

Working in Partnership with Parents/Carers

Upon showing an interest in using the Club, parents/carers are provided with all necessary information to enable them to make an informed decision about our service. This may include visiting the Club at a mutually convenient time, with their child to see how we operate.

The Club recognises and respects that parents/carers hold primary responsibility for their children.

The Club recognises that parenting is a shared responsibility. When parents live apart the Club acts to ensure that both parents have the information they need so that their child/ren are confident in the care they receive at the Club¹.

All parents/carers are provided with a copy of a family's handbook detailing general information about the Club, along with the most relevant policies and procedures. Parents/carers are fully informed about opportunities to view our full set of policies and procedures, copies of which are available on request.

The Club is registered under Part 2 of the Children and Families (Wales) Measure 2010 and is inspected by CIW. The Inspection reports can be accessed by parents on www.CIW.org.uk or by asking the Senior Playworker for a copy.

If preferred, formal appointments can be made by parents/carers or by the Club Senior Playworker to discuss a child's progress and/or behaviour. These appointments can be held outside Club hours in a private location suitable to both parties. The Club's confidentiality policy is followed in such circumstances. To make an appointment, simply contact the Senior Playworker.

Parents/carers are required to sign a contract with the Club before their child starts attending. All written records kept on their own child are accessible to parents/carers except where this would place the child's welfare at risk. At no time will parents/carers be able to see information about another child.

Club staff are available during Club hours for an informal chat to parents/carers about their child's individual needs and progress. Staff are aware of the need to maintain privacy about matters concerning children and families and the need to share information appropriately. Any requests by third parties for information about any individual child will be discussed with their parents and information shared only with their consent unless to do so would place the child's welfare at risk.

As detailed in the parent/Club contract, parents/carers are responsible for notifying the Senior Playworker of any changes in the child's circumstances so that they can be added to the child's registration form and appropriate action taken.

Regular 'customer satisfaction' surveys are carried out (usually by questionnaires) to ensure that the Club's service continues to meet the needs of children and their families. Parents/carers are encouraged to actively take part in these exercises, as their opinion is important to the continued effectiveness of our service and their own child's well-being.

A regular newsletter is circulated to parents/carers, children and others within the Club to share information.

A notice board is placed within the Club for parents/carers and children to be able to gain information on the Club and its activities.

¹Article 18, Rights of Children and Young Persons (Wales) Measure 2011

The Fun Club at Ysgol Maes Y Felin
Charity Number 1201378

Staff and Management of the Club should always treat all parents/carers and children with respect and in a professional manner and we ask that parents/carers treat our staff in the same respectful way in return. Any inappropriate or intimidating behaviour will be dealt with in line with our Behaviour and Anti Bullying Policies.

Parents/carers are encouraged to feel part of the Club, as we are providing a service to help them. We would welcome any parent/carer wishing to be a member of the management committee. Any parent/carer who volunteers during Club hours, or joins the management committee, is given full information and guidance on their roles and responsibilities.

When fundraising events are being organised we appreciate the help and co-operation of all parents/carers of children registered at the Club. This may involve selling raffle tickets, volunteering to participate in fun, sponsored events or helping with publicity events such as entering in the local Carnival.

Gweithio Mewn Partneriaeth a Rhieni / Gofalwyr

Ar ddangos diddordeb mewn defnyddio'r Clwb, rhoddir i rieni/gofalwyr yr holl wybodaeth angenrheidiol i'w galluogi i benderfynu'n wybodus ar ein gwasanaeth. Gallai hyn gynnwys ymweld â'r Clwb ar adeg gyfleus o'r ddwy ochr, gyda'u plentyn, i weld sut rydym yn gweithredu.

Rhoddir cyfle i rieni/gofalwyr o leiaf unwaith y flwyddyn i fynychu diwrnod agored yn y Clwb. Digwydd, fel arfer, tuag at ddiwedd y flwyddyn ysgol, er mwyn cynnwys plant newydd posibl a fydd yn dod i'r ysgol y Medi canlynol, ynghyd â'u rhieni/gofalwyr.

Mae'r Clwb yn cydnabod ac yn parchu'r ffaith mai rhieni/gofalwyr sy'n bennaf cyfrifol am eu plant.

Mae'r Clwb yn cydnabod bod magu plant yn gyfrifoldeb a rennir. Pan fo rhieni'n byw ar wahân mae'r Clwb yn gweithredu i sicrhau bod gan y ddau riant y wybodaeth sydd ei hangen arnynt fel bod gan eu plentyn/plant hyder yn y Gofal y maent ei dderbyn yn y Clwb.²

Rhoddir i bob rhiant/gofalwr gopi o lawlyfr teulu yn rhoi manylion gwybodaeth gyffredinol am y Clwb, ynghyd â'r polisïau a'r gweithdrefnau mwyaf perthnasol. Rhoddir gwybodaeth lawn i rieni/gofalwyr, ynghyd â'r polisïau a'r gweithdrefnau mwyaf perthnasol. Rhoddir gwybodaeth lawn i rieni/gofalwyr ynglŷn â chyfleoedd i weld set lawn o'n polisïau a'n gweithdrefnau, y ceir copïau ohonynt ar gais.

Mae'r Clwb wedi'i gofrestru o dan Ran 2 o Fesur Plant a Theuluoedd (Cymru) 2010 ac fe'i harchwilir gan AGC. Gall rhieni weld adroddiadau'r Archwiliad ar www.ciw.org.uk neu drwy ofyn i'r Uwch Weithiwr Chwarae am gopi.

Os dymunir yn hytrach, gellir trefnu apwyntiadau gan y rhieni/gofalwyr, neu gan Uwch Weithiwr Chwarae'r Clwb i drafod cynwyd a/neu ymddygiad plentyn. Gellir cynnal yr apwyntiadau hyn y tu allan i oriau Clwb mewn lle sy'n addas i'r ddau barti. Gweithredir yn unol â pholisi cyfrinachedd y Clwb mewn amgylchiadau o'r fath. I wneud apwyntiad does ond angen cysylltu â'r Uwch Weithiwr Chwarae.

Mae gofyn i rieni/gofalwyr arwyddo contract gyda'r Clwb cyn i'w plentyn ddechrau ei fynychu. Mae pob cofnod ysgrifenedig a gedwir ar eu plentyn ei hun ar gael i rieni/gofalwyr, heblaw lle y byddai hyn yn rhoi lles y plentyn mewn perygl. Ni fydd modd i rieni/gofalwyr weld gwybodaeth am blentyn arall ar unrhyw adeg.

Mae staff y Clwb ar gael yn ystod oriau'r Clwb am sgwrs anffurfiol â rhieni/gofalwyr am anghenion a chynnydd unigol eu plentyn. Mae staff yn ymwybodol o'r angen i gadw cyfrinachedd ynglŷn â materion yn ymwneud â phlant a theuluoedd, a'r angen i rannu gwybodaeth mewn ffordd briodol. Trafodir unrhyw geisiadau gan drydydd parti am unrhyw blentyn unigol gyda'u rhieni, a rhennir gwybodaeth gyda'u caniatâd hwy yn unig, oni bai bod hynny'n peryglu lles y plentyn.

Yn unol â'r hyn a nodir mewn manylder yn y contract rhiant/Clwb, mae rhieni/gofalwyr yn gyfrifol am hysbysu'r Uwch Weithiwr Chwarae o unrhyw newidiadau yn amgylchiadau'r plentyn, fel y bydd modd iddynt gael eu hychwanegu at ffurflen gofrestru'r plentyn, a gweithredu mewn modd priodol.

Cynhelir arolygon 'bodlonrwydd cwsmeriaid' yn rheolaidd (drwy gyfrwng holiaduron, gan amlaf) i sicrhau bod y gwasanaeth ar roddir gan y Clwb yn dal i ateb anghenion y plant a'u teuluoedd. Anogir rhieni/gofalwyr i gymryd rhan weithredol yn yr ymarferion hyn, gan fod eu barn yn bwysig i barhad effeithiolrwydd y gwasanaeth, a lles eu plant eu hunain.

Cylchlythyri'r newyddion yn rheolaidd i rieni/gofalwyr, plant ac eraill yn y Clwb i rannu gwybodaeth.

Gosodir hysbysfwrdd yn y Clwb er mwyn i rieni/gofalwyr a phlant i fedru cael gwybodaeth ar y Clwb a'i weithgareddau.

²Erthygl 18, Mesur Hawliau Plant a Phobl Ifanc (Cymru) 2011
Provided by | Darparwyd gan Clybiau Plant Cymru Kids' Clubs
Reviewed | Adolygwyd 23rd February 2023

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Anogir rhieni/gofalwyr i deimlo eu bod yn rhan o'r Clwb, gan ein bod yn darparu gwasanaeth i'w helpu. Byddem yn croesawu unrhyw riant/gofalwr a fyddai'n dymuno bod yn aelod o'r pwyllgor rheoli. Rhoddir i unrhyw riant/gofalwr sy'n gwirfoddoli yn ystod oriau'r Clwb, neu sy'n ymuno â'r pwyllgor rheoli, wybodaeth lawn ac arweiniad ar eu rolau a'u cyfrifoldebau.

Wrth drefnu digwyddiadau codi arian, rydym yn gwerthfawrogi help a chydweithrediad holl rieni/gofalwyr y plant a gofrestrir yn y Clwb. Gallai hyn olygu gwerthu tocynnau raffl, gwirfoddoli i gymryd rhan mewn digwyddiadau noddedig, llawn hwyl, neu helpu mewn digwyddiadau cyhoeddusrwydd, megis y Carnifal lleol.