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

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