Top Tips to Remember for your Care Inspectorate Wales (CIW) Registered Childcare Setting whether it is open or closed during Covid-19 Outbreak

1. If you have temporarily closed your Setting due to the outbreak of Covid-19 and are registered with CIW, you **must notify CIW** – you can do this by accessing your CIW Online Account, selecting 'Notifications related to Leadership and Management' and choosing the option 'Temporary closure due to COVID-19' https://careinspectorate.wales/200409-please-notify-us-if-your-childcare-service-has-closed
2. When you choose to re-open your Setting, you again **must notify CIW** – you can do this by selecting 'Notifications related to Leadership and Management' and choosing the option 'Reopening following temporary closure due to COVID-19'
3. If you are currently offering childcare to Critical Workers/vulnerable children, make sure you have notified your local Family Information Service and have updated your details on Dewis Cymru to show you are open.
4. If, due to the **temporary** relaxation of some of the requirements of the National Minimum Standards for Regulated Childcare [see Welsh Government Circular Letter 8/04/2020] you wish to make changes to your service, **you must first gain approval from your Local Authority** (Family Information Service/ Childcare Team). After approval , **you must then notify CIW via your online account.**
5. Any changes made to your Service (including those that are temporary) **must be communicated and checked with your insurer**, to confirm that you are covered under your current policy.
6. Inform parents of any changes to your service.

Cynghorion Campus i''ch Lleoliad Gofal Plant Cofrestredig ag Arolygiaeth Gofal Cymru (AGC) eu cofio p'un a yw ar agor neu ynghyau yn ystod cyfnodl lledaenu Covid-19

1. Os ydych wedi cau eich Lleoliad dros dro o herwydd brigiad Covid-19 ac wedi'ch cofrestru gydag AGC, **rhaid i chi hysbysu AGC** – gallwch wneud hyn drwy gyrchu eich Cyfrif AGC Ar-lein, dewis Hysbysiadau perthynol i Arweinyddiaeth a Rheolaeth a dewis yr opsiwn 'Cau dros dro o ganlyniad i COVID-19' https://arolygiaethgofal.cymru/200409-rhowch-wybod-i-ni-os-yw-eich-gwasanaeth-gofal-plant-wedi-cau?
2. Pan fyddwch yn dewis ailagor eich Lleoliad, unwaith yn rhagor **rhaid i chi hysbysu AGC** – gallwch wneud hyn drwy ddewis 'Hysbysiadau perthynol i Arweinyddiaeth a Rheolaeth' a dewis yr opsiwn, 'Ailagor yn dilyn cau dros dro o ganlyniad i COVID-19'.
3. Os ydych yn cynnig gofal plant i Weithwyr Allweddol/plant hyglwyf ar hyn o bryd, gwnewch yn siŵr eich b od wedi hysbysu eich Gwasanaeth Gwybodaeth i Deuluoedd lleol a'ch bod wedi diweddaru'ch manylion ar Dewis Cymru i ddangos eich bod ar agor.
4. Os, o ganlyniad i'r llacio **dros dro** ar rai o ofynion y Safonau Gofynnol Cenedlaethol ar gyfer Gofal Plant a Reoleiddir [gweler https://llyw.cymru/coronafeirws-covid-19-canllawiau-am-y-safonau-gofynnol-cenedlaethol-ar-gyfer-gofal-plant-1] eich bod am wneud newidiadau i'ch gwasanaeth, **rhaid i chi yn gyntaf gael cymeradwyaeth eich Awdurdod Lleol** (Gwasanaeth Gwybodaeth i Deuluoedd / Tîm Gofal Plant). Wedi i hyn gael ei gymeradwyo, **rhaid i chi hysbysu AGC drwy gyfrwng eich cyfrif ar-lein.**
5. **Rhaid rhoi gwybod a gwirio gyda'ch yswiriwr** am unrhyw newidiadau a wneir i'ch Gwasanaeth (yn cynnwys rhai dros dro), er mwyn cadarnhau eich bod wedi'ch gwarchod o dan eich polisi presennol.
6. Hysbysu rhieni o unrhyw newidiadau i'ch gwasanaeth. .

Clybiau Plant Cymru Kids' Clubs www.clybiauplantcymru.org	mudiad meithrin https://www.meithrin.cymru/	NDNA Cymru National Day Nurseries Association www.ndna.org.uk
pacey CYMRU https://www.pacey.org.uk/	cwlwm https://www.cwlwm.org.uk/	Early Years Wales Blynyddoedd Cynnar Cymru https://earlyyears.wales/