

Favours Day Nursery Ltd Policy and Procedure

Caring for Babies

At Favours Day Nursery we care for babies 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 in a separate base room with a minimum ratio of 1:3
- Allocating each baby with at least 1 key person who works in partnership with their parent to meet their individual needs and routines
- Having well qualified staff who understand the needs of babies, 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 young babies have opportunities to see and play with older children whilst at nursery
- Babies transitioning to the older age group when assessed as appropriate (see separate transitions policy)
- Staff supervising all babies and organising the environment to support both non-mobile and mobile babies. Babies under the age of 12 months of age will have particularly close attention paid to them in light of them learning to sit / crawl / walk and staff are mindful of the accidents these developmental stages can cause

Environment

- The environment, equipment and resources are risk assessed and 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 finger-guards to prevent accidents
- Outdoor shoes are removed or covered when entering the baby area. Staff remind parents and visitors to adhere to this procedure. Flooring is cleaned regularly
- Sterilisers are washed out and cleaned daily
- Large pieces of furniture are fixed to the walls to stop them falling on top of babies
- 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 do not have access to resources or activities containing small pieces, which may be swallowed or otherwise injure the child
- Babies are closely supervised during all activities
- Resources and equipment that babies have placed in their mouth are cleaned and/or sterilised after use
- All resources are frequently cleaned
- Soft furnishings are frequently cleaned
- The use of resources that restrict babies' movement such as baby walkers, Bumbos, jumperoos, etc will not be used because these can contribute to delayed physical development.

Intimate Care

- Babies' privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting
- Babies have their nappies changed according to their individual needs and requirements by their key person wherever possible. Checks are documented with the time and information is shared with parents electronically
- When developmentally appropriate, we will work closely with parents to sensitively support toilet training in a way that suits the individual needs of the child

- Potties are disinfected after every use. Changing mats are wiped with anti-bacterial cleanser after every nappy change
- Staff ensure all the equipment is ready before babies 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 who are pregnant change nappies on the floor or as per their risk assessment. Students do not change nappies
- Cameras, mobile phones and other equipment capable of recording images (smartwatches, tablets etc) are not permitted in toilet and nappy changing areas
- Nappy sacks and creams are not left in reach of babies
- We have systems in place to ensure there is an adequate supply of clean towels and spare clothes
- See separate Respectful intimate care policy for further details

Sleep

- We follow the NHS and Lullaby Trust guidance to reduce the risk of sudden infant death syndrome (SIDS)
- Each baby has nursery bedding kept in their labelled box which is washed at least weekly and when necessary, this takes into account any allergies 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
- All cot mattresses and sleep mats meet necessary safety standards
- 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. Children under two years are not given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation
- We also share safe sleep advice with parents
- We ensure that sheets or thin blankets 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 are used, any loose threads are 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 must lie flat in prams so they are supported
- Sleeping babies are supervised at all times and checks are completed every 15 minutes. This increases to 5-10 minutes for younger babies and new babies. Checks are documented with the time and staff initials on the sleep check form
- See separate Sleep policy for further details

Milk

- Feeding times will be seen as an opportunity for bonding between practitioner and baby and where possible babies are fed by their key person
- Bottles of formula milk are only made up as and when the child needs them. 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. 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 will be shown the procedure, and only when competent and confident will they make them on their own. Students do not make bottles.
- 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 contents of bottles are disposed of after one to 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 mothers' breast milk is stored in the fridge
- Where milk is prepared for babies the member of staff will hold a food hygiene certificate and handwashing is completed before preparation begins
- In line with NHS information, Babies over the age of 1 use free flowing cups and are offered cow's milk (allergy alternative available) during the day

Mealtimes

- All babies are seated safely in low/highchairs used for feeding. The chairs are fitted with restraints, and these are used at all times. Children are never left unattended when eating or when in low/highchairs. Restraints are removed and washed weekly or as needed
- Mealtimes are seen as social occasions and promote interactions. Staff always sit with babies, interacting, promoting communication and social skills
- Staff supervising mealtimes will have ongoing discussions with parents about the stage their child is at in regard to introducing solid foods, including to understand the textures the child is familiar with. Assumptions will not be made based on age
- Food will be prepared in a suitable way for each child's individual developmental needs, working with parents to help children move on to the next stage at a pace right for the child
- All children are closely supervised whilst eating and if any choking incidents occur paediatric first aid will be administered
- Babies are encouraged to feed themselves with support, as required
- We work together with parents regarding weaning and offer any support, as required
- See separate Nutrition and mealtimes policy for further details

Comforter and dummies

- We have a separate 'Use of Dummies in Nursery' Policy to promote communication and language development
- If dummies are used, they are cleaned and sterilised. This also applies to dummies which have been dropped on the floor
- All dummies are stored in separate labelled containers to ensure no cross-contamination occurs
- Dummies are disposed of if they become damaged
- Comforters including teddies and blankets are kept safe and provided at sleep times, or if the child becomes unsettled
- Amber necklaces (teething) can be worn, but must instead be put around the child's ankle under their sock for safety reasons

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Written with guidance from the National Day Nurseries Association & NHS