

CARING FOR BABIES & TODDLERS POLICY



SEPTEMBER 2020

This policy was adopted on	Signed on behalf of the nursery	Date for review
12 th February 2020	L Jessiman	February 2021
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EVELINE DAY NURSERIES

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Caring for Babies and Toddlers

At The Eveline Day Nurseries Ltd we care for children under the age of two as well as pre-school children.

We ensure their health, safety and well-being through the following:

- Implementing the EYFS requirements at all times and caring for babies and toddlers in a separate base room with a minimum ratio of 1:3.
- Allocating each baby and toddler with a key person and working in partnership with their parent/carers to meet their individual needs and routines
- Having well qualified staff that understand the needs of babies and toddlers, ensuring that at least half of the staff team caring for children under the age of two have undertaken specific training for working with babies.
- Ensuring babies and toddlers have opportunities to see and play with older children whilst at nursery
- Toddlers transitioning to the older age groups/rooms when assessed as appropriate for their age/stage (see separate Transition Policy)
- Staff supervising all babies and toddlers and organising the environment to support both non-mobile babies and more mobile babies and toddlers.

Environment

- The environment and equipment and resources are checked daily before the children access the rooms or area. This includes checking the stability of cots and areas around, low/highchairs and ensuring restraints on these, pushchairs and prams are intact and working
- All doors are fitted with viewing panels and door finger-guards to prevent accidents
- Outdoor shoes are removed or covered when entering the baby and toddler area(s). Staff remind parents and visitors to adhere to this procedure. Flooring will be cleaned regularly
- Sterilisers are washed out and cleaned daily
- Large pieces of furniture will be fixed to the walls to stop them falling on top of babies and young children
- Play and learning is planned in line with children's individual interests and the EYFS learning and development requirements



Resources

- Care is taken to ensure that babies and toddlers do not have access to activities containing small pieces, which may be swallowed or otherwise injure the child
- Babies and toddlers will be closely observed during all activities
- Resources and equipment that babies and young children have placed in their mouth will be sterilised after use
- All resources will be frequently cleaned
- Soft furnishings will be frequently cleaned
- The use of baby walkers, pushchairs, jumparoos will not be used on a regular basis because these can contribute to delayed physical development. We follow NHS guidelines which recommends that if these resources are to be used then it should be for no more than 20 minutes at a time.

Intimate Care

- Babies and toddlers have their nappies changed according to their individual needs and requirements by their key person wherever possible. Checks are documented with the time and initials and information is shared with parents.
- When developmentally appropriate, we will work closely with parents/carers to sensitively support toilet training in a way that suits the child
- Potties are washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after every nappy change
- Staff will ensure all the equipment is ready before babies and toddlers are placed on the changing mat.
- No child is ever left unattended during nappy changing time
- Intimate care times are seen as opportunities for one-to-one interactions
- Staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted.
- Cameras and mobile phones and other equipment capable of recording images (Smartwatches, Tablets) are not permitted in toilet and nappy changing areas
- Nappy sacks and creams will not be left in reach of babies and children.

See separate Nappy changing policy.

Sleep

- We follow the NHS guidance to reduce the risk of sudden infant death syndrome (SIDS)
- Each baby and toddler has labelled nursery bedding own bedding which is washed at least weekly and when necessary, we will take into account any allergies and irritation to soap powders and any individual



needs. For example, if a child prefers to sleep in a sleeping bag, we will ask parents to bring one from home

- Cot mattresses and sleep mats meet safety standards
- Children under two years are not given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation
- Safe sleep guidance is followed at all times, babies are always laid to sleep on their back, with their feet touching the foot of the cot
- Sheets or thin blankets will come no higher than the baby's shoulders, to prevent them wriggling under the covers. We make sure the covers are securely tucked in so they cannot slip over the baby's head
- Only sheets and blankets that are of good condition will be used, any loose threads will be removed.
- Cots are checked before use to ensure no items are within reach i.e. hanging over or beside the cot (e.g. fly nets, cables, cord blinds)
- Babies sleeping outside have cat/fly nets over their prams and prams must lie flat so children are supported
- Sleeping children are supervised at all times and checks on sleeping babies are completed every 10 minutes. This may increase to five minutes for younger babies and or new babies. Checks are documented with the time and staff initials on the sleep check form.

Bottles

- Feeding times will be seen as an opportunity for bonding between practitioner and child and where possible fed by their key person
- Where food/milk is prepared for babies there is a separate area within the kitchen which is specifically designated for this preparation. Handwashing is completed before preparation is undertaken
- Bottles of formula milk are only made up as and when the child needs them. Following the Department for Health guidelines, we only use recently boiled water to make formula bottles (left no longer than 30 minutes to cool.) We do not use cooled boiled water that is reheated. They are then cooled to body temperature, which means they should feel warm or cool, but not hot. Bottles are tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink safely.
- Bottles are only made following the instructions on the formula, if during the making process there are discrepancies, a new bottle will be made
- All new staff and students will be shown the procedure, and are competent and confident before completing this on their own
- Following the Department of Health guidelines, we only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We do not use cooled boiled water that is reheated¹

¹ <https://www.nhs.uk/conditions/pregnancy-and-baby/making-up-infant-formula/>



- Bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use (they will not be washed in the dishwasher) and replaced frequently and/or when they are damaged.
- Unwanted or left over bottles are disposed of after two hours
- Babies are never left propped up or laid in a cot or a pram with bottles as it is both dangerous and inappropriate
- A designated area is available for mothers who wish to breastfeed their babies or express milk
- Labelled breast milk is stored in the fridge

Mealtimes

- All low/highchairs used for feeding are fitted with restraints and these are used at all times. Children are never left unattended when eating or in high chairs. Restraints are removed and washed weekly or as needed
- Mealtimes are seen as social occasions and promote interactions. Staff will sit with babies and young children; interacting, promoting communication and social skills
- All children will be closely monitored whilst eating and if any choking incidents occur paediatric first aid will be administered
- Babies and young children will be encouraged to feed themselves with support, as required
- We will work together with parents regarding weaning and offer any support, as required.

Comforter and dummies

- If dummies are used they will be cleaned and sterilised. This also applies to dummies which have been dropped (see separate dummy policy)
- All dummies are stored in separate labelled containers to ensure no cross-contamination occurs
- Dummies will be disposed of if they become damaged
- Comforters including teddies and blankets will be kept safe and provided at sleep times, or if the child becomes unsettled.