifol am ba weithrediadau e.e

- a) Codi'r Larwm
- b) Trefnu Lleoliad Saff
- c) Trefnu cludiant i'r lleoliad Saff
- d) Ymgynnull y plant
- e) Mynd a'r Gofrestr a'r Llyfr Arwyddo Allan
- f) Cymryd cofrestr y plant yn gyson
- g) Cysylltu gyda rhieni

## **Cofnodi'r Digwyddiad a Chamau Pellach**

Mae'n bwysig wedi i'r digwyddiad orffen a bod pawb yn ddiogel, eich bod yn cofnodi'r digwyddiad mor fanwl a phosibl. Cofiwch hysbysu AGC o'r hyn sydd wedi digwydd a byddwch yn ymwybodol efallai bydd asiantaethau allanol fel AGC, Gwasanaethau Cymdeithasol neu'r Heddlu am weld eich cofnodion. Os oedd y digwyddiad yn deillio o sefyllfa ble roedd perygl yn ymwneud ag un plentyn (neu ei deulu / theulu) yn benodol, rhaid i chi gofnodi hyn yn record cronolegol y plentyn a dilyn eich Polisi Amddiffyn Plant. Mewn rhai sefyllfaoedd bydd angen cloi record y plentyn hwnnw i ffwrdd a'i wahanu oddi wrth ffeiliau'r plant eraill, yn barod at ddefnydd asiantaethau sydd a dyletswydd i wneud ymchwil cyfreithiol i sefyllfaoedd Amddiffyn Plant.



## PLAN 3 PROCEDURE FOR EVACUATING THE CYLCH UNDER DANGEROUS CONDITIONS

The Cylch needs to create a specific plan for evacuating the building in the same mode as a Fire Drill. It's possible that much of the procedure will be the same as the fire procedure, but with additional steps if there is a need to move further away from the setting. Your procedure will need to include information about a safe space in the community and how you will be able to get there. It is likely that the emergency services will advise you if required at the time.

Your procedure will include details of who is responsible for which actions, e.g.

- a) Raising the Alarm
- b) Arranging a Safe Location
- c) Arranging Transport to the Safe Location
- d) Mustering the children
- e) Remembering to bring the Register and Signing In Book
- f) Taking the register frequently
- g) Contacting parents

### Recording the Incident and Further Steps

Once the incident is over and everyone is safe, it is important that you record the events in as much detail as possible. Remember to inform CIW of that which has happened, and be aware that external agencies such as CIW, Social Services or the Police may wish to see your records. If the incident arose due to a situation where the danger involved a particular child (or his/her family) then this must be recorded in the child's chronological record, and the Child Protection Policy must be followed. In certain situations you will need to separate that child's record and lock it away on its own, ready for use by other agencies which have a legal duty to investigate Child Protection situations.