

Caerdydd

Gwybodaeth Gyffredinol

Annwyl Arweinydd / Rhiant / Gwarcheidwad

‡ DIM FFOŅAU
SYMUDOL ‡

Rydym yn edrych ymlaen at groesawu eich plentyn/grŵp i Wersyll yr Urdd Caerdydd. Mae'r ddogfen hon yn rhoi gwybodaeth am y gweryll a fydd yn sicrhau eich bod chi'n cael ymweliad diogel a dymunol.

BETH SYDD ANGEN:

1. Sach gysgu
2. Dillad nos, bag ymolchi a thywel.
3. Dillad sbâr gan gynnwys siwmpwr gynnes ac anorac neu got law.
4. Esgidiau addas ar gyfer cerdded.
5. Bag dydd i gario pecyn bwyd.

**** Gwnewch yn siŵr bod enw eich plentyn ar bob dilledyn / eiddo.**

BETH SYDD DDIM ANGEN:

Peidiwch â gadael i blant ddod ag eiddo personol drud fel ipods, ffonau symudol, consolau gemau, ac ati i'r gweryll. Oherwydd rheoliadau lechyd a Diogelwch pe bai'ch plentyn yn dod â chylllell boced, bydd yn cael ei chasglu ar ddechrau'r cwrs a'i chadw nes iddo adael. Gellir gadael unrhyw bethau gwerthfawr eraill yn y swyddfa i'w cadw'n ddiogel e.e. camerâu, pasbortau, arian ac ati ac yn cael eu defnyddio yn ôl yr angen.

**** Nodwch nad yw Gweryll Caerdydd yn cymryd cyfrifoldeb am unrhyw eiddo personol**

LLETY

Mae gennym 29 ystafell yma yng Ngweryll Caerdydd, gyda'r mwyafrif ohonyn nhw'n cysgu hyd at 6 o bobl. Mae gwres canolog a chyfleuster en-suite ym mhob ystafell. Bydd arweinydd y grŵp yn gyfrifol am drefnu a phennu'r ystafelloedd. Mae'r plant yn gyfrifol am wneud eu gwllau a chadw eu hystafelloedd yn daclus. Rydym yn sicrhau bod pob plentyn yn gwybod beth i'w wneud mewn argyfwng, a ble i ddod o hyd i help os oes angen ar unrhyw adeg.

PRYDAU

Darperir tri phryd bob dydd, brecwast, cinio a swper - gydag amrywiaeth o fwydydd at ddant pawb. Darperir yr holl arlwyo gan Ganolfan Mileniwm Cymru, felly rhowch wybod i ni am unrhyw alergeddau a gofynion diet arbennig e.e. alergedd i gnau, dim glwten, diabetig, dim cynhyrchion llaeth, ac ati - rhowch wybod i ni bythefnos ymlaen llaw fel y gellir gwneud y trefniadau angenrheidiol. Cofiwch gynnwys y wybodaeth hon ar y Dystysgrif lechyd hefyd. Mae prydau llysieuol ar gael bob amser bwyd. Mae peiriant diodydd a pheiriant oeri dŵr ar gael trwy'r dydd.

Y FFÔN

Peidiwch â threfnu i'r plant ffonio adref yn ystod yr ymweliad. Os na fyddwch yn clywed gennym, gallwch fod yn sicr bod eich plentyn yn ddiogel ac yn iach. Sicrhewch y byddwn yn cysylltu â staff a rhieni ar unwaith os oes problem gydag iechyd neu hiraeth sylweddol. Os oes gennych neges ar gyfer un o'r plant, mae croeso i chi gysylltu â'r swyddfa (029 20635678) neu e-bostio (Caerdydd@urdd.org). Bydd y Rheolwr ar Ddyletswydd yn sicrhau bod y neges yn cael ei throsglwyddo.

GOFAL

Bydd arweinydd y grŵp yn trefnu'r cwrs ar y cyd â rheolwyr y gweryll. Rydyn ni'n sicrhau bod y plant bob amser yn gwybod ble i droi mewn argyfwng, yn ystod y dydd a nos. Mae gwyliwr nos ar ddyletswydd trwy gydol y nos. Yn ogystal, mae camerâu diogelwch ledled yr adeilad. Mae gan bob ystafell a choridor system cardiau allwedd electronig unigryw i sicrhau diogelwch. Hefyd, mae holl staff y gweryll wedi cael ymchwiliad Gwasanaeth Datgelu a Gwahardd (DBS).

Fel gweryll sydd wedi'i gynllunio a'i ddatblygu er budd plant a phobl ifanc, disgwylir i oedolion weithredu'n briodol bob amser yn ystod eu hymweliad â'r Gweryll. Disgwylir i arweinwyr fod ar gael bob amser i fynd gyda phlentyn i'r ysbyty neu i ddangos arweinyddiaeth effeithiol ar adeg o argyfwng. Disgwylir i oedolion sydd mewn swydd o awdurdod ddilyn Cod Ymddygiad eu cyflogwr tra'u bod yn gyfrifol am les plant a phobl ifanc.

DAMWEINIAU A SALWCH

Mae staff Cymorth Cyntaf cymwysedig ar ddyletswydd 24 awr y dydd. Mae gennym bolisiau a chanllawiau manwl ar gyfer pob agwedd o redeg y gweryll. Mae copïau ar gael i'w harchwilio.

DISGYBLU

Er mwyn sicrhau bod y gweryll yn rhedeg yn esmwyth, mae'n amlwg bod angen ychydig o reolau syml a synhwyrol. Gwneir y rhain yn amlwg i blant wrth iddynt gyrraedd, a'n polisi yw eu gweinyddu mewn ysbyrd teg a chydymdeimladol. Ein nod yw sicrhau amser hapus i bawb yn y gweryll. Os yw plant yn anwybyddu'r rheolau hyn, yna mae posibilrwydd y cânt eu hanfon adref. Sylwch na roddir ad-daliad os anfonir plentyn adref mewn achos o dorri rheolau.

PROBLEMAU

Sicrhewch fod y plant a'r bobl ifanc yn ymweld â phrif swyddfa'r gweryll pe bai unrhyw broblemau'n codi fel y gellir delio â'r mater ar unwaith.

TYSTYSGRIF IECHYD

Mae'n hanfodol bod pob rhiant/gwarcheidwad yn cwblhau'r DYSTYSGRIF IECHYD amgaeedig a bod copi bob amser ar gael gan yr arweinydd. Gall hyn gynnwys manylion unrhyw salwch neu broblem a allai fod gan y plentyn, a rhif ffôn pe bai angen i ni gysylltu â'r rhieni neu'r teulu.

CYFARWYDDIAD TÂN

Rhoddir cyfarwyddyd tân ar bob cwrs i sicrhau bod pob plentyn yn gwybod yn union ble mae'r allanfeydd a ble i fynd mewn argyfyngau. Sylwch fod Gweryll yr Urdd yn gweithredu polisi dim ysmegu.

FFOTOGRAFFAU

Gellir dangos ffotograffau o weithgareddau ar ein gwefan a'n deunyddiau hysbysebu. Os nad ydych am i'ch plentyn gael ei gynnwys yn y lluniau hyn, rhowch wybod i ni ar y Dystysgrif Iechyd.

YSWIRIANT

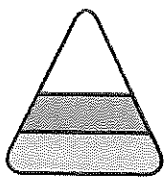
Mae gan yr Urdd yswiriant atebolrwydd cyhoeddus trydydd parti am £20 miliwn rhag ofn y bydd unrhyw esgeulustod yn ein trefniadau. Nid oes Yswiriant Personol wedi'i gynnwys yn y pris. Pe bai rhieni'n dymuno cael yswiriant ar gyfer damweiniau personol, salwch, eiddo coll ac ati, dylent wneud eu trefniadau eu hunain.

CWYNION

Os oes gennych unrhyw ymholiadau ynglŷn â threfniadau'r Gweryll neu unrhyw broblem sy'n codi o'r ymweliad nad aethpwyd i'r afael â hi eisoes, yna cysylltwch â ni ar unwaith.

Rydym yn edrych ymlaen at groesawu'ch grŵp i Weryll yr Urdd Caerdydd. Rydym yn sicr y bydd eich plentyn yn elwa o'r profiad preswyl ac yn ei fwynhau. Byddem yn hapus iawn i ateb unrhyw ymholiadau sydd gennych. Ffoniwch 029 20635678.

Swyddfa'r Urdd, Canolfan Mileniwm Cymru, Plas Bute, Bae Caerdydd, Caerdydd, CF10 5AL
Ffôn: 029 20635678 **E-bost:** caerdydd@urdd.org **Gwefan:** www.urdd.org/caerdydd



Caerdydd

GENERAL INFORMATION

~~NO~~ MOBILE
PHONES ~~NO~~

Dear Leader/Parent/Guardian

We look forward to welcoming your child/group to Gwersyll yr Urdd Caerdydd. This document gives information on the Centre that will ensure you have a safe and pleasant visit.

A CHILD SHOULD BRING

1. Sleeping Bag
2. Night clothes, toiletries and a towel.
3. Spare clothes including a warm jumper and anorak or raincoat.
4. Suitable shoes for walking.
5. Day bag to carry packed lunch.

****please ensure that each item of clothing/belongings have your child's name on them.**

WHAT IS NOT NEEDED

Please don't allow children to bring expensive personal belongings such as ipods, smart phones, game consoles, etc to the Centre. Due to Health and Safety regulations if your child was to bring a pocket knife it will be collected at the beginning of the course and retained until they leave. Any other valuables may be left at the office for safekeeping e.g. cameras, passports, money etc. and used as and when required.

****please note that the City Sleepover does not take responsibility for any personal belongings**

THE BEDROOMS

We have 29 rooms here at the Sleepover, with most of them sleeping up to 6 people. Each room has central heating and an en-suite facility. The group leader will be responsible for arranging and allocating the rooms. The children are responsible for making their beds and keeping their rooms tidy. We ensure that each child knows what to do in an emergency, and where to find help if needed at any point.

MEALS

Three meals are provided each day, breakfast, lunch and supper - with a variety of foods to suit all tastes. All catering is provided by the Wales Millennium Centre, so please let us know of any allergies and special diet requirements e.g. a nut allergy, gluten free, diabetic, no dairy products, etc. - **please inform us two weeks in advance so that the necessary arrangements can be made.** Please remember to include this information on the Health Certificate also. Vegetarian meals are available at all mealtimes. Drinks vending is available and there is a water cooler accessible all day.

THE TELEPHONE

Please do not arrange for the children to phone home during the visit. If you do not hear from us you can be sure that your child is safe and well. Rest assured that we will contact staff and parents immediately if there is a problem with health or significant homesickness. If you have a message for one of the children, you are welcome to contact the office (029 20635678) or email (Caerdydd@urdd.org). The Duty Manager will ensure that the message is passed on.

CARE

The course/group leader will arrange the course in conjunction with the centre's management. We ensure that the children always know where to turn in an emergency, night, and day. There is a night watchman on duty throughout the night. In addition, there are security cameras situated throughout the building. Each room and corridor have an unique electronic key card system to ensure safety. Also, all centre staff undergone an enhanced investigation by the Disclosure and

Barring Service (DBS).

As centres that have been designed and developed for the benefit of children and young people it is expected that adults act appropriately at all times during their visit to the Centre. Leaders are expected to be available at all times to accompany a child to the hospital or to demonstrate effective leadership at a time of emergency. Adults in a position of authority are expected to follow their employer's Code of Conduct whilst responsible for the welfare of children and young people.

ACCIDENTS AND ILLNESSES

There is a fully qualified First Aider on duty 24 hours a day. We have detailed policies and guidelines for all aspects of the running of the centre. Copies are available for inspection.

DISCIPLINE

To ensure the smooth running of the centre a few simple, sensible rules are obviously necessary. These are made known to children on arrival and our policy is to administer them in a fair and sympathetic spirit. Our aim is to ensure a happy time for all at the centre. If children ignore these rules, then there is a possibility that they will be sent home. Please note that no refund will be given if a child is sent home in an instance of rule breaking.

PROBLEMS

Please ensure that the children and young people visit the main office at the Centre should any problems arise so that the matter can be dealt with immediately.

HEALTH CERTIFICATE

It is imperative that each parent/guardian completes the enclosed **HEALTH CERTIFICATE** and that a copy is always available from the leader. This may contain details of any illness or problem that the child may have, and a telephone number should we need to contact the parents or family.

FIRE INSTRUCTION

Fire instruction is given on the first evening of each course to ensure that each child knows exactly where the exits are and where to go in emergencies. Please note that the Urdd City Sleepover operates a no smoking policy.

PHOTOGRAPHS

Photographs of activities may be shown on our website and advertising materials. If you do not want your child to be included in these pictures, please inform us on the Health Certificate.

INSURANCE

The Urdd have third party public liability insurance for £20 million in case of any negligence in our arrangements. No Personal Insurance is included in the price. Should parents wish insurance for personal accidents, illness, lost property etc., they should make their own arrangements.

COMPLAINTS

If you have any enquiries regarding the Centre's arrangements or any problem arising from the visit that hasn't already been addressed, then please contact us immediately.

We look forward to welcoming your group to the Urdd City Sleepover, Cardiff. We are sure that your child will benefit from and enjoy the residential experience. We would be most happy to answer any enquiries you may have. Please telephone 029 20635678.

Urdd City Sleepover, Wales Millennium Centre, Bute Place, Cardiff. CF10 5AL
Tel: 029 20635678 Fax: 029 20635679 Email: caerdydd@urdd.org Website:
www.urdd.org/caerdydd