

Safeguarding Health Check Improves Governance and Quality Case Study: Once Upon a Time Childcare Ltd, Neath Port Talbot

Once Upon a Time Childcare Ltd in Neath Port Talbot improved their governance following the completion of a Safeguarding Health Check with their Childcare Business Development Officer (CBDO).

Registered with Care Inspectorate Wales (CIW) to offer Full Day Care for 19 places since 2014, their most recent inspection report highlights that 'Staff implement procedures to a high standard to keep children safe and promote their development and well-being. They have a clear understanding of the safeguarding procedures and their responsibilities to keep children safe and report any concerns', but they wanted to ensure they had all documentation and measures in place, and not only continue to meet the Safeguarding requirements required by CIW in the National Minimum Standards – but to exceed them.

Safeguarding Health Check

The Safeguarding Health Check toolkit was developed to support settings to identify any gaps in information in relation to Safeguarding, conducting a series of questions relating to policies, procedures and training for both children and staff and ensures Out of School Clubs meet the National Minimum Standards* (NMS). The NMS state that:

- Safeguarding is everybody's responsibility
- There is a written child safeguarding policy in place. The policy should be based on the Wales Safeguarding Procedures. [Safeguarding Wales](#)
- The child safeguarding policy is shared with parents before a child is admitted and clearly states staff responsibilities for reporting suspected harm, abuse or neglect.
- All staff have accessed safeguarding training relevant to their work role
- Any persons working and looking after children are able to put the policy into practice and are aware of safeguarding and child protection issues, including physical abuse, neglect, emotional abuse and sexual abuse and are able to implement the procedures.
- Staff are aware of their responsibility to report concerns according to Wales Safeguarding Procedures without delay.

*https://www.gov.wales/sites/default/files/publications/2023-11/national-minimum-standards-for-regulated-childcare_0.pdf

On completion, each setting receives a copy of their completed Safeguarding Health Check along with a detailed Action Plan outlining any missing policies and procedures, training needs and links to useful resources and websites.

To support with any missing policies and procedures, all member clubs have access to Stepping Out – a free resource developed by Clybiau Plant Cymru Kids' Clubs, which includes template policies, procedures and forms for clubs to adapt to their individual circumstances. Member clubs can access Stepping Out from the exclusive Members area of the website www.clybiauplantcymru.org

Improved Governance and Quality

The Safeguarding Health Check was completed between the Club Manager of Once Upon a Time and the Childcare Business Development Officer (CBDO). The toolkit asks a series of questions around policies and procedures, staff training, resources and information. Whilst completing, the Club Manager was encouraged to ask any questions, and highlight any areas they felt the club needed support in. Any policies or procedures not yet held by the club were discussed and identified as an action to put in place. It was suggested to the club that it would be beneficial to cross reference all existing policies with the templates to ensure they were up to date and continue to meet the requirements outlined in the National Minimum Standards.

Following completion of the Safeguarding Health Check, the club received a tailored Action Plan which identified any missing policies and procedures. Through Stepping Out, they downloaded the policies identified and cross referenced their existing club policies with the templates to ensure they were still relevant and up to date.

“
The Club Manager said ‘Knowing that we have these templates to hand whenever we need them is brilliant. One of the policies we needed to look at was the Lockdown Policy and Procedure – we already had a process in place following advice given by the Local Authority but it highlighted to us the importance of having it all written down in one place to ensure all staff and parents are aware of how we would act in such an event and the template provided enabled us to do that’.

The Safeguarding Health check also highlighted the importance of Anti Racism to the club ‘Anti Racism was something that we had heard of but were unsure of how we could introduce it into our club. As a result of the Safeguarding Health Check highlighting this to us, we have now attended training on Anti Racism and are developing an Anti-Racism Policy for our club.’

The club were also able to identify staff training needs to ensure that all staff have accessed safeguarding training relevant to their work role.

“
The Club Manager at Once Upon a Time Childcare said ‘The Safeguarding Health Check was incredibly useful to ensure we had all the correct policies in place and identify any areas of work we needed to develop such as Anti-Racism. It also helped us to identify staff training needs, and we can always refer to the Action Plan to keep us on track’.

If your club would like to complete a Safeguarding Health Check contact your Childcare Business Development Officer or Training Officer.

Case study by Sian Jewell, Childcare Business Development Officer
April 2025

[Contact Us to find out more about the support Clybiau Plant Cymru Kids' Clubs can offer your club.](#)
www.clybiauplantcymru.org | info@clybiauplantcymru.org | 029 2074 1000
[Facebook](#) | [Twitter](#) | [Instagram](#)

Gwiriad Iechyd Diogelu yn Gwella Llywodraethiad ac Ansawdd Astudiaeth Achos: Once Upon a Time Childcare Cyf. Castell-nedd Port Talbot

Fe wnaeth Once Upon a Time Childcare Cyf. yng Nghastell-nedd Port Talbot wella eu llywodraethiad yn dilyn cwblhau Gwiriad Iechyd Diogelu gyda'u Swyddog Datblygu Busnesau Gofal Plant gyda'u Swyddog Datblygu Busnesau Gofal Plant (SDBG).

Wedi'u cofrestru gydag Arolygiaeth Gofal Cymru (AGC) i gynnig Gofal Dydd Llawn ar gyfer 19 o leoedd ers 2014, mae eu hadroddiad arolygu diweddaraf yn tynnu sylw at y ffaith bod 'Staff yn gweithredu gweithdrefnau i safon uchel i gadw plant yn ddiogel a hyrwyddo eu datblygiad a'u lles. Mae ganddynt ddealltwriaeth glir o'r gweithdrefnau diogelu a'u cyfrifoldebau i gadw plant yn ddiogel ac adrodd am unrhyw bryderon', ond roeddent am sicrhau bod ganddynt yr holl ddogfennaeth a mesurau ar waith, ac nid yn unig parhau i fodloni'r gofynion Diogelu sy'n ofynnol gan AGC yn y Safonau Gofynnol Cenedlaethol – ond i ragori arnynt.

Gwiriad Iechyd Diogelu

Datblygwyd y pecyn cymorth Gwiriad Iechyd Diogelu i gefnogi lleoliadau i nodi unrhyw fylchau mewn gwybodaeth mewn perthynas â Diogelu, gan gynnwys cyfres o gwestiynau yn ymwneud â pholisïau, gweithdrefnau a hyfforddiant i blant a staff, gan sicrhau bod Clybiau All-Ysgol yn bodloni'r Safonau Gofynnol Cenedlaethol* (SGC). Mae'r SGC yn nodi bod:

- Diogelu yn gyfrifoldeb ar bawb Mae diogelu yn gyfrifoldeb pawb
- Bod polisi diogelu plant ysgrifenedig ar waith. Dylai'r polisi fod yn seiliedig ar Weithdrefnau Diogelu Cymru. <https://diogelu.cymru/cy/>
- Bod y polisi diogelu plant yn cael ei rannu â'r rhieni cyn i blentyn gael ei dderbyn ac mae'n nodi'n glir gyfrifoldebau staff ar gyfer adrodd am niwed, cam-drin neu amheuaeth ynghylch esgeulustod.
- Bod pob aelod o'r staff wedi cael hyfforddiant diogelu sy'n berthnasol i'w rôl waith
- Bod unrhyw bersonau sy'n gweithio ac yn gofalu am blant yn gallu rhoi'r polisi ar waith ac yn ymwybodol o faterion diogelu ac amddiffyn plant, gan gynnwys cam-drin corfforol, esgeulustod, cam-drin emosiynol a cham-drin rhywiol ac yn gallu gweithredu'r gweithdrefnau.
- Bod y staff yn ymwybodol o'u cyfrifoldeb i adrodd pryderon yn unol â Gweithdrefnau Diogelu Cymru yn ddi-oed.

* https://www.llyw.cymru/sites/default/files/publications/2023-11/national-minimum-standards-for-regulated-childcare_0.pdf

Ar ôl ei gwblhau, bydd pob lleoliad yn derbyn copi o'u Gwiriad Iechyd Diogelu wedi'i gwblhau ynghyd â Chynllun Gweithredu manwl yn amlinellu unrhyw bolisïau a gweithdrefnau coll, anghenion hyfforddi a dolenni at adnoddau a gwefannau defnyddiol.

I gefnogi unrhyw bolisïau a gweithdrefnau sydd ar goll, mae gan bob clwb aelod fynediad at Camu Allan – adnodd am ddim a ddatblygwyd gan Glybiau Plant Cymru Kids' Clubs, sy'n cynnwys polisïau, gweithdrefnau a ffurflenni templed i glybiau eu haddasu i'w hamgylchiadau unigol. Gall clybiau aelod gael mynediad at Camu Allan Out o ardal Aelodau unigryw'r wefan www.clybiauplantcymru.org.

Gwell Llywodraethiad ac Ansawdd

Cwblhawyd y Gwiriad Iechyd Diogelu rhwng Rheolwr Clwb Once Upon a Time a'r Swyddog Datblygu Busneaus Gofal Plant (SDBG). Mae'r pecyn cymorth yn gofyn cyfres o gwestiynau ynghylch polisiâu a gweithdrefnau, hyfforddiant staff, adnoddau a gwybodaeth. Wrth gwblhau, anogwyd Rheolwr y Clwb i ofyn unrhyw gwestiynau, ac amlygu unrhyw feysydd lle'r oeddent yn teimlo bod arnynt angen cefnogaeth. Trafodwyd unrhyw bolisiâu neu weithdrefnau nad oedd gan y clwb eto a'u nodi fel camau gweithredu i'w rhoi ar waith. Awgrymwyd i'r clwb y byddai'n fuddiol croesgyfeirio'r holl bolisiâu presennol â'r templedi i sicrhau eu bod yn gyfredol ac yn parhau i fodloni'r gofynion a amlinellir yn y Safonau Gofynnol Cenedlaethol.

Ar ôl cwblhau'r Gwiriad Iechyd Diogelu, derbyniodd y clwb Gynllun Gweithredu wedi'i deilwra a nododd unrhyw bolisiâu a gweithdrefnau coll. Trwy Camu Allan, fe wnaethant lawrlwytho'r polisiâu a nodwyd a chroesgyfeirio eu polisiâu clwb presennol â'r templedi i sicrhau eu bod yn dal yn berthnasol ac yn gyfredol.

“

Dywedodd Rheolwr y Clwb 'Mae gwybod bod gennym y templedi hyn wrth law pryd bynnag y bydd eu hangen arnom yn wych.' Un o'r polisiâu yr oedd angen i ni edrych arno oedd y Polisi a'r Weithdrefn Cloi – roedd gennym broses ar waith eisoes yn dilyn cyngor a roddwyd gan yr Awdurdod Lleol ond fe wnaeth dynnu sylw at bwysigrwydd cael y cyfan wedi'i ysgrifennu mewn un lle i sicrhau bod yr holl staff a rhieni'n ymwybodol o sut y byddem yn gweithredu mewn digwyddiad o'r fath ac fe wnaeth y templed a ddarparwyd ein galluogi i wneud hynny'.

Tynnodd yr Archwiliad Iechyd Diogelu sylw hefyd at bwysigrwydd Gwrth-Hiliaeth i'r clwb, 'Roedd Gwrth-Hiliaeth yn rhywbeth yr oeddem wedi clywed amdano ond nid oeddem yn siŵr sut y gallem ei gyflwyno i'n clwb. Gan i'r Archwiliad Iechyd Diogelu dynnu sylw at hyn i ni, rydym bellach wedi mynychu hyfforddiant ar Wrth-Hiliaeth ac yn datblygu Polisi Gwrth-Hiliaeth ar gyfer ein clwb.'

Roedd y clwb hefyd yn gallu nodi anghenion hyfforddi staff i sicrhau bod yr holl staff wedi cael mynediad at hyfforddiant diogelu sy'n berthnasol i'w rôl waith.

“

Dywedodd Rheolwr y Clwb yn Once Upon a Time Childcare 'Roedd yr Archwiliad Iechyd Diogelu yn hynod ddefnyddiol i sicrhau bod gennym yr holl bolisiâu cywir ar waith a nodi unrhyw feysydd gwaith yr oeddem angen eu datblygu fel Gwrth-Hiliaeth. Fe helpodd ni hefyd i nodi anghenion hyfforddi staff, a gallwn bob amser gyfeirio at y Cynllun Gweithredu i'n cadw ar y trywydd iawn'.

Os hoffai eich clwb gwblhau Archwiliad Iechyd Diogelu, cysylltwch â'ch Swyddog Datblygu Busnesau Gofal Plant neu'ch Swyddog Hyfforddi.

Astudiaeth Achos gan Sian Jewell, Swyddog Datblygu Busnesau Gofal Plant
Ebrill 2025

[Cysylltwch â ni drwy'r dolenni isod i gael rhagor o wybodaeth am y cymorth y gall Clybiau Plant Cymru Kids' Clubs ei gynnig i'ch clwb.](#)

www.clybiauplantcymru.org | info@clybiauplantcymru.org | 029 2074 1000
[Facebook](#) | [Twitter](#) | [Instagram](#)