

Governance Resources Part 1 – Building Business Strength and Resilience *A package of governance resources to help you reflect on and build good governance in your setting.*

We want to support incorporated organisations with strong child focussed governance, providing sustainable and quality play and care for children, families and communities.

Good management and governance of settings, along with Playwork qualifications and continuous professional development for Playworkers, is fundamental in optimising children's experience and prioritising freely chosen play within your setting.

Governance refers to structure and processes for decision making, accountability, control and behaviour. A system and process, requiring a systematic approach incorporating strategic planning, risk and performance management. It also ensures the organisation is well placed to respond to a changing external environment – something we've been all too aware of with the Pandemic.

See Governance Resources Part 2 for more information on your organisational structure.

For direct access to all resources listed below, please log into the members area of the website and open this document. Become a [member](#) (free until March 2022) and access all these resources for free.

Out of School Childcare Assessment (google.com) (OSCA).	A simple self-health check for your childcare business, helping you recognise what you do well and where you could improve. Support to complete an Action Plan following the OSCA is available from your Childcare Business Development Officer (CBDO). It also supports your Quality of Care Review for Care Inspectorate Wales.
Stepping Out Policy and Procedure Templates (Stepping Out Templates - Google Drive Welsh)	Adapting template policies and procedures can also help you adopt a systematic approach to your business, putting children at the heart of what you do and ensuring you meet regulations and guidance. We welcome feedback on these templates as they need regular updating. We are also relaunching the business templates within Stepping Out so make sure you have a look on the membership area.
Children's role in governance	• Contact us about the Playwork qualifications we offer Ensuring your staff have these is fundamental in optimising children's experience and prioritising their freely chosen play. • Come Inside - Join Our Club pack in our website members' area gives children the tools to design their own welcome pack for new children.

	• Step 8.2 Child Centred Focus of Stepping Out (Stepping Out Cym 2020.pdf (clybiauplantcymru.org)) introduces the need for children to be involved in all aspects of the setting and STEP 9: Staffing and Training summarises how you can involve children in your staff recruitment process. • Look out for our '10 Ways' resource series to help settings involve children in decision making within the club such as menu choices, routines, voting on activities, deciding themes coming soon news Clybiau Plant Cymru Kids' Clubs
Business skills	• Become a member (free until March 2022) and receive weekly email updates about changes that affect your business. • We provide a range of business skills support and resources on e.g. governance, staff management, committee skills, marketing, financial management and more. Ask your CBDO for support, review the relevant chapters in Stepping Out in our members' area or look in resources in members' area for our packages of childcare business support on governance, financial management, marketing, and more. • We hold monthly online 'Club Hubs' for Playworkers and Managers to discuss pertinent issues, as well as structured business skills and play webinars Training / Events Clybiau Plant Cymru Kids' Clubs. • We also have a series of pre-recorded webinars you may access by emailing webinar@clybiauplantcymru.org on: cashflow forecasts; social media marketing; becoming a Charitable Incorporated Organisation and; financial management • Our website news page (Newyddion Clybiau Plant Cymru Kids' Clubs), quarterly newsletter Y Bont and blogs such as building business resilience include a range of childcare business topics.

Don't forget our staff are here to help you. Contact your local office and one of our staff will be in touch.

Keep smiling, keep playing #Diolch!

Cardiff Office: info@clybiauplantcymru.org

Colwyn Bay Office: info-nw@clybiauplantcymru.org

Cross Hands Office: info-ww@clybiauplantcymru.org

Adnoddau Llywodraethiad Rhan 1 – Adeiladu Cryfder a Gwydnwch Busnesau Pecyn o adnoddau ar lywodraethiad i'ch helpu i adlewyrchu ar lywodraethu da, a'i roi ar waith yn eich lleoliad.

Rydym am gefnogi sefydliadau corfforedig â llywodraethiad plentyn-ganolog, sy'n darparu chwarae a gofal cynaliadwy i blant, teuluoedd a chymunedau.

Mae rheolaeth a llywodraethiad da o leoliadau, ynghyd â chymwysterau Gwaith Chwarae a datblygiad proffesiynol parhaus i Weithwyr Chwarae, yn sylfaenol i roi'r profiad gorau posibl i blant a rhoi'r flaenoriaeth i chwarae a ddewisir yn rhydd yn eich lleoliad.

Mae Llywodraethiad yn cyfeirio at strwythur a phrosesau ar gyfer gwneud penderfyniadau, atebolrwydd, rheolaeth ac ymddygiad. System a phrosesau, y gofyn am ddull systematig sy'n ymgorffori cynllunio strategol, risg a rheoli perfformiad. Y mae hefyd yn sicrhau bod y sefydliad mewn lle da i ymateb i amgylchedd newidiol oddi allan iddo - rhywbeth yr ydym oll wedi bod yn ymwybodol ohono gyda'r pandemig.

Gweler Adnoddau Llywodraethu Rhan 2 am fwy o wybodaeth ar eich strwythur trefniadol.

I gael mynediad uniongyrchol i'r holl adnoddau a restrir isod, mewngofnodwch i ardal aelodau'r wefan ac agorwch y ddogfen hon. Dowch yn [aelod](#) am ddim hyd at Fawrth 2022) a chewch gyrchu'r holl adnoddau yma'n ddi-dâl..

Asesiad o Ofal Plant Allysgol (google.com) (AGPA).	Gwiriad hunan-iechyd i'ch busnes gofal plant, yn eich helpu i adnabod yr hyn yr ydych yn ei wneud yn dda ac ymhle y gallant wella. Mae cymorth i gwblhau Cynllun Gweithredu yn dilyn yr AGPA ar gael gan eich Swyddog Datblygu Busnesau Gofal Plant (SDBG). Y mae hefyd yn cefnogi eich Adolygiad Ansawdd Gofal ar gyfer Arolygiaeth Gofal Cymru.
Templedi Polisi a Gweithdrefn Camu Allan (Templedi Camu Allan - Google Drive)	Gall addasu polisiâu a gweithdrefnau templed hefyd eich helpu i fabwysiadu agwedd systematig at eich busnes, gan roi plant wrth galon yr hyn a wnewch a sicrhau eich bod bodloni'r rheoliadau a'r arweiniad. Croesawn adborth ar y templedi hyn gan fod angen eu diweddarau'n rheolaidd. Rydym hefyd yn ail-lansio'r templedi busnes yn Camu Allan, felly gwnewch yn siŵr eich bod yn cael golwg ar yr ardal aelodau.
Rôl plant mewn llywodraethiad	Cysylltwch â ni am y cymwysterau Gwaith Chwarae yr ydym yn eu cynnig. Mae sicrhau bod gan eich staff rhain y sylfaenol i roi'r profiad gorau posibl i blant a rhoi'r flaenoriaeth i chwarae a ddewisir yn rhydd.

	- Mae ein Pecyn Dowch i Mewn – Ymunwch â'n Clwb > yn ardal aelodau ein gwefan yn rhoi i blant yr offer i ddylunio eu pecyn croeso eu hunain ar gyfer plant newydd. - Mae Cam 8.2, Ffocws Plentyn-ganolog Camu Allan (Stepping Out Cym 2020.pdf (clybiauplantcymru.org)) yn cyflwyno'r angen i blant fod ynglŷn â phob agwedd ar y lleoliad, ac mae CAM 9: Staffio a Hyfforddi, yn crynhoi sut y gallwch gynnwys plant yn eich proses recriwtio. - Edrychwch ar ein cyfres adnodd '10 Ffordd' i helpu lleoliadau i gynnwys plant yn y penderfyniadau a wneir yn y clwb, megis dewis bwydlenni, pleidleisio ar weithgareddau, penderfynu ar y themâu sydd i ddod yn fuan news Clybiau Plant Cymru Kids' Clubs
Sgiliau busnes	- Dowch yn member (yn ddi-dâl hyd at Fawrth 2022) a derbyniwch ddiweddariadau e-bost wythnosol am y newidiadau sy'n effeithio ar eich busnes. - Rydym yn darparu ystod o gefnogaeth sgiliau buses ac adnoddau ar e.e. llywodraethiad, rheoli staff, sgiliau busnes, marchnata, rheolaeth ariannol a mwy. Gofynnwch i'ch SDBG am gefnogaeth, adolygwch y penodau perthnasol yn Camu Allan yn ein hardal aelodau neu edrychwch ar adnoddau yn yr ardal aelodau > am ein pecynnau o gefnogaeth busnesau gofal plant ar lywodraethiad, rheolaeth ariannol, marchnata, a mwy. - Rydym yn cynnal 'Clybiau Hwb' ar-lein yn fisol i Weithwyr Chwarae a Rheolwyr drafod materion perthnasol, yn ogystal â gwemiarau sgiliau-busnes a gweminarau ar chwarae, sydd wedi eu strwythuro Hyfforddiant/Digwyddiadau Clybiau Plant Cymru Kids' Clubs. - Mae hefyd gennym gyfres o weminarau wedi eu recordio ymlaen llaw y gallwch eu cyrchu drwy e-bostio emailing webinar@clybiauplantcymru.org, ar y pynciau: rhagolygon llif arian, marchnata cyfrwng-cymdeithasol, dod yn Sefydliad Corfforedig Elusennol a rheolaeth ariannol. - Mae tudalen newyddio y wefan (Newyddion Clybiau Plant Cymru Kids' Clubs) ein newyddlen chwarterol, Y Bont, a blogiau megis meithrin gwydnwch busnes yn cynnwys ystod o bynciau busnesau gofal plant.

Peidiwch ag anghofio bod ein staff yma i'ch helpu. Cysylltwch â'ch swyddfa leol a daw un o'n staff i gysylltiad â chi.

Daliwch i wenu, daliwch i chwarae #Diolch!

Swyddfa Caerdydd: info@clybiauplantcymru.org

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