

Gwersyll yr Urdd Glan-Ilyn

Gwybodaeth Athrawon ac Arweinyddion

Teacher and Leader Information

Rhagarweiniad

Pwrpas y llyfryn hwn yw gosod canllawiau pendant i arweinyddion ac athrawon er mwyn sicrhau cyrsiau hwylus, effeithiol, proffesiynol a diogel. Mae trefn a chanllawiau pendant gan y Gwersyll ar gyfer pob sefyllfa ac mae'n bwysig bod pob arweinydd yn dilyn y drefn hon trwy'r amser er mwyn sicrhau cysondeb.

Mae Glan-Ilyn wedi cynnig profiadau anturus a diogel i bobl ifanc ers 1950. Mae'r Gwersyll wedi datblygu i fod yn un o brif ganolfannau addysg awyr agored yng Nghymru. Mae'n bwysig cofio, yn ogystal â phrofiad anturus addysgiadol, rydym wedi datblygu cwricwlwm Glan-Ilyn ar sail Yr Iaith Gymraeg, Cymreictod, Yr Urdd a Chymru. Yn ogystal a hyn rydym yn cadw at safonau disgwylidig y Cyngor Dysgu y Tu Allan i'r Ystafell Ddosbarth, a'r gwerthoedd dysgu yn yr awyr agored a amlinellwyd yn yr arweiniad cenedlaethol Dysgu Awyr Agored o Ansawdd Rhagorol.

Edrychwn ymlaen i gynnal gweithgareddau efo'ch plant a phobl ifanc dros yr wythnosau nesaf. Isod fe welwch 'wybodaeth defnyddiol ynglŷn a'r trefniadau.

***COVID-19:** Hoffem eich sicrhau fod iechyd a diogelwch yn flaenoriaeth i ni bob amser, ac ein bod yn dilyn canllawiau Llywodraeth Cymru, tra'n asesu'r sefyllfa'n ddyddiol er mwyn dilyn y cyngor mwyaf cyfredol. Rydym hefyd mewn ymgynghoriad cyson gyda arbenigwyr yn y diwydiant awyr agored ac yn cydweithio gyda ymgynghorwyr ymweliadau addysg.

Introduction

The purpose of this booklet is to set out clear guidelines for leaders and teachers to ensure safe, effective, professional, and safe courses. Glan-Ilyn have clear guidelines and for all situations and it is important that all leaders follow these procedures at all times to ensure consistency.

Glan-Ilyn have offered young people adventurous and safe experiences since 1950. The Center has developed into one of the premier outdoor education centers in Wales. It is important to remember that as well as an adventurous educational experience, we have developed the Glan-Ilyn curriculum based on the Welsh Language, Welshness, Urdd and Wales. In addition to this we adhere to the standards set by the Council for Learning Outside the Classroom and the values of outdoor learning that outlined in the national guidance 'High Quality Outdoor Learning'

We look forwards to providing activities for your children and Young people. Below, you will find useful information regarding the arrangements.

***COVID-19:** *We would like to assure you that health and safety is our priority at all times. We follow National Welsh Government Guidance and assess the situation daily to ensure that we are following current guidelines and practices. We are also in regular consultation with experts in the industry and cooperate fully with educational visits advisors.*

Cyfrifoldebau a Dyletswyddau

Roles and Responsibilities

Cyfrifoldebau a Dyletswyddau

Cyfrifoldebau Cyffredinol

Byddwn yn trafod gyda chi, ac yn dod i drefniant clir o ran cyfrifoldebau yn ystod unrhyw weithgareddau rydym yn ddarparu. Mae cyfrifoldebau cyffredinol wedi eu nodi isod. Os oes trefniant gwahanol am unrhyw reswm, rhaid cytuno ar hyn **cyn y weithgaredd**.

<p>Staff Glan-Ilyn</p>	<ul style="list-style-type: none"> • Cyfrifoldeb am holl agweddau arbenigol y gweithgaredd a chynnig cyngor technegol yn ystod y weithgaredd. • Sicrhau cydymffurfiaeth llwyr gyda gofynion iechyd a diogelwch gan gynnwys gofynion AALS a'r Awdurdod Lleol • Asesu risg pob gweithgaredd sydd o dan ofal yr Urdd, gan sicrhau fod oblygiadau COVID-19 wedi'u ystyried, gan ddilyn canllawiau cyffredol y Llywodraeth • Sicrhau fod trefniadau argyfwng priodol mewn lle • Darparu staff profiadol sy'n meddu ar y cymwysterau priodol ar gyfer pob gweithgaredd, gan gynnwys Hyfforddiant Cymorth Cyntaf • Sicrhau fod pob aelod o staff yr Urdd yn dilyn canllawiau a gofynion Diogelwch Plant. • Sicrhau fod pob gweithgaredd yn dilyn gweithdrefnau arbennig COVID-19 a bod ein holl staff wedi derbyn hyfforddiant arbennig • Sicrhau fod y gweithgareddau yn ateb gofynion addysgol y grŵp sydd yn mynychu. • Cadarnhau dealltwriaeth sesiwn croeso Glan-Ilyn • Cynorthwyo Arweinyddion gydag unrhyw ddigwyddiadau neu argyfwng. • Gwisgo mwgwd ym mhob ardal cyhoeddus dan do yn y Gwersyll
<p>Arweinyddion Athrawon</p>	<ul style="list-style-type: none"> • Bod yn gyfrifol am holl agweddau bugeiliol, disgyblaeth a goruchwyliaeth effeithiol y grŵp trwy gydol y weithgaredd (gan gynnwys dros nos os yn berthnasol). Sicrhau eich bod yn dilyn canllawiau eich Sefydliad / Awdurdod Lleol ar gyfer ymweliadau • Hysbysebu rhieni/ gwarcheidwad o'r trefniadau, a sicrhau eu bod yn rhoi caniatâd ar sail gwybodaeth llawn, gan lenwi ac arwyddo ffurflen feddygol/caniatâd yr Urdd. Dylech rhoi gwybod i'r Urdd am unrhyw fater allai effeithio gallu person ifanc i gymryd rhan mewn gweithgaredd yn saff, cyn y weithgaredd. • Sicrhau fod pob taliad wedi ei wneud cyn y cwrs, neu trefniant mewn lle. • Sicrhau fod lefelau staffio yn addas i'r ymweliad ac anghenion y grŵp. • Sicrhau dyletswyddau gofal yn ystod cyfnodau egwyl pan nad yw'r gwersyllwyr yn mynychu gweithgaredd gwersyll • Hysbysu'r gwersyll am unrhyw rhwystr neu diffyg caniatâd i ddefnyddio lluniau unrhyw berson o dan 18 oed yn gyhoeddus • Cadarnhau a chytuno ar gynnwys y cwrs • Prosesau disgyblu pe bai angen • Gwirio bod gwersyllwyr yn gwisgo mwgwd ym mhob ardal cyhoeddus dan do yn y Gwersyll
<p>Cyfranogwyr</p>	<ul style="list-style-type: none"> • Cymryd rhan yn y weithgaredd yn llawn gan ddilyn canllawiau staff yr Urdd Gobaith Cymru • Hysbysu Arweinyddion/Athrawon am unrhyw bryderon ynghlwm a'r weithgaredd • Dilyn canllawiau iechyd a diogelwch y safle • Gwisgo mwgwd ym mhob ardal cyhoeddus dan do yn y Gwersyll

Roles and Responsibilities

General Responsibilities

General responsibilities are set out below. If for any reason there is a different arrangement, **this must be agreed before the activity**. We will discuss and come to a clear arrangement of responsibilities during any activities we provide.

<p>Staff Glan-Ilyn</p>	<ul style="list-style-type: none"> • Responsibility for all aspects of the activity and technical advice during the activity • Ensure that all activities comply fully with HSE/AALA health and safety guidelines • Risk assess all activities under the Urdd's responsibility, whilst ensuring that activities have been adapted to account for government guidelines surrounding COVID-19 • Ensure appropriate emergency procedures are in place • Provide experienced and adequately trained and qualified instructors for all activities, including first aid training • Ensure that all Urdd staff follow Safeguarding Children procedures and guidelines • Ensure that all activities allow for COVID-19 procedures, and that all staff have received the appropriate training • Conduct an informal meeting with visiting staff or volunteers • Operate centre emergency procedures if needed • Staff to wear face coverings in all indoor public areas
<p>Teachers Leaders</p>	<ul style="list-style-type: none"> • Responsibility for all pastoral care of children and young people throughout the activity. This includes any behavioural issues, and effective supervision of the group whilst on activity • Ensure that all visits and activities follow your own establishment/local authority guidelines • Inform parents/guardians of all arrangements, ensuring fully informed consent, by completing the Urdd's consent/medical forms. You must inform the Urdd of any issues that may affect the young person's ability to take part in any activities safely, before the start of the activity • Provide any relevant health and safety information on behalf of the location of the activity - site guidelines - equipment needed - food arrangements • Supervise residents during the visit, when not on formal centre activities • Confirm and agree to the content of the course • Ensure all payments are made prior to the residential visit unless alternative arrangement is agreed • Inform Urdd staff of any issues or lack of consent that restrict using photo's of any participants under the age of 18 publicly • Ensure that supervision levels are suitable in relation to the groups needs • Implement discipline processes if necessary • Ensure that residents wear face coverings in all public indoor areas
<p>Participants</p>	<ul style="list-style-type: none"> • Participate fully in the activity following the guidelines of Urdd Gobaith Cymru staff • Inform Leaders / Teachers of any concerns associated with the activity • Follow site health and safety guidelines • Wear face coverings in all public indoor areas

Canllawiau COVID-19 - Gweithgareddau Glan-Ilyn

Covid-19 Guidelines – Glan-Ilyn

Canllawiau COVID-19 - Gweithgareddau Glan-Ilyn

Dyma rhestr o ystyriaethau cynnal gweithgareddau. Mi fydd staff hefyd yn cynnal asesiad risg deinameg wrth ddefnyddio unrhyw safle.

	Rhaid Ystyried	Y cwsmer	Staff Urdd
Cyn Y Weithgaredd	Iechyd	Rhaid ir cwsmer hysbysu yr Urdd am unrhyw symptomau neu salwch sydd o fewn y cartref. Os oes unigolyn symptomau ni ddylasant gymryd rhan yn y weithgaredd	Os oes gennych chi symptomau, waeth pa mor ysgafn ydyn nhw, neu ydyn nhw mewn cartref lle mae gan rywun symptomau, ni ddylent gadael y tŷ i ddarparu unrhyw weithgaredd
	Taliadau	Defnyddio cerdyn. Osgoi defnydd o bres – Talu o flaen llaw	Taliadau i'w cyflawni cyn unrhyw weithgaredd
	Cerbydau	Rhaid i'r cwsmer diogelu eu hunain wrth deithio i unrhyw weithgaredd	Osgoi unrhyw weithgareddau ble mae yr Urdd yn cynnig cludo unigolion. Cyfeirio y cwsmer at gwmnïau cludiant.
	Offer	Rhaid egluro unrhyw ganllawiau glanhau offer i'r cwsmer.	Rhaid ir offer mae staff yn cyffwrdd unai cael ei ddiheintio rhwng defnyddwyr gwahanol, neu ei osod mewn cwarantîn am hyd at 72 awr cyn cael ei ail ddefnyddio
	Hylendid	Awgrymu yr angen ir cwsmer ddod a 'sanitizer' dwylo gyda nhw. Mae pwyntiau glanhau dwylo wedi lleoli yn y Gwersyll	Gwirio bod modd golchi dwylo ar gael ym mhob achlysur ein gweithgareddau. Cyfeirio y cwsmer i'r pwyntiau golchi dwylo
	Bwyd a Diod	Awgrymu bod y cwsmer yn dod a bwyd a diod eu hunain ar unrhyw weithgaredd	Awgrymu bod y staff yn dod a bwyd a diod eu hunain ar unrhyw weithgaredd
	Man Cyfarfod	Cwsmer i ymweld a'r dderbynfa yn gyntaf.	Sicrhewch eich bod yn cyfarfod y cwsmer yn eu man cyfarfod penodol
	Newid	Anogwch y cwsmer i fod mor barod a sydd yn bosib cyn cyrraedd lleoliad y weithgaredd Gofynnwch i'r cwsmer helpu ei gilydd i roi unrhyw offer ymlaen ac y byddwch yn gwirio yr offer yn eu tro.	Byddwch yn barod ac wedi newid cyn cyfarfod y cwsmer Defnyddiwch y cwsmer i wirio unrhyw offer, ond rhaid i chi fod yn hapus bod yr offer wedi ei osod/gwisgo yn ddiogel
	Parcio	Rhaid sicrhau bod cerbydau yn parcio yn y meysydd parcio penodol	

	Rhaid Ystyried	Y cwsmer	Staff Urdd
Yn Ystod Y Weithgaredd	Offer	Unwaith mae yr offer ymlaen, yn anaml mae angen addasu yr offer yma (e.e. Harnes)	Cadw golwg ar unrhyw offer ac addasu yr offer fel bod angen gan ddefnyddio cwsmeriaid i helpu.
	Hylendid	Defnyddio 'sanitizer' dwylo ar ôl defnyddio unrhyw offer, cyffwrdd a unrhyw arwynebedd	Defnyddio 'sanitizer' dwylo ar ôl defnyddio unrhyw offer, cyffwrdd a unrhyw arwynebedd
	Lefel y weithgaredd	Cadw y weithgaredd o fewn gallu y gwrp	
	Trefniadau Cymorth Cyntaf	Hysbysu y cwsmer y bydd angen help ganddynt i gynorthwyo gyda unrhyw argyfwng cymorth cyntaf. Pe bai angen cymorth cyntaf uniongyrchol y byddwch yn darparu beth sydd yn angenrheidiol gan ddilyn canllawiau diogelwch.	Gwirio bod digon o PPE ar gael. Gosod yr offer cymorth cyntaf fel ei fod yn hawdd i'w ddefnyddio.
Ar ôl y Weithgaredd	Offer	Gofyn i'r cwsmer gadw yr offer yn daclus yn barod i'w ddiheintio neu i fynd i cwarantîn..	Rhaid ir offer mae staff yn cyffwrdd unai cael ei ddiheintio rhwng defnyddwyr gwahanol, neu ei osod mewn cwarantîn am hyd at 72 awr cyn cael ei ail ddefnyddio.
	Newid	Awgrymu bod y cwsmer yn newid ar ôl mynd adref, neu yn eu manau cyfarfod/ ystafell penodol	Lle yn bosib, Staff i newid ar ôl cyrraedd adref neu yn nol i'r man gwaith
	Dillad personol	Golchi dillad ar ôl y weithgaredd	
	Adolygu	Hysbysu y cwsmer y byddent yn derbyn ffurflen arfarnu sydd yn adolygu y sesiwn, gan gynnwys unrhyw weithdrefnau diogelwch	Ystyried y ffordd orau o dderbyn adborth gan y cwsmer sydd yn caniatáu i chi adolygu gweithdrefnau
	Dilynant	Hysbysu y cwsmer y byddwch yn cysylltu yn y pythefnos nesaf er mwyn adolygu sefyllfa iechyd yn dilyn y weithgaredd	

Covid-19 Guidelines – Glan-Ilyn Activities

Here is a list of considerations for running activities at different sites. Staff will also carry out a dynamics risk assessment when using any site.

	Factors to Consider	Client	Staff Urdd
Before the Activity	Health	<i>Inform your clients that if anyone has symptoms, however mild, or is in a household where someone has symptoms, they should not leave their house to take part in activities. As part of the booking procedures, ask your clients to complete a medical declaration that references the above.</i>	<i>Should Urdd staff have symptoms, however mild, or is in a household where someone has symptoms, they should not leave their house to provide any form of activity.</i>
	Payments	<i>Avoid cash payments. Ask clients to make payments in advance.</i>	<i>Establish a safe means of payments for what you are offering.</i>
	Vehicles	<i>Ask clients to minimise the number of vehicles travelling to the meet and greet location.</i>	<i>Avoid use of Vehicles if possible. Refer customers to utilise alternative Transport or Transport companies.</i>
	Equipment	<i>Reassure your clients by explaining your equipment cleaning protocols.</i>	<i>Use equipment rotation when possible and aim to ensure used equipment is not re-issued for 72 hours or more, unless you are able to thoroughly clean your equipment in line with manufacturer's instructions on Covid-19 cleaning. Use an effective equipment management system to ensure equipment is both traceable and trackable at all times.</i>
	Hygiene	<i>Ask your clients to have hand sanitiser available to them in their vehicle. There are sanitizing points at every building entrance and exit. Allocated toilets are available on site</i>	<i>Ensure you have hand washing facilities or hand sanitiser available at each activity location at Glan-Ilyn. Inform customers of sanitizing guidelines and toilet locations</i>
	Food and Drink	<i>Ask your clients to bring their own food and drink with them as it is unlikely that any facilities will be open.</i>	<i>Ensure you and/or your staff have their own food and drink with them as it is unlikely that any facilities will be open.</i>

	Factors to Consider	Client	Staff Urdd
Before the Activity	MEET & GREET Caban Bwyta Dining hall	<i>Meet in the Reception (Derbynfa) You will be allocated a meeting area</i>	<i>Ensure you are visible to avoid your clients having to search for you. Meet the client outside their meeting room</i>
	Changing	<i>Where possible, encourage your clients to be as activity ready in their attire, as possible. Where this is not possible, ask that they respect local residents and local communities and do so as quickly and discretely as possible.</i>	<i>Where possible, aim to be changed and ready for the activity when meeting the group</i>
	Parking	<i>Customers to park in the allocated car parks</i>	
During the Activity	Equipment	<i>Once fitted, there should be no need to re-adjust any equipment but if there is a need, ask a group member to help.</i>	<i>Keep an eye on the fit of your client's equipment and should the need arise, request that a member of the group assists in the re-adjustment.</i>
	Hygiene	<i>Ask your clients to have hand sanitiser available to them at all times.</i>	<i>Ensure you have hand sanitiser available for use at all times.</i>
	Activity	<i>Keep the activity within the group's abilities</i>	
	First Aid	<i>Inform your clients that where possible, you will be asking other group members to assist with any first aid, under your direction and that should you need to administer first aid directly, you will do so, taking all the necessary and available precautions..</i>	<i>. Make sure your first aid kit is easily accessible and laid out in a way that makes it easy for your clients find what they are looking for.</i>

	Factors to Consider	Client	Staff Urdd
After the Activity	Equipment	<i>Ask your clients to return any equipment they have hired/borrowed and place the items in a designated location for either quarantine or sanitization.</i>	<i>Use equipment rotation when possible and aim to ensure used equipment is not re-issued for 72 hours or more unless you are able to thoroughly clean your equipment in line with manufacturer's instructions on Covid-19 cleaning. Any equipment from the group needs to be collected and stored in a bag / box and labeled the last used date. Close the bag / box with ziptie ready for either quarantine or disinfection</i>
	Changing	<i>Where possible, encourage your clients to return home before changing.</i>	<i>Where possible, aim to change when you get back to your place of business.</i>
	Personal Clothing	<i>Recommend that everyone washes their clothes after the activity.</i>	
	Review	<i>Inform your clients that you will be sending them a feedback form, which will include any thoughts on how you might improve your provision during this time.</i>	<i>Consider the most appropriate way to obtain feedback from your clients that will enable you to make any necessary changes to the management of your activities.</i>
	Follow up	<i>Inform your clients that you will be following up to ensure that all group members continue to feel well, following the day's activity.</i>	<i>Follow up with the group within the week to ensure that remain fit and well.</i>

Holiadur Darparwr Annibynnol

Independent Provider Questionnaire

Holiadur Darparwr Annibynnol

Enw'r Darparwr / lleoliad: *Gwersyll yr Urdd Glan-Ilyn*

Cyfeiriad: *Gwersyll yr Urdd Glan-Ilyn, Llanuwchllyn, Y Bala, Gwynedd, LL23 7ST*

Ffôn: *01678 541000*

E-bost: *glan-llyn@urdd.org*

Gwefan: *www.urdd.cymru/glan-llyn*

Enw'r unigolyn sy'n cwblhau'r ffurflen hon: *Huw Antur Edwards*

Swydd yn y sefydliad: *Cyfarwyddwr*

1. **A oes gan y Darparwr unrhyw gydnabyddiaeth neu achrediad swyddogol? OES**

Os oes, rhowch fanylion yma: Rhif Trwydded AALA: L27113 / R0317 (I'w ddiweddarau yn flynyddol. Diweddariad nesaf: 16/9/21). Adventuremark & Learning Outside the Classroom.

2. **A oes gennych asesiadau risg ysgrifenedig ar gyfer yr holl leoliadau / gwasanaethau / gweithgareddau a ddarperir gennych? OES**

Os oes, a yw'r asesiadau risg hyn ar gael i'w gweld os bydd angen? YDYN

3. **A oes gennych reolau diogelwch ac ymddwyn ar gyfer grwpiau sy'n ymweld? OES**

Os oes, sut rydych yn cyfleu'r rhain i'r grŵp sy'n ymweld â'i arweinydd? Rheolau ar gychwyn pob cwrs i'r staff a'r bobl ifanc sy'n ymweld. Mae'r rheolau yn cynnwys rheolau tân y safle.

4. **A yw'ch holl gyfleusterau yn cydymffurfio â gofynion statudol perthnasol yn cynnwys y Ddeddf Iechyd a Diogelwch yn y Gwaith; Gorchymyn Diwygio Rheoleiddio (Diogelwch Tân) 2005; rheoliadau Iechyd yr Amgylchedd a Thrafnidiaeth? YDYN**

5. **A ydych yn darparu offer cymorth cyntaf yn y lleoliad/gweithgareddau? YDYM**

6. **A fydd swyddog cymorth cyntaf hyfforddedig yn bresennol pan fydd y grŵp yn ymweld? BYDD. Mae gennym ni 30 unigolyn ar y safle sydd wedi derbyn hyfforddiant cymorth cyntaf. Mae 4 aelod gyda chymhwyster Cymorth Cyntaf yn y Gweithle. Bydd Rheolwr ar Ddyletswydd bob nos pan fydd gwersyllwyr yn y gwersyll.**

7. **A allwch ddarparu, os bydd angen, fanylion cyswllt grwpiau tebyg sydd wedi defnyddio eich gwasanaethau yn ddiweddar? GALLEM**

8. **A ydych yn rhoi cyfleoedd i wneud ymweliadau rhagarweiniol? YDYM**

9. **A ydych yn darparu offer gweithgareddau (e.e. offer diogelwch personol neu offer chwarae)?**
YDYM
- a) **A oes gennych system ysgrifenedig ac wedi'i chofnodi o archwiliadau diogelwch/cynnal a chadw ar gyfer yr offer hwn?** *OES*
- b) **Pan fydd safonau cenedlaethol yn bodloni, a yw offer y gweithgaredd yn cydymffurfio â'r safonau hynny?** *YDYN*
10. **A oes gennych bolisi yswiriant atebolrwydd cyhoeddus a fydd yn gyfredol ar ddyddiad yr ymweliad arfaethedig, sy'n gysylltiedig â gweithgareddau a ddarperir yn uniongyrchol yn ogystal â gweithgareddau a osodir ar is-gontract?** *OES*
- Os oes, nodwch Derfyn yr Indemniad yma:** *£25 Miliwn*
11. **A oes gennych weithdrefnau brys ysgrifenedig?** *OES*
12. **Ar gyfer gweithgareddau a gynhelir oddi ar y safle a oes gennych weithdrefnau ysgrifenedig ar gyfer dychwelyd yn hwyr?** *OES*
13. **A oes gennych weithdrefnau adrodd a chymau gweithredu ar gyfer damweiniau/digwyddiadau/achosion pan fu damwain bron â digwydd?** *OES*
14. **A oes gennych weithdrefn ar gyfer delio â chwynion?** *OES*

Sefydliadau preswyl yn unig

1. **A fydd yn rhaid i'r grŵp rannu llety cysgu gyda phobl eraill nad ydynt yn rhan o'u grŵp?** *Ni fyddent yn rhannu ystafell wely heb gytundeb o flaen llaw.*
2. **A yw ystafelloedd gwely'r staff yn gyfagos i ystafelloedd gwely'r bobl ifanc?** *YDYN*
3. **A yw'r ystafelloedd cysgu yn ddiogel fel na all pobl ddieithr fynd i mewn iddynt?** *YDYN- Cod mynediad arbennig ar gyfer bob bloc llety.*
4. **A all y gwasanaethau brys gyrraedd y safle yn hawdd os bydd angen?** *GALL*
5. **A ydych yn cynnal ymarfer tân gyda'r grŵp sy'n ymweld cyn eu noson gyntaf?** *YDYM*

Lleoliadau neu weithgareddau â staff yn unig

Nodwch (drwy dicio'r blychau perthnasol) y mathau o grwpiau y mae gennych chi/eich staff goruchwylio dynodedig brofiad o weithio gyda hwy:

Ysgolion cynradd	<input checked="" type="checkbox"/>	Ysgolion uwchradd	<input checked="" type="checkbox"/>	Grwpiau leuenticid	<input checked="" type="checkbox"/>	Ysgolion arbennig	<input checked="" type="checkbox"/>
Pobl ifanc ag ymddygiad heriol	<input checked="" type="checkbox"/>	Myfyrwyr chweched dosbarth a cholegau AB	<input checked="" type="checkbox"/>				

1. A ydych yn rhoi cyfleoedd rheolaidd i'ch staff chi a staff y grŵp sy'n ymweld trafod â'i gilydd? *YDYN*
2. A oes diffiniad clir o gyfrifoldebau rhwng eich staff chi a staff y grŵp sy'n ymweld? *OES*
3. Sut rydych yn hysbysu arweinydd y grŵp sy'n ymweld am agweddau ar yr ymweliad y bydd ganddynt gyfrifoldeb amdanynt? *Gweler ateb cwestiwn 1*
4. A yw unrhyw staff y Darparwr a allai ddod i gysylltiad sylweddol â phobl ifanc wedi cael gwiriad manylach y Swyddfa Cofnodion Troseddol? *YDYN*
5. A yw'r staff hwn wedi cofrestru â'r Awdurdod Diogelu Annibynnol hefyd? *NA*

Gweithgareddau antur yn unig

1. A ydych yn cynnig gweithgareddau antur trwyddedig o dan y Rheoliadau Trwyddedu Gweithgareddau Antur *YDYM*
Ceufadu gan gynnwys sitons, canwïo, rafftio dŵr gwyn, hwylio, adeiladu rafft, bwrdd badlo, dringo creigiau, abseil, cerdded afon, mynydda, cyfeiriannu.
2. A ydych yn darparu unrhyw weithgareddau antur didrwydded? *YDYM*
Bowlio 10, rhwyfo, beicio mynydd, cwrs rhaffau uchel, nofio, taith llyn, datrys problemau, gwylltir grefft, saethyddiaeth
3. A yw cofnodion o brofiad a chymhwysedd arweinwyr gweithgareddau ar gael i'w harchwilio ar y safle os bydd angen? *YDYN*

Independent Provider Questionnaire

Name of Provider / Venue: *Gwersyll Yr Urdd Glan-Ilyn*

Address: *Gwersyll Yr Urdd Glan-Ilyn, Llanuwchllyn, Y Bala, Gwynedd LL23 7ST*

Tel: *01678 541000*

Email: glan-llyn@urdd.org

Website: www.urdd.cymru/glan-llyn

Name of person completing this form: *Huw Antur Edwards*

Position in organisation: *Centre Director*

1. **Does the above Provider have any official recognition or accreditation?** *YES*

If yes, please give details here: AALS Licence Ref No: L27113 / R0317 (To be renewed annually. Next renewal date: 16/9/21). Adventuremark & Learning Outside the Classroom.

2. **Do you have written risk assessments for all of the premises/services/activities that you provide?** *YES*

If yes, are these risk assessments available to view if required? *YES*

3. **Do you have safety and conduct rules for visiting groups?** *YES*

If yes, how do you communicate these to the visiting group and their leader?

Pre-course information, website and induction meeting for all visiting staff and young people at the start of each course. The information includes fire safety and basic site regulations.

4. **Do all of your facilities comply with relevant statutory requirements including Health and Safety at Work Act; Regulatory Reform (Fire Safety) Order 2005; Environmental Health and transport requirements?** *YES*

5. **Do you provide first aid equipment at the venue/activities?** *YES*

6. **Will a trained first-aider be present while the group is visiting?** *YES. We have 30 first aiders at the site, 4 of which hold First Aid at Work certificates. A manager is on duty every evening when the centre is occupied.*

7. **Can you provide, if required, contact details for similar groups who have recently used your services?** *YES*

8. Do you provide opportunities for preliminary visits? *YES*
9. Do you provide activity equipment (e.g. personal protective equipment or play equipment)? *YES*
- Do you have a written and recorded system of safety/maintenance checks for this equipment? *YES*
 - Where national standards exist, does the activity equipment conform to those standards? *YES*
10. Do you hold a public liability insurance policy which will be current at the date of the proposed visit, both in relation to all directly provided and sub-contracted activity? *YES*
- If yes, please state here the Limit of Indemnity - *£25 million*
11. Do you have written emergency procedures? *YES*
12. For activities that take place off site do you have written late-back procedures? *YES*
13. Do you have accident/incident/near-miss reporting and action procedures? *YES*
14. Do you have a procedure for dealing with complaints? *YES*

Residential establishments

- Will the group be required to share sleeping accommodation with others not from their group? *No unless agreed with all parties beforehand*
- Are staff bedrooms adjacent to young person bedrooms? *YES*
- Is sleeping accommodation secure from intruders? *YES. Independent keypad entry to each accommodation block*
- Can the emergency services access the site easily if required? *YES*
- Do you carry out a fire drill with the visiting group before their first night? *YES*

Staffed venues or activities

Please indicate (by checking the relevant boxes) the group types that you/your designated supervisory staff have experience of working with:

Primary Schools	<input checked="" type="checkbox"/>	Secondary Schools	<input checked="" type="checkbox"/>	Youth Groups	<input checked="" type="checkbox"/>	Special Schools	<input checked="" type="checkbox"/>
Young people with challenging behaviour	<input checked="" type="checkbox"/>	Sixth form and FE college students	<input checked="" type="checkbox"/>				

1. **Do you provide regular opportunities for liaison between your staff and staff of the visiting group?** *YES*
2. **Is there a clear definition of responsibilities between your staff and staff of the visiting group?** *YES*
3. **How do you inform the leader of the visiting group about aspects of the visit for which they will have responsibility?** *AS ANSWER TO QUESTION 1*
4. **Do any Provider staff who may have significant contact with young people undergone an enhanced CRB check?** *YES*
5. **Are these staff also registered with the ISA?** *NO*

Adventure activities

1. **Do you offer adventure activities that are licensable under the Adventure Activities Licensing Regulations (for details please refer to www.aals.org)?** *YES – Kayaking including sitons, open canoeing, paddle boarding, white water rafting, sailing, raft building, rock climbing, abseiling, gorge walking, mountaineering, orienteering.*
2. **Do you provide any non-licensable adventure activities?** *YES –10 Pin Bowling, rowing, mountain biking, high ropes course, swimming, lake trips, problem solving, archery*
3. **Are records of activity leaders' experience and competence available for inspection on site if required?** *YES*

Yswiriant

Insurance



To Whom It May Concern

Our ref: KP/IND

26 February, 2021

Zurich Municipal Customer: Urdd Gobaith Cymru (Welsh Youth Organisation)

This is to confirm that Urdd Gobaith Cymru (Welsh Youth Organisation) has in force with this Company until the policy expiry on 31 March 2022 Insurance incorporating the following essential features:

Zurich Insurance plc
Zurich House
1 Gladiator Way
Farnborough
GU14 6GB

Phone: 01252 387829
E-mail: robin.beard@uk.zurich.com

Policy Number:	XAO-272101-2523	
Limit of Indemnity:		
Public Liability:	£ 25,000,000	any one event
Pollution/Products Liability:	£ 25,000,000	for all claims in the aggregate during any one period of insurance
Employers' Liability:	£ 20,000,000	any one event inclusive of costs
Excess:		
Public Liability/Products Liability/Pollution:		Nil any one event
Employers' Liability:		Nil any one claim

Zurich Insurance plc
A public limited company
incorporated in Ireland
Registration No. 13460
Registered Office: Zurich House,
Ballsbridge Park, Dublin 4,
Ireland.
UK Branch registered in England
and Wales Registration No.
BR7985.

UK Branch Head Office: The
Zurich Centre, 3000 Parkway,
Whiteley, Fareham, Hampshire
PO15 7JZ

Zurich Insurance plc is
authorised by the Central Bank
of Ireland and authorised and
subject to limited regulation by
the Financial
Conduct Authority.

Details about the extent of our
authorisation by the Financial
Conduct Authority are available
from us on request. Our FCA
Firm Reference Number is
203093.

Indemnity to Principals:

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

Full Policy:

The policy documents should be referred to for details of full cover.

Yours faithfully



Underwriting Services
Zurich Municipal