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**Guildhall Feoffment Preschool & Nursery**

**Baby/Pre-Toddler Room Policy**

**Introduction:**

We care for children under the age of 2 and ensure their health, safety and well-being through the following process:

Children under the age of 2 have a separate Baby & Toddler Room and are cared for in a small intimate group by highly qualified staff. We do ensure that the younger children have opportunities during the day to have contact with older children whilst at Nursery. At least half of the staff team caring for children under the age of 2 will have undertaken specific training for working with babies and toddlers.

**Procedures:**

Care is taken to ensure that babies do not have access to activities containing small pieces, which may be swallowed or otherwise may injure the child.

The environment and equipment are checked daily before the children access the area and this is fully documented on the room’s checklist. This includes checking the stability of cots and areas around, low/highchairs and ensuring restraints on these are intact and working normally.

The door leading into the room is fitted with viewing panels to ensure the safety of children.

Outdoor shoes are to be removed when entering the Baby Room or over-shoe covers are provided as an alternative.

All floors in all rooms are sanitised daily leaving our babies exposed to lowest possible levels of bacteria.

Babies and toddlers have their nappies changed according to their individual needs and requirements by all staff. Parents supply own wipes that are suited to that child.

Information will be shared between parents and the Key Person through our on-line Tapestry app about the child’s day through pictures of observations on their development from time to time as well as through verbal contact at the end of each day.

Potties are washed and disinfected after every use and we use potty liners to help with this.

Changing table and mats are wiped with anti- bacterial cleanser before and after every nappy change.

Each baby must have his/her own bedding which is washed several times a week and whenever necessary.

Cot mattresses meet safety standards.

Babies have a dedicated Cot / Sleep area facilitate optimising sleep needs/patterns.

Children under 2 years are not given pillows, cot bumpers or any soft furnishings to prevent risk of suffocation.

We follow all cot death prevention/safety guidelines and advise parents of this information.

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 ending up under the covers. We make sure the covers are securely tucked in so they cannot slip over the baby's head.

Children’s individual sleeping bags may be used in consultation with parents. These are washed weekly and when necessary.

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).

All low/highchairs used for feeding are fitted with restraints and these are always used. Children are never left unattended in highchairs. Restraints are removed and washed weekly or as needed.

No child is ever left unattended during nappy changing time.

Babies are never left propped up with bottles as it is both dangerous and inappropriate.

Sleeping children are always supervised.

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.

Staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted.

Students only change nappies with the support and close supervision of a qualified member of staff.

All food/milk is prepared for babies using our dedicated Milk kitchen area.

Bottles of formula milk will only be made up as and when the child needs them. These should be cooled to body temperature, which means they should feel warm or cool, but not hot, and this process is done via the Milk Preparation Machine which ensures the milk is at the appropriate temperature for the child to drink safely. Milk labels must be placed on all bottles and the Milk preparation Policy must always be adhered to. We also offer cows milk if over the age of one and warmed in the Bottle warmer.

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 reheated.

Bottles and teats are thoroughly cleaned with hot soapy water and will be sent home and parents will return with new bottles for the next session. (if the child is under 12 months of age)

The bottles will be sent home and parents will bring new sterilized bottles in for the next session with pre measured formula in a container ready to be mixed.

Any unused contents of bottles are disposed of after 2 hours.

Labelled mothers’ breast milk is stored in the fridge in the Milk Kitchen when the parents brings it in each session and is to be disposed of at the end of each day.

If dummies are used, they will be cleaned and sterilised. This also applies to dummies which have been dropped on the floor. No dummies will be shared by other children.

All dummies are stored in separate labelled containers to ensure no cross contamination occurs. Sterilisers are washed out and cleaned daily.

A Thermometer is in the baby room and is checked regularly to ensure the room remains at a comfortable temperature.

Children’s oral health is encouraged and information about baby/toddler teeth and how to prevent decay is published on our website, displayed on our parent information boards and a toothbrush and toothpaste is given to every child on entry along with an information sheet.

Children transfer to the great explorer room when they turn 2 (please see transition policy)

Sign: T Bucher

Date: April 2022

Review: April 2023