mudiad meithrin

arbenigwyr y blynyddoedd cynnar

Llyfr Bach Piws:

Canllaw Mudiad Meithrin ar faterion staffio Cylchoedd Meithrin

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1. Cyflwyniad

Y blynyddoedd cyntaf ym mywyd plentyn yw'r rhai mwyaf arwyddocaol o safbwynt ei ddatblygiad. Mae Cylch Meithrin yn cynnig nifer o brofiadau gwerthfawr i bob plentyn bach. Mae datblygiad llwyddiannus y Cylch Meithrin yn dibynnu'n helaeth ar gefnogaeth rhieni/gofalwyr a'r gymuned leol.

Rhieni/gofalwyr sy'n gyfrifol am ffurfio Cymdeithas yn y man cychwyn a'r Gymdeithas honno fydd yn gyfrifol am sefydlu'r Cylch Meithrin.

Cyfrifoldeb y Gymdeithas fydd ethol Pwyllgor Rheoli Gwirfoddol i fod yn gyfrifol am reolaeth a gweithrediad dydd i ddydd y Cylch Meithrin ac i gyfethol eraill o'r gymuned leol i gynorthwyo gyda'r gwaith.

Y Pwyllgor Rheoli Gwirfoddol fydd yn gyfrifol am weithredu fel cyflogwr gan gynnwys penodi, cyflogi, cefnogi a rheoli staff gan dynnu ar gyngor ac arbenigedd Mudiad Meithrin ac eraill.

Nod y llyfryn yma yw nodi'r **prif elfennau** y dylai Pwyllgor Rheoli Gwirfoddol ystyried wrth gyflogi staff yn y Cylch Meithrin.

Canllaw cryno ydyw felly dylid hefyd gyfeirio at ffeil **Canllawiau Rheoli Cylch Meithrin** am ragor o wybodaeth.

2. Staffio

Mae pob Cylch Meithrin llwyddiannus yn dibynnu ar staff profiadol cymwysedig sydd yn gallu cynnig amryw o brofiadau i'r plant gan ddatblygu eu sgiliau trwy amryw o weithgareddau yn y Cylch Meithrin.

Y Pwyllgor Rheoli / Person Cofrestredig sy'n gyfrifol am gyflogi a rheoli staff. Mae rheoliadau a natur cyflogi staff yn gallu bod yn gymhleth. Dylid trafod gyda'ch Swyddog Cefnogi lleol cyn dechrau ar y broses.

Pan fydd pwyllgor angen penodi staff rhaid sicrhau eu bod yn dilyn y camau cywir sef:

Hysbysebu Swydd
Rhaid i BOB swydd wag mewn Cylch Meithrin gael ei hysbysebu.

Dylai'r hysbyseb gynnwys :

- Teitl y swydd ac enw'r Cylch Meithrin
- Logo Mudiad Meithrin/logo'r Cylch Meithrin
- Oriau gwaith
- Cyflog
- Cymwysterau / profiad angenrheidiol
- Enw a rhif ffôn person cyswllt ar gyfer ffurflen gais
- Dyddiad cau

Gallwch hysbysebu swyddi ar wefan Mudiad Meithrin yn rhad ac am ddim trwy gwblhau'r Ffurflen Hysbysebu Swydd sydd ar ein gwefan www.meithrin.cymru a'i hanfon i Brif Swyddfa'r Mudiad.

Disgrifiad Swydd
Dylid creu disgrifiad swydd sydd yn nodi'n glir gofynion y swydd

Tynnu Rhestr Fer

Dylai'r Person Cofrestredig / Unigolyn Cyfrifol / Cadeirydd y cylch dynnu rhestr fer o'r ymgeiswyr cryfaf a threfnu cyfweliadau ar gyfer yr ymgeiswyr hynny.

Trefnu a Chynnal Cyfweliad

Dylid trefnu amser penodol i gyfweld â phob ymgeisydd.
Dylai'r panel cyfweld gynnwys dau neu dri o aelodau'r Pwyllgor a dylid gwahodd y Swyddog Cefnogi yno (i gynghori yn unig). Dylid gofyn yr un cwestiynau i bob ymgeisydd. Dylid cadw cofnod o bob cyfweliad.

Y Gymraeg

Pan fo aelodau'r Pwyllgor yn ddi-Gymraeg dylai o leiaf un cwestiwn gael ei holi a'i ateb yn y Gymraeg (gellir gofyn am gymorth y Swyddog Cefnogi lleol gyda hyn).

Dylid sicrhau bod pob aelod o staff a benodir yn meddu ar ruglder digonol yn y Gymraeg i ymgymryd â holl ddyletswyddau'r swydd.

Yn Dilyn y Cyfweliad

Wedi penderfynu ar yr ymgeisydd llwyddiannus dylid cysylltu ag ef/hi i gadarnhau ar lafar, dylid gofyn i'r ymgeisydd yn ystod y sgwrs os ydynt yn derbyn y swydd.

Yn gryno – wrth benodi staff rhaid:

- creu hysbyseb swydd sydd yn cynnwys teitl y swydd, oriau gwaith, cyflog a dyddiad cau (ceir templed o hysbyseb ar fewnrwyd Mudiad Meithrin)
- Creu disgrifiad swydd a manylion personol (mae copi ar gael yn eich Canllaw Rheoli)
- Tynnu panel cyfweld at ei gilydd gan gytuno ar gwestiynau i'w gofyn. Gall eich Swyddog Cefnogi eich cynorthwyo gyda hyn.
- Cynnal cyfweliadau ar ddyddiadau ac amserau penodedig
- Apwyntio staff yn dilyn y cyfweliad
- Cadarnhau'r swydd mewn ysgrifen a chytundeb staff
- Anwytho staff i'r Cylch Meithrin.

Mae canllawiau defnyddiol i'w cael gan Gofal Cymdeithasol Cymru sy'n esbonio recriwtio, cymwysterau addas, anwytho ac arfarnu staff www.gofalcymdeithasol.cymru

Canllaw Arfarnu - https://gofalcymdeithasol.cymru/cms_assets/file-uploads/Goruchwylio-ac-arfarnu-da-gofal-cymdeithsol.pdf

Canllaw Recriwtio - https://gofalcymdeithasol.cymru/cms_assets/file-uploads/CPD-Recruiting-Well-CYM.pdf

3. Penodi Staff

Pan fo Pwyllgor Rheoli'n penodi staff, rhaid sicrhau eu bod yn dilyn y camau canlynol:

- Sicrhau bod yr aelod o staff yn derbyn cytundeb sydd yn cynnwys y telerau gwaith (oriau, cyflog, gwyliau, lleoliad).
- Sicrhau bod yr aelod o staff wedi arwyddo'r cytundeb ynghyd â'r Cadeirydd/ Person Cofrestredig.
- Sicrhau bod y Pwyllgor yn trefnu cyfarfod anwytho gyda'r aelod o staff er mwyn anwytho'r unigolyn yn llwyr i'r gwaith.
- Sicrhau bod yr aelod o staff yn derbyn ac yn darllen polisïau a gweithdrefnau'r Cylch Meithrin ynghyd â'r llawlyfr staff (gan lofnodi i gadarnhau eu bod yn deall).
- Cadarnhau manylion personol a manylion banc yr unigolyn ar gyfer talu cyflogau.
- Sicrhau bod yr aelod o staff yn deall y strwythur rheoli, a'r hyn sydd yn ddisgwyliedig ohoni/ohono yn ei swydd.

4. Gwiriadau GDG *(DBS)*

Cyn i'r unigolyn gychwyn yn y swydd dylid sicrhau'r canlynol:

- Rhaid i bob Cylch gofrestru gyda uCheck ar gyfer gwneud gwiriadau GDG: www.ucheck.co.uk.
- Cyn y gall unrhyw berson ddechrau gweithio mewn Cylch rhaid i'r Pwyllgor Rheoli wirio a derbyn GDG yr unigolyn o flaen llaw.
- Cyfrifoldeb y Pwyllgor Rheoli yw gwneud hyn ar gyfer Cynorthwywyr. Bydd cost fesul gwiriad.
- Dylai'r Pwyllgor argymell fod yr aelod o staff yn gwneud y gwiriad yn drosglwyddadwy, rhaid gwneud hyn o fewn 14 diwrnod i dderbyn y dystysgrif.
- Os oes gan yr unigolyn GDG Cludadwy rhaid gwirio'r dystysgrif hwnnw yn yr un modd.

RHAID GWIRIO GDG POB AELOD O STAFF BOB 3 MLYNEDD
(trosglwyddadwy neu arferol).

Rhaid cadw cofnod o bob gwiriad GDG ar Ffeil Staff yr unigolyn.

5. Monitro Perfformiad a Chefnogi Staff.

Rheoli Perfformiad

Goruchwylio

Mae'n gyfrifoldeb cyfreithiol ar y Pwyllgor Rheoli i oruchwylio staff.

- Yr hyn a olygir gan oruchwyliaeth yw cynnal cyfarfodydd rheolaidd rhwng goruchwyliwr / neu'r Arweinydd a'r person sy'n cael ei oruchwylio. Pwrpas y cyfarfodydd yw i wirio cynnydd ac i flaenoriaethu tasgau unigol ac i gynnig a gofyn am arweiniad a chefnogaeth.
- Mae hwn yn broses ddwy ffordd ac yn gyfle i'r cyflogwr a'r cyflogai fynegi barn am y gwaith.
- Dylid cadw copi o gofnodion y cyfarfod yn ffeil yr aelod o staff. Goruchwyliaeth yw'r sylfaen ar gyfer y broses arfarnu (appraisal).

Arfarnu

- Arfarnu yw'r broses o werthuso perfformiad yn dilyn trafodaethau mewn cyfarfodydd goruchwylio.
- Yn ystod cyfarfod arfarnu dylid gosod targedau am y flwyddyn fydd yn cael eu monitro yn ystod y cyfarfodydd goruchwylio.
- Dylid arfarnu o leiaf unwaith y flwyddyn ond arfer da fyddai i wneud unwaith bob chwe mis.

Camau i drefnu cyfarfodydd Goruchwylio ac Arfarnu

- Penderfynu ar ddyddiad ac amser sy'n gyfleus i'r ddwy ochr gwrdd – dylid rhoi o leiaf bythefnos o rybudd.
- Rhoi copi o'r ffurflen arfarnu i'r cyflogai, a chytuno o flaen llaw beth sydd i'w drafod.
- Dylid ceisio cadw'r cyfarfod i awr o hyd.
- Mae angen i'r cyflogai wirio'r cofnod a'i arwyddo cyn ei gadw'n gyfrinachol yn y Ffeil Staff.

6. Ffeiliau staff

Cyn i aelod staff ddechrau yn y cylch mae'n rhaid sicrhau bod ei Ffeil Staff yn gyflawn. Mae'n rhaid i'r ffeil gynnwys

- Ffurflen Gais
- Disgrifiad Swydd
- Esboniad o unrhyw fylchau mewn cyflogaeth (o'r ffurflen gais)
- Geirdaon x 2
- Dogfennau adnabyddiaeth
- Ffurflen Cofnod Cymwysterau (CPD)
- Copi o dystysgrifau cymwysterau'r unigolyn
- Ffurflen GDG wedi ei harwyddo gan nodi rhif y dystysgrif
- Cytundeb Gwaith wedi ei arwyddo a'i ddyddio.
- Ffurflen Newid Cyflogaeth (os yn berthnasol)
- Ffurflen Anwytho
- Ffurflen Manylion Personol
- Holiadur Meddygol
- Papurau Meddygol / Ffurflen Cyfweliad Dychwelyd i'r Gwaith (os yn berthnasol)
- Ffurflen Arfarnu Staff a Chanllawiau
- Ffurflenni Oriau Ychwanegol (os yn berthnasol)

Rhaid i'r Ffeil Staff gael ei gadw o dan glo yn y cylch ar bob adeg.

Rhaid i wirfoddolwyr yn ogystal â staff gael Ffeil Staff gyflawn.

7. Hyfforddiant

Rhaid sicrhau fod staff yn derbyn y lefel cywir o hyfforddiant.

Dylai staff feddu ar dystysgrif:

- Cymorth Cyntaf
- Amddiffyn a Diogelu Plant * Gorfodol i bob aelod o staff
- Hylendid Bwyd

Dylai Pwyllgorau Rheoli annog Datblygiad Proffesiynol Parhaus (DPP) pob aelod o staff.

Gellir cael gwybodaeth am hyfforddiant yn lleol trwy Academi Mudiad Meithrin a Gwasanaethau Gwybodaeth i Deuluoedd.

Mae Academi Mudiad Meithrin yn darparu pecyn o hyfforddiant amrywiol trwy sawl dull gwahanol.

8. Cynllun Hyfforddiant Cenedlaethol

Os oes staff di–gymhwyster neu wirfoddolwyr yn eich Cylch ceir cyfle i hyfforddi mewn Lefel 3 Gofal, Dysgu Datblygiad a Chwarae Plant yn rhad ac am ddim mewn lleoliad blynyddoedd cynnar drwy gynllun Hyfforddiant Cenedlaethol Mudiad Meithrin.

Am ragor o wybodaeth cysylltwch â lefel3@meithrin.cymru

Rhaid cofio cadw cofnod o'u hyfforddiant yn Ffeiliau'r Staff ynghyd â chopi o'r tystysgrifau.

9. Arfer Da

Sicrhewch fod pob ymgeisydd yn cael eu trin yn hafal ac yn deg

- Dilynwch y broses recriwtio'n gywir a chofnodwch bob dim
- Sicrhewch fod cytundeb staff wedi'i arwyddo mewn lle.
- Anwythwch eich staff yn gyflawn
- Sicrhewch fod gwiriad GDG gan bob aelod o staff a gwiriwch bob 3 mlynedd.
- Rheolwch berfformiad eich staff a chynigwch gefnogaeth gyson iddynt i arbed problemau.
- Sicrhewch fod Ffeiliau Staff yn gyflawn yn unol â safonau a Rheoliadau AGC (AGGCC)
- Sicrhewch eich bod yn dilyn Fframwaith Cymwysterau Gofal Cymdeithasol Cymru wrth apwyntio staff cymwys.
- Cysylltwch â'r Swyddog Cefnogi am gymorth/ cyngor

Cofiwch!

Mae Swyddog Cefnogi Mudiad Meithrin ar gael i'ch helpu ac i'ch cyfeirio at y bobl iawn. Yn yr un modd, darperir hyfforddiant trwy 'Academi Mudiad Meithrin' ar faterion staffio a chyflogaeth.

www.meithrin.cymru
Facebook.com/MudiadMeithrin
@MudiadMeithrin

10. Gwybodaeth Ychwanegol

www.cssiw.org.uk
www.gofalcymdeithasol.cymru
www.meithrin.cymru/academi
www.acas.org.uk

mudiad meithrin

arbenigwyr y blynyddoedd cynnar

Welsh early years specialists

Little Purple Book:

Mudiad Meithrin's Guide to staffing matters in a Cylch Meithrin.

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1. Introduction

The early years of a child's life are the most significant as far as his/her development is concerned. A Cylch Meithrin offers every young child a number of valuable experiences. The successful development of the Cylch Meithrin depends largely upon the support of parents/carers/ guardians and the local community.

Parents/carers/guardians are responsible for establishing a Society in the first place and this Society will be responsible for establishing the Cylch Meithrin.

The Society will be responsible for electing a Voluntary Management Committee to be responsible for the day to day management and running of the Cylch Meithrin and acting as the employer including appointing, employing, supporting and managing staff.

The aim of this booklet is to highlight the main elements a Voluntary Management Committee should consider when appointing and managing staff.

This booklet offers guidance but Voluntary Management Committees should also refer to the **Cylch Meithrin Management Guidance** for further information.

2. Staffing

A successful Cylch Meithrin relies on experienced and qualified staff that provide a range of experiences and opportunities for children to develop their skills through a range of activities.
The Management Committee are responsible for appointing and employing staff. Employment law can be complicated, it is therefore important that you speak to your **local Support Officer** before beginning the process.

Advertising posts:
Every vacant post in the Cylch Meithrin must be advertised.
The advertisement must include the following:

- Job title and the Cylch Meithrin's name
- Mudiad Meithrin/ Cylch Meithrin's logo
- Working hours
- Wage
- Necessary qualifications and experience
- Details of main contact to request / return an application form
- Closing date.

You can advertise your vacancies on Muduad Meithrin's website for free by completing an '*advertise a vacancy*' form on our website www.meithrin.cymru and return to Mudiad Meithrin's head office.

Job Description
You should create a job description that clearly states the requirements of the role.

Drawing a short list
The Registered Person/ Responsible Individual/ Chairperson should draw a short list of suitable candidates following the closing date and organise interviews.

Organising and holding interviews

You should organise allocated times to interview each candidate. The interview panel should include two or three members of the committee and you should invite your Support Officer to attend.

In a nutshell when appointing staff you must:

- Create an advertisment that includes the job title, working hours, salary and the closing date (a template is available on Mudiad Meithrin's intranet).
- Create a job description and person specifiocation (a template is available on Mudiad Meithrin's intranet) .
- Appoint an interview panel and agree a list of interview questions. Your Support Officer can assist you with this
- Hold interviews on an agreed time and date.
- Appoint staff following the interview.
- Confirm the appointment in writing and provide a staff contract (a template is available on Mudiad Meithrin's intranet).
- Provide a full induction to the new member of staff.

Social Care Wales provide useful guidance on how to recruit staff, the required qualifications, induction and appraisals.
www.gofalcymdeithasol.cymru

Appraisal guidance -
https://gofalcymdeithasol.cymru/cms_assets/file-uploads/Goruchwylio-ac-arfarnu-da-gofal-cymdeithsol.pdf

Recruitment guidance-
https://gofalcymdeithasol.cymru/cms_assets/file-uploads/CPD-Recruiting-Well-CYM.pdf

3. Appointing staff

When a Management Committee appoints staff, they must ensure that they follow the following procedures:

- Ensure that each member of staff receives a written contract which
  includes the terms and conditions of employment (hours, wage, holidays, place of work)
- Ensure that staff and the Chairperson/ Registered Person have signed and dated the contract.
- Ensure that the Management Committee organise an induction meeting with the member of staff.
- Ensure that the member of staff receives, reads and understands the Cylch Meithrin's policies and procedures as well as the staff handbook (staff should sign to confirm that they understand the above).
- Confirm the member of staff's personal details and bank details in order to process wages.
- Ensure that the member of staff understands the management structure and what is expected of him/ her in their role.

4. DBS Checks

Before a member of staff can commence work in the Cylch Meithrin, you must ensure the following :

- That your Cylch Meithrin has registered with *uCheck* in order to process DBS checks.
- Before a member of staff can commence work in the Cylch Meithrin the Management Committee **must** complete and receive the staff member's DBS check.
- The Management Committee are responsible for completing the DBS checks for Assistants. There's a charge for each DBS check
- The Management Committee should encourage staff to have a transferable DBS, they must register this within 14 days of receiving their certificate.
- If a member of staff has a transferable DBS - you must still check this every three years.

YOU MUST VERIFY STAFF EVERY 3 YEARS (transferable or regular DBS's)

You must keep a note of staff DBS's in their Staff Files.

5. Managing performance and supporting staff

Managing Performance

Supervision

- It is a legal obligation for the Management Committee to provide staff supervision. Supervision includes holding regular meetings between the manager / Cylch Meithrin leader and the person who is being supervised. These meetings are used to monitor progress and prioritise tasks as well as the opportunity to offer and ask for support and guidance.
- Supervision is a two way process and is an opportunity for the employer and employee to discuss and express their opinions about their work.
- Minutes of each supervision meeting should be kept on Staff Files.
- Supervision meetings are the foundations to the annual appraisal process.

Appraisal

- An appraisal is an annual evaluation of an individual's performance in their work following regular supervision meetings.
- During the appraisal meeting both the employer and employee should set agreed targets for the coming year and these targets should be monitored during the supervision meetings.
- Managment Committees / Responsible Persons / Cylch Leader should appraise their staff at least once a year, though best practice is to appraise staff every 6 months.

The steps to follow to organise a supervision or appraisal meeting with staff.

- Decide and agree on a date and time to meet that is convenient with both parties - a fortnight's notice should be given.
- Ensure that the member of staff receives a copy of their appraisal form prior to the meeting and agree on what will be discussed at the meeting.
- The meeting should last no longer than an hour.
- Following the meeting, staff should check, sign and date the completed appraisal form. The form should be kept confidentially in the member of staff's file.

6. Staff Files

Before a member of staff can begin working in the Cylch Meithrin, you must ensure that their Staff File is complete. Staff Files should include the following:

- Completed application form
- Job description
- An explanation to any gaps in employment (from the application form)
- 2 X References
- Identification documents
- Record of training and qualifications (CPD)
- Copies of qualification certificates
- Record of DBS noting the certificates' reference number
- Signed and dated contract of employment
- Record of any change in the employment contract (e.g. change of hours)
- Completed induction form (signed and dated)
- Personal details form
- Medical form
- Medical forms/ letters e.g. return to work following sickness (if applicable)
- Staff appraisal forms and guidance
- Record of additional working hours (if applicable)

Staff Files must be kept in a locked filing cabinet or cupboard in the Cylch Meithrin at all times.

Volunteers must also have Staff Files before they can volunteer at the Cylch Meithrin.

7. Training

The Management Committee/ Registered Person must ensure that members of staff receive the right level of training and are qualified within their role.

Staff should hold a valid certificate in the following areas:

- First Aid
- Safeguarding and child protection (compulsory for every member of staff)
- Food hygeine

Management Committees should encourage Continued Professional Development (CPD) amongst their staff .

You can receive further information about local training via Mudiad Meithrin's Academi and your local Family Information Service (FIS).

Mudiad Meithrin's Academi offers a range of training opportunities and various methods of training.

8. National Training Scheme

If you have unqualified staff or volunteers working in your Cylch Meithrin then they can have the opportunity to complete a Level 3 CCLDP qualification free of charge whilst working in the Cylch through Mudiad Meithrin's National Training scheme.

For further information contact lefel3@meithrin.cymru
Remember to keep a record of staff training in the staff files with a copy of the certificates.

9. Best Practice

- Ensure that every member of staff is treated equally and fair.
- Follow the recruitment process correctly and keep a written record
- Ensure staff contracts are in place and are signed and dated
- Ensure that staff receives a full induction to their work and the Cylch Meithrin.
- Ensure that all members of staff have a current DBS check and that you verify the DBS every 3 years.
- Manage your staff's performance and offer them continued support in order to avoid problems.
- Ensure that all staff and volunteer files are complete in compliance with CIW's (CSSIW previously) Minimum Standards and Regulations.
- Ensure that you follow Social Care Wales's qualification framework when appointing qualified staff.
- Contact your local Support Officer for advice and guidance.

Remember!

Your Mudiad Meithrin Support Officer is there to help and to signpost. Similarly, training is offered through our 'Academi' on compliance and staff Recruitment.

www.meithrin.cymru

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Facebook.com/MudiadMeithrin

10. Additional information

www.cssiw.org.uk

www.gofalcymdeithasol.cymru

www.meithrin.cymru/academi

www.acas.org.uk