

CYLCH MEITHRIN TREFEURIG

POLISI NEWID CLWT / CEWYN

Bydd **Cylch Meithrin Trefeurig** yn dilyn y polisi hwn a'i addasu yn ôl yr angen a'i adolygu yn flynyddol.

Bydd **arweinydd Cylch Meithrin Trefeurig** yn sicrhau fod pob aelod o staff yn deall y polisi hwn.

Bydd **Cylch Meithrin Trefeurig** yn sicrhau bod rhieni a gofalwyr yn gwybod am y polisi hwn trwy gymryd y camau canlynol:

(Nodwch sut byddwch yn rhannu'r wybodaeth yma. E.e. Rhoi'r polisi ar wefan y Cylch Meithrin; rhoi'r polisi mewn llawlyfr i rieni; rhoi copi o'r polisi yng nghyntedd y Cylch Meithrin 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

ADOLYGWYD GAN

(

Enw) (

Llofnod)

DYDDIAD

(Dyddiad)

(Awgrymir eich bod yn adolygu eich polisi yn flynyddol a hysbysu AGC, lle bo hynny'n berthnasol, os ydych wedi gwneud newidiadau iddo.)

CYLCH MEITHRIN TREFEURIG

NAPPY CHANGING POLICY

Cylch Meithrin Trefeurig adheres to this policy, reviews it annually and updates it as required.

The **leader** of **Cylch Meithrin Trefeurig** will ensure that every member of staff understands this policy.

Cylch Meithrin Trefeurig will ensure that parents and carers are aware of this policy by taking the following steps:

(Note how you will share this information. E.g. Policy will be placed on the Cylch Meithrin website; Policy to be given in a handbook to parents / carers; place policy in the Cylch Meithrin 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 and carers attention to the policy during meetings and parents evenings

<u>REVIEWED BY</u>	<u>DATE</u>
(Name)	(Date)
_____	_____
_____	_____
_____	_____

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

POLISI NEWID CLWT/CEWYN

Nod

Nod y Cylch Meithrin yw sicrhau nad yw plentyn yn cael ei wrthod os yw'n dal i ddefnyddio cewynnau/clytiau, ond yn hytrach gydweithio â'r rhieni/gofalwyr/gwarcheidwaid i hyfforddi plentyn i allu defnyddio'r tŷ bach bob tro.

Hawliau Plant

Mae cefnogi plant gyda'u anghenion corfforol yn rhan o sicrhau fod y Cylch Meithrin yn parchu hawliau plant sydd yng Nghonfensiwn Cenhedloedd Unedig ar Hawliau Plant. Yn benodol:

- Erthygl 2: Mae'r Confensiwn yn gymwys i bob un, beth bynnag fo'i hil, crefydd, galluedd, beth bynnag a feddylia neu a ddywed a pha fath bynnag o deulu y daw ohono.
- Erthygl 12: Mae gan blant yr hawl i ddweud eu barn ynghylch yr hyn a ddylai ddigwydd pan fo oedolion yn gwneud penderfyniadau sy'n effeithio arnyn nhw, ac i'w barn gael ei hystyried.
- Erthygl 16: Mae gan blant yr hawl i breifatrwydd. Dylai'r gyfraith eu cadw rhag ymosodiadau ar eu ffordd o fyw, eu henw da, eu teuluoedd a'u cartrefi.
- Erthygl 27: Mae gan blant yr hawl i safon bywyd sy'n ddigon da i ymateb i'w hanghenion corfforol a meddyliol. Dylai'r Llywodraeth helpu rhieni na allant fforddio i ddarparu hyn.

Cod Ymarfer

Os yw plentyn sy'n mynychu'r Cylch Meithrin yn parhau i fod mewn cewyn bydd y Cylch Meithrin yn gweithredu'r camau isod:

- newid clwt/cewyn y plentyn ar gyfnodau rheolaidd, yn ogystal ag unrhyw gyfnodau eraill pan fydd y plentyn wedi baeddu neu wlychu.
- peidio caniatáu i fyfyrwr (sydd ddim yn gyflogedig gan y lleoliad) neu berson ar brofiad gwaith, newid clwt plentyn ar unrhyw achlysur.
- sicrhau bod gweithgaredd newid clwt yn un tawel ac ymlaciol ac yn brofiad positif i blentyn.
- sicrhau bod pob aelod o staff yn estyn parch a gofal cynnes i blant ar bob adeg ac yn benodol, yng nghyd-destun y polisi hwn, yn ystod gweithgaredd newid clwt.
- sicrhau bod man priodol a deunydd hylendid addas ar gael ar gyfer newid clwt/cewyn y plentyn.
- darparu hyfforddiant i bob aelod o staff ar yr arfer orau wrth newid clwt/cewyn.

NAPPY CHANGING POLICY

Aim

The Cylch Meithrin's aim is to ensure that a child is not refused a place at the Cylch Meithrin if it still uses nappies, but to work with the parent/carer/guardian to train the child to use the toilet every time.

The Rights of the Child

Ensuring that the Cylch Meithrin supports children with their physical needs is an essential part of respecting the Rights of the Child as stated in the United Nations Convention on the Rights of the Child, specifically:

- Article 2: The Convention applies to everyone whatever their race, religion, abilities, whatever they think or say and whatever type of family they come from.
- Article 12: Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.
- Article 16: Children have a right to privacy. The law should protect them from attacks against their way of life, their good name, their families and their homes.
- Article 27: Children have a right to a standard of living that is good enough to meet their physical and mental needs.

Code of Practice

If a child attending Cylch Meithrin continues to be in a nappy, the Cylch Meithrin will:

- change the child's nappy at regular intervals, and at any other times when the child has a wet or soiled nappy.
- not permit students (not employed by the setting) or individuals on work experience to change a child's nappy under any circumstances.
- ensure that the nappy changing activity is a quiet, relaxing and positive experience for the child.
- ensure that every member of staff cares for the child in a warm and respectful manner at all times and specifically, in the context of this policy, during nappy changing activity.
- ensure a suitable area and appropriate hygiene materials are available for the nappy changing activity.
- provide training to all members of staff on best practice for changing nappies.

Trefn

- Casglu pob deunydd sydd ei angen cyn dechrau newid clwt.
- Gwisgo ffedog cyn dechrau ar weithgaredd newid clwt.
- Gwisgo menig newydd wrth newid clwt/cewyn bob plentyn yn unigol.
- Rhoi gorchudd papur glas dros y mat newid
- Wrth newid clwt plentyn, peidio byth â'i adael ar ei ben ei hun ar y mat newid, hyd yn oed os yw wedi'i glymu mewn gwregys.
- Rhoi'r clwt budr / gwlyb mewn sach blastig, ac yna yn y bin pwrpasol **
- Rhoi'r deunydd glanhau a'r menig budr mewn sach blastig, ac yna yn y bin pwrpasol.
- Golchi dwylo yn drwyadl
- Gosod arwydd "Gorsaf heb ei lanhau" mewn man amlwg a chlir
- Dychwelyd y plentyn i'r ystafell.
- Dychwelyd i'r orsaf newid clwt er mwyn golchi'r orsaf yn drwyadl gyda dŵr a diheintydd/hylif gwrth facteria addas, sychu'r orsaf gyda thywelion papur
- Golchi dwylo ar ôl gorffen y gwaith glanhau
- Rhoi popeth i gadw a sicrhau fod yr ystafell yn daclus a glân.
- Tynnu'r arwydd " Gorsaf heb ei lanhau" oddi ar y wal.
- Cofnodi ar y ffurflen newid clytiau a gedwir yn yr ardal newid clwt/cewyn
- Ail stocio'r cwprdd/silff gyda'r deunydd perthnasol os bydd angen.
- Cofnodi ar daflen ddyddiol y plentyn

** Os oes modd gosod y clytiau/cewynnau yn y bin sbwriel arferol (dylid gwirio hyn gyda'r Cyngor Sir) dylid gwisgo menig er mwyn mynd â'r clwt i'r bin. Yn dilyn hyn dylid tynnu'r menig a'u rhoi mewn bin pwrpasol ac yna golchi dwylo eto. Os nad oes modd gosod y clytiau/cewynnau yn y bin sbwriel arferol, dylid sicrhau trefn o labelu'r sach blastig a'i storio mewn man priodol i'r rhieni ei dderbyn i'w ddiinstrio wrth gasglu'r plentyn. Dylid sicrhau bod rhieni a staff y Cylch Meithrin yn ymwybodol o'r drefn.

Procedure

- Collect all necessary materials before commencing the nappy changing.
- Wear an apron before commencing the nappy changing.
- Wear fresh gloves when changing the nappy of each individual child.
- Place blue paper covering on the changing mat.
- During nappy changing, never leave the child on its own on the changing mat, even if the child is secured with suitable safety harness.
- Place the wet/dirty nappy in a plastic bag, and then in the appropriate bin **
- Place the cleaning materials and dirty gloves in a plastic bag, and then in the appropriate bin.
- Wash hands thoroughly.
- Place a sign 'Station Uncleaned' in a suitable and clear location.
- Return the child to the room.
- Return to the nappy changing station in order to clean the area thoroughly with water and appropriate disinfectant/anti-bacterial solutions, and dry the station with paper towels.
- Wash hands immediately following the cleaning process.
- Store all materials and leave the station tidy and clean.
- Remove the sign 'Uncleaned Station'.
- Record the nappy change on the form stored at the changing station.
- Restock the cupboard/shelf with appropriate materials if necessary.
- Record the nappy change on the child's daily record.

** If it is possible to dispose nappies in the usual bin (this should be verified with the County Council) gloves should be worn to dispose the nappy in the bin. The gloves should be removed and disposed in an appropriate bin and hands should be thoroughly washed. If it is not possible to dispose of the nappies in the usual bin, a procedure should be implemented to label and store the plastic bag in an appropriate location to transfer to the parent to dispose when collecting the child. The Cylch Meithrin should ensure that parents and staff are aware of the procedure.