



## Adroddiad o Adolygiad Safon y Gofal

### Caban Y Faenol Cyf

### Review of Quality of Care Report

Medi 2018 – Awst 2019 / September 2018 -August 2019

Pwrpas yr adroddiad yma yw i ddarparu gwybodaeth i reini a defnyddwyr Caban Y Faenol Cyf ar sut yr ydym wedi perfformio a gwella yn ystod y flwyddyn Medi 2018-Awst 2019.

The purpose of this report is to provide information to parents and users of Caban Y Faenol Cyf on how we have performed and improved during the year September 2018-August 2019.

## Cefndir

Gwasanaeth Gofal Dydd Llawn sydd yn cynnig darpariaeth clwb brecwast, gofal dydd, clwb ar ôl ysgol a chlwb gofal yn ystod gwyliau ysgol i blant rhwng 2 a 12 oed. Rydym yn darparu gofal dydd ar gyfer plant sydd wedi mynychu dosbarth meithrin yr ysgol ac Ysgol Feirthin Penrhosgarnedd (11:20/12yb– 3/6yp) ac hefyd plant hyd at flwyddyn 8 (12oed) os yw'r rhifau yn caniatáu.

Ers Awst 2014 rydym wedi'n cofrestru i ofalu am 56 o blant.

Rydym wedi ein cofrestru i ddefnyddio dau gaban ac un dosbarth ar dir Ysgol Y Faenol i gynnal y clwb. Mae'r clwb yn gweithio ar ratio oedolyn/plentyn 2 oed 1:4 a phlant 3 i 8 oed 1:8 ac 8oed drosodd 1:10.

Mae'r clwb yn croesawu plant gydag Anghenion Arbennig.

## Lleisiant

Ein gweldigaeth yw i greu awyrgylch cartrefol ble mae'r plant yn teimlo yn ddiogel, cyfforddus a hapus. Gwrandewir, gwerthfawrogi a chydabyddir plant yn eu hymdrechion a'u cyflawniadau. Ein nod yw sicrhau bod y plant yn cael eu diogelu, eu parchu a'u gwerthfawrogi.

## Tymor yr Hydref

- Creu arddangosfa yn dilyn trafod hawliau plent yn unol â rheoliadau UNICEF. Archebu llyfr sydd yn esbonio y rheoliadau 'I have the right to be a child'
- Creu wal newydd gyda chymeriadau 'Inside Out' I ddangos sut ddiwrnod mae'r plant wedi ei gael hyd yn hy (hapus, trist a blîn).
- Archebu Lego superheroes
- Archebu K'nex newydd.
- Daeth Andy Birch o DimeOne I'r clwb gwyliau Hydref er mwyn cynnal sesiwn plac enwau gyda'r plant. Roedd yn hunod llwyddiannus a'r plant wedi mwynhau yn arw. Trefnwyd iddo ddychwelyd mis Ionawr I'r clwb ar ôl ysgol.
- Daeth Fliss o The Mad Hatter Studio I gynnal gweithdy paentio plat gyda plant yn y clwb gwyliau. Roedd y plant wedi mwynhau yn arw.

## Tymor y Gwanwyn

- Andy Birch wedi dychwelyd I'r clwb ar ôl ysgol I greu placiau enwau gyda'r plant iau a blwyddyn 2.
- Bwydlen newydd yn cael ei gyflwyno wedi I MR fod ar gwrs yn yr Hydref. Bûm yn treialu gwahanol fwyd ee yn lle defnyddio jar saws pasta gwneud y saws ein hunain. Defnyddio macrell yn lle tiwna.
- Wedi 4 wythnos o'r fwydlen newydd rhoddwyd holiadur I'r plant ei gwblahu I weld eu ymateb I'r newidiadau. Emma yn gyfrifol am ddadansoddi yr [holiaduron](#).
- Trafod gyda'r plant pa deganau/ gemau newydd neu ychwangeu at y rhai sydd [gennym yn barod](#).
- Y plant a oedd yn dod ar trip gwyliau Pasg wedi cael dewis lle y byddent yn hoffi mynd. Gelligyffwrdd oedd y mwyaf poblogaidd. Cafwyd trip da iawn gan wahanu I ddau grwp, iau a babanod.

Yn gyntaf gwnaed rhestr cyflawn o'r holl deganau a oedd gennym a beth oedd ei angen arnom. Taflwyd trganau a oed wedi torri ac yn edrych mewn cyflwr gwael gan archebu rhai newydd. Ar ôl trafod gyda'r plant beth yr oeddynt yn dymuno eu cael.. Archebwyd peiriant DS gyda gemau ar gyfer y plant h gyda gemau ar gyfer y plant hn, peiriant CD, gem pel droed bwrdd, Hama beads a 'slime'. Roedd y plant babanod wedi gwnud rhestr gan gynnwys my o ddoliau Barbie a dillad iddynt, gemau LOL. Tywod kinetic, gemau peldroed a cheir bach. Roedd y plant wrth eu boddau gyda'r teganau newydd.

Ar ôl cwblhau arolwg byrbryd gwelwyd mai y pryd mwyaf poblogaidd oedd pasta plaen, raps caws, bagels a cracys.

Roedd amryw o'r plant wedi nodi y bydent yn hoffi cael gwahanol byr brydau gan gynnwys Melon dwr, grawnwin a thôt. Trafodwyd gyda'r plant a penderfynwyd ychwanegu rhai o rhain l'r fwydlwn.

Roedd rhai hefyd wedi enwi bwydydd eraill ond trafodwyd gyda nhw nad oeddynt yn briodol. Eglurwyd fod pítsa yn fwyd wedi ei brosesu a llawer o halen ynddo ac nad oedd posib defnyddio Peanut Butter oherwydd fo rhai plant gyda alergedd iddo. Hefyd fod bisgedi a Nutella gyda llawer gormodedd o siwgr ynddynt. Derbyniodd y plant ein esboniadau.

### **Tymor yr Haf**

- Trafod dyfodol Cylch Meithrin sydd ar hyn o bryd wedi ei leoli yn y Ganolfan.
- Penderfynwyd y byddai o werth l'r cylch ail gofrestru a derbyn plant 2 oed.
- Cynnigiais iddynt l nigyda'n gilydd gynnig pris am ofal dydd o £24( £8 l cylch a £16 l ni)
- Creais posteri a hysbysebu ar wefanau cymdeithasol.
- Trafod a gwerthuso plania ar gyfer ystyriad newydd yr Ysgol, pryd y byddwn yn symud l'r adeilad newydd a rhannu gofod gyda Cylch. Edrych ar y plania gan ystyred safonau disgwylidig Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant a Reoleiddir l blant hyd at 12 oed.
- Rhodd o taleb £100 tuag at raffl Ffair haf yr ysgol. Thea Murphy yn ei ennill.
- Angharad Morris yn dod l gynnal sesiynnau loga yn ystod gwyliau haf
- Carwyn Williams yn dod l gynnal sesiynnau chwaraeon yn ystod gwyliau haf
- Triplau wedi eu trefnu yn ôl dymuniad y plant- Sŵ bae Colwyn, traeth a lle chwarae West Shore ac Abergele Adventure Park

## Gofal a Datblygiad

- Staff wedi dilyn hyfforddiant ar lein gyda'i gilydd Preventing Radicalisation and Extremism.
- Holiadur Rhieni wedi cael ei ddsbarthu. Death 10 holiadur yn ôl wedi eu cwblhau.
- MR wedi mynychu dau gwrs ADYaCh. Dau gwrs arall yn yr Hydref
- Pob aelod o staff wedi cael hyfforddiant ar gyfer y peiriant DI ffib yng hyd a phlant tra oeddynt yn yr ysgol.

## Amgylchedd

- Wedi cael cyfle I fynychu cyafrod agored i ymwneud â Dogfen Ymgynhorol Statudol i ehangu nifer y disgyblion yn Ysgol Y Faenol. Wedi gyrru copi o ymateb o ran safbwynt Caban I'r Cyngor Sir.
- Rhodd ariannol wedi ei roi I'r ysgol er mwyn cael gosod peiriant Difib ym mlaen yr ysgol. Fe fydd hyfforddiant yn cael ei drefnu ar gyfer staff Caban a'r ysgol, y plant a'r gymuned.
- Offer chwarae tu allan wedi cael archwilio. Rhai diffygion. Trefniadau mewn llaw I drwsio yr offer.
- Stepen rhydd wrth fynd I mewn I ystafell babanod wedi ei drwsio.
- Gludo carped yn ystafell babnod sydd wedi dod yn rhydd.
- Cwprdd dal llyfrau newydd wedi ei archebu ar gyfer ystafell iau.
- Clô newydd yn cael ei osod ar drws ffrynt Caban gan I'r hen un falu bore cyntaf y gwyliau haf.

## Arweinyddiaeth a Rheolaeth/

MR wedi bod ar cwrs GDPR gan Busnes Cymru a cyngor Gwynedd ac wedi archebu 2 cwprdd ffeiliau newydd sydd yn cloi, Wedi addasu cofrestr dyddiol fel nad ydynt yn weledol ar y wal ond yn hytrach yn cael eu gweld yn unig gan y staff sydd yn cofnodi amser cyrraedd a gadael a phwy sydd yn casglu y plant.

MR wedi archebu cyrsiau yn ystod y flwyddyn i'r staff sydd angen hyfforddiant mewn amrywiaeth o feusydd.

### Tymor yr Hydref

- MR cwrs Person Dyneddig Amddiffyn Plant gan Plant yng Nghymru, Codi a Chario pwysau, Sgiliau Maeth.
- JT cwrs Brave Boys
- EJ a SB cwrs Cymorth Cyntaf
- Adnewyddu DBS- JT Tachwedd 2018
- Karen Roberts o'r ysgol am wirfyddoli ac am ddilyn cwrs Gweithiwr chwarae gyda CPCK. Trefnwyd DBS arni.
- Archebu peiriant talu cerdyn SumUp.
- Llythyr newyddion tymhorol wedi ei ddsbarthu.
- Ail edrych ar fwydlen byr brydau yn dilyn cwrs sgiliau maeth

- Bu l'r pwyllgor dalu am wefan newydd I Ysgol Y Faenol ac mae link o'r dudalen Cartref ar gyfer Caban. Cychwyn cynllunio a chasglu gwybodaeth ar gyfer y wefan

### **Tymor y Gwanwyn**

- Cyflwyno newidiadau I rhai o'r byrbrydau ac hefyd cynnig ffrwythau amser brecwast.
- Newidiadau- brechdan wŷy, macrell mewn wrap, pasata a llysiau wed'i rhostio, caws ar cracyr.
- MR ar gwrs Academi Busenes Gogledd Cymru 'Strategic Busnes Planning' yn y Brifysgol , Ionawr 15 a 29.
- Adnewyddu DBS MR Ionawr
- Gwisg newydd l'r staff wedi'l harchebu ar ôl trafodaeth gyda holl staff.
- Cyflwyno cais l'r pwyllgor rheoli I staff cael tâl am 10 diwrnod o salwch mewn blwyddyn. Ar hyn o bryd nid yw y staff yn derbyn tâl.
- Trafod bonws ariannol gyda'r pwyllgor rheoli.
- Trafod codiad yn y tâl isafswm cyflog gyda'r pwyllgor rheoli.
- Arfarnu staff wythnos cyntaf mis Mawrth.
- MR cwrs Cyfranogiad Plant a Phobl Ifanc wed'l drefnu gan Plant yng Nghymru
- Polisiau wedi eu cyfieithu l'r Gymraeg gan MR. Cyfaill yn eu cywiro
- Dewis 'Menu' ar gyfer y wefan
- Rhoi ffurflenni cofrestru ayyb ar y wefan

### **Tymor yr Haf**

- Rhoi manylion pellach ar y wefan. Tynnu lluniau byr brydau ayyb.
- Creu Calendr ar Google ar gyfer y Wefan.
- Goruchwylio Staff Mai 14-16.
- Lluniau proffesiynol yn cael eu tynnu
- MR yn mynychu cyfarfod Cyflwyniad I Gymwyterau Gofal Plant a'ch rôl wrth gefnogi rhain. 4/7/19
- Cyfarfod Blynyddol 10/7/19.

## Background

We are registered as a Full Day Care facility that offers breakfast club, after school club and holiday club for children between 2½ and 12 years of age. We also provide day care for the children that attend the nursery class at the school, also the children that attend Ysgol Feithrin, Penrhosgarnedd (11.20/12am-3/6pm) and we can also accommodate year 8 (12 years old) children if the numbers allow.

Since August 2014 we are now registered to care for 56 children.

We have the use of two cabins and a classroom at Ysgol Y Faenol. The club works on a ratio of 1:4 for 2 year olds, 1:8 for 3 to 8 year olds and 8 year above 1:10. We also welcome children that have Special Needs.

We aim to create a very homely environment where the children feel safe, comfortable and happy. Children are listened to, appreciated and recognised in their efforts and achievements. We aim to ensure that the children are protected, respected and valued.

## Wellbeing

Our vision is to create a homely atmosphere where children feel safe, comfortable and happy. Children are listened to, are appreciated and are acknowledged for their efforts and achievements. Our aims are to ensure children are safe, they are respected and appreciated.

### **Autumn Term**

- Created a wall display based on UNICEF Children's rights following discussions and read 'I have the right to be a Child' by Aurelia Fronty.
- Created a wall display with characters from the film Inside Out that were Happy, sad and cross. The junior children then when coming from school would choose which character conveyed the sort of day they had had.
- Purchased Superhreo Lego figures
- Purchased K'nex
- Andy Birch from Dime One graffiti artist came to the holiday club to create plaks with their names on. It was very successful that we arranged he came to the after school club as well during the January term.
- Fliss from the Mad Hatter Studios held a plate decorating session during half term and then took the plates to be 'fired' and then returned them finished with a glaze

## Spring Term

- Andy Birch returned and made name placks with year 2-6
- A new menu was devised following MR attending a nutrition course and made some changes. We stopped using a pasta sauce jar and made our own and also changed from using tuna to mackerel.
- After 4 weeks of the new menu we created a snack survey to have feed back from the children. EJ was responsible for analysing the surveys- see [below](#)
- We discussed which new toys and games the children would like or to add to the toys we already [have](#)
- The children that were attending the holiday club trip at Easter were able to write or tell us where they wanted to go. Greenwood was the most popular choice. We had a successful trip and split infants and juniors into 2 groups.

We carried out an inventory of toys to check what we had and what we needed, we have thrown away a few toys which looked old and broken and have purchased several new ones, after having a discussion with the children to find out their ideas of what they would like. So after this discussion we have purchased several new toys and games the juniors asked for a DS game console and game, CD player and cds, football games, hama beads and slime. The infants asked for more Barbie dolls and clothing, lol doll games, kinetic sand, football games and more cars. The children are enjoying playing with the new toys.

After conducting a snack survey with the children this month we have found that our most popular snack is plain pasta, cheese wraps, bagels and crackers. Several of the children have also commented that they would like some different snacks added to the menu. Which include water melon, grapes and toast, which we have discussed with the children and decided to try out on our menu.

The children also had a few other suggestions; however after discussing these with them we were not able to incorporate them into the menu. We then explained to the children that pizzas were processed and we could not use peanut butter because of allergies and biscuits and Nutella had too much sugar in them. They understood this discussion after explaining it to them.

## Summer Term

- Discussed the future of the local Cylch Meithrin which is situated at the local Community centre
- It was decided that the best way forward was that they(the Cylch) re register and

accept children that were 2 years old

- I suggested we worked together and offer a package for full day care at £24 (£8 to cylch and £16 to us)
- Created posters to advertise the new venture with Cylch
- Discussed and evaluated plans for the extension to the school. When we will need to move and options of sharing space with Cylch. Looked at the plans taking into consideration the standards set out in the NMS.
- Donated £100 vouchers to the PTA for their summer raffle. Thea Murphy was the lucky winner
- Angharad Morris held Yoga sessions during the summer holiday club
- Carwyn Williams held sports sessions during summer holiday club.
- Trips arranged according to the childrens wishes – Colwyn Bay Zoo, West shore beach and playground, Abergele Adventure Park

## Care and Development

- All staff attended Preventing Radicalisation and Extremism training
- Parents questionnaire was shared to all parents. 10 were returned.
- Mr attended a SEN training.
- All staff and children whilst at school attended the DI fib training.

## Environment

- Attended an open meeting regarding the plan to increase the number of children that attend Ysgol Y Faenol. Completed our views on the expansion regarding the affect it would have on Caban
- Donation given to school to purchase a defibrillator to be placed at the front of the school
- Outside play equipment inspected by manufacturer and repairs carried out where necessary
- Purchased glue spray to glue carpet that had come loose in infants room
- New book shelf purchased for infants room
- New lock in place on the front door of Caban as the old one broke on the first morning of the summer holiday.

## Leadership and Management

- MR attended a GDPR training arranged by Business Wales on behalf of Gwynedd



Council. Ordered two new filling cabinets that close and also changed our daily register so that only staff are aware which children attend each day and who collects them.

- MR booked the various course that staff need during the year

### **Autumn Term**

- MR attended Safeguarding for designated person held by Children in Wales, Manual Handling and also Nutrition
- JT attended Brave Boys
- Renewed JT DBD November 2018
- EJ and SB Paediatric First Aid
- Karen Roberts that works at the school has requested to volunteer with us and will gain a Playworker qualification on the transition to Playwork course. DBS completed
- Sum up payment machine was purchased
- Autumn term news letter was shared
- Management committee paid for a new website for the school that would include a section specific for Caban. Began to collect information and deciding what to put on the web page

### **Spring Term**

- Introduced changes to the menu as well as offering fruit with the breakfast. Changes made- egg sandwiches, mackerel in wraps, pasata mixed with roasted veg, cheese and crackers
- Mr attended North Wales Business academy 'Strategic Business Planning' at Bangor University January 15 and 29
- Renewed MR DBS January 2019
- New staff uniforms ordered
- Request given to the management committee that staff be paid sick pay for 10 days illness in a year. At present staff are not paid. Request was accepted.
- Discussed end of year bonuses with management committee
- Pay rise in line with minimum wage was discussed and granted.
- Staff Appraisal was carried out in March 2019
- MR attended Children and Young Peoples Participation arranged by Children in Wales
- MR began to translate all policies into Welsh. A friend would then proof read them
- Up loaded registration forms etc on web page

### **Summer term**

- Added more information to the web page including guidance on snacks we offer and photos
- Created a Google Calendar and added it to the webpage
- Staff supervision May 14-16
- Arranged for staff to have their photos taken by a photographer
- MR attended a meeting regarding introduction to new Qualifications for Childcare and their role in supporting them in July
- AGM was held on 10/7/19