

# Central Community and Ashgate Nursery Schools' Federation



## Baby Room Policy and Procedures

Signed by:

Head teacher

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## Contents:

### Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Key person
4. Ratios
5. Recording attendance
6. Supervision arrangements
7. Parental engagement
8. Environment
9. Sleep
10. Food and drink
11. Nappy changing
12. Dummies and comforters
13. Outside time/Outings
14. Fire evacuation
15. Transition to the Den
16. Monitoring and review

### Procedures:

- I. Sleep
- II. Bottles
- III. Nappy Changing
- IV. Dummy
- V. Mealtime

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2023) 'Statutory framework for the early years foundation stage'

## **2. Roles and responsibilities**

The head teacher will be responsible for ensuring:

- That staffing arrangements meet the needs of all children and ensure their safety, as well as meeting statutory requirements.
- Practitioners understand and follow the supervision and ratio requirements set out in this policy.
- Practitioners understand and follow the procedures for the care and education of the children within the Nest (our baby room)

Practitioners will be responsible for:

- Ensuring they understand and follow all the requirements set out in this policy and procedures.
- Being aware of their own location and that of the others around them to ensure that ratios are met at all times and children are being kept safe.

## **3. Key person**

Each child at the room will be assigned a key person and a second. The key person will be responsible for ensuring that the child's care is tailored to their individual needs, helping the child to become familiar with the setting, offering a settled relationship for the child, and building a relationship with their parents.

Before their child starts they will be visited on a home visit by their key person and another member of the baby room team. When a child starts attending the setting, they will support the settling in process and throughout their time in the Nest, they will work with the child's parents in guiding the child's development at home and will also help families to engage with more specialist support if this is required.

## **4. Ratios**

The ratio and qualification requirements below apply to the total number of staff available to work directly with children. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.

- There will be at least one practitioner for every three children.
- At least one practitioner will hold an approved level 3 qualification and will be suitably experienced in working with children under two.
- At least half of all other practitioners will hold an approved level 2 qualification.
- At least half of practitioners will have training that specifically addresses the care of babies.

## **5. Recording attendance**

Practitioners will record the arrival and departure of all children on the attendance register as soon as the child arrives or leaves the nursery. Each day, the admin staff will check the register to ensure it matches which children attended the nursery that day.

## **6. Supervision arrangements**

Practitioners will be deployed to meet the needs of all children at the setting and ensure their safety.

Practitioners will ensure that children are usually within sight **and** hearing at all times and that children are always within sight **or** hearing. When children are eating, they will be within sight **and** hearing of a member of staff.

Practitioners will adhere to the following supervision requirements:

- Be aware of the location of children at all times, their location and the location of other practitioners to ensure ratios are always met.
- If they need to do something that will take them away from your group, inform the other practitioners as they will need to ensure that their deployment is adapted accordingly.
- Only those aged 17 or over may be included in ratios. Supervision arrangements will be adapted depending on the activities the children are taking part in.
- When a child arrives at or leaves the setting, there will always be a handover between a practitioner and the parent.
- When a member of staff leaves/starts a shift there will always be a handover between practitioners.

## **7. Parental engagement**

Parents will be informed about who the practitioners are in the baby room. They will have access to Tapestry as their main source of information alongside daily contact with the practitioners.

Tapestry will be used to inform parents about nappy changing, injuries, sleep and meals. It will also document learning and development using written observations, photographs and videos. It is also expected that parents will use Tapestry to inform nursery about their interests and development at home.

Parents will be invited into nursery during our parent weeks and celebrations to take part in activities.

## **8. Environment**

The environment, equipment and resources are risk assessment and checked daily before the children access the room.

Outdoor shoes are removed or covered when entering the Nest. Staff remind parents and visitors to adhere to this procedure. Flooring is cleaned regularly.

Sterilisers are washed out and cleaned daily.

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

All resources and soft furnishings are cleaned regularly.

Play and learning is planned in line with our nursery curriculum and the children's individual interests.

## **9. Sleep**

We aim to ensure that all children have enough sleep to support their development and natural sleeping rhythms in a safe environment. On home visit we ask parents/carers to complete information on the forms about their child's sleep routine. These are reviewed and updated at timely intervals.

We recognise parents' knowledge of their child's sleep routine. However, staff will not force a child to sleep or keep them awake against their will.

Individual sleep routines are followed rather than one set sleep time for all children. We create an environment that helps children to settle e.g. dimmed light, soft music etc.

We ensure sheets are fitted over the mattress and if a blanket is required it must not come further up than the child's shoulders and must be securely tucked under the foot of the mattress. Children will not be given any pillows or other soft furnishings in order to prevent risk of suffocation.

We will maintain the needs of the children that do not require a sleep and ensure they can continue to play, learn and develop. This may involve taking children outside or linking with other rooms.

Sleep times will be recorded on Tapestry to share with parents/carers. Any concerns will be discussed with parents at the earliest opportunity.

## **10. Food and Drink**

Feeding times are seen as an opportunity for bonding between practitioner and child.

Food and milk for babies is prepared in a separate kitchen area which is specifically designated for this preparation.

Handwashing is completed before preparation is undertaken and before babies are fed.

Bottles:

- All new staff will be shown the procedure, and only when competent and confident will they make them on their own.
- Bottles must be thoroughly cleaned and sterilised before use.
- Babies are never left propped up or laid in a cot/pram with bottles as it is both dangerous and inappropriate.

Mealtimes:

- All lowchairs used for feeding are fitted with restraints and these are used at all times.
- Children are never left unattended when eating or when they are in their chair.
- Mealtimes are seen as social occasions and promote interactions. Staff will always sit with the children and promote communication and social skills.
- Children will be encouraged to feed themselves with support, as required.
- We work together with parents regarding weaning and offer any support, as required.

## **11. Nappy Changing**

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

At home visit we ask parents/carers to complete information on the forms about their child's intimate care routine. These are reviewed and updated at timely intervals.

When developmentally appropriate, we work closely with parents/carers to sensitively support toilet training in a way that suits the individual needs of the child and ensures consistency between home and nursery.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm, as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

We ensure all staff have an up to date understanding of child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns as set out in our Child Protection and Safeguarding Policy.

When developmentally appropriate, we work closely with parents/carers to sensitively support toilet training in a way that suits the individual needs of the child and ensures consistency between home and nursery.

For any children starting to use potties, we will ensure they are washed and disinfected after every use.

## **12. Dummies and comforters**

We recognise that dummies can be a source of comfort for a child who is settling and/or upset, and that it may often form part of a child's sleep routine.

We also recognise that overuse of dummies may affect a child's language development as it may restrict the mouth movements needed for speech.

## **13. Outside time/Outings**

Taking babies outside offers many benefits on all areas of their development and the earlier they get used to being outside, the sooner their love for nature will develop. It is through their first hand sensory and movement experiences that they learn to make sense of the world and

develop key connections in their brain. We don't want to just take out indoor resources and put them outside - we must use the nature around us!

Children from the Nest will have allocated time outside every session regardless of the weather. They will share the garden with the Den children so that they have time to play, explore and socialise with older children.

We also believe that it is important for children to go on outings into the local environment. Where ratio will allow, visits will take place using the trolley and buggies. Outings will support the children's interests and our 10 curriculum goals.

## **14. Fire Evacuation**

On the sounding of the alarm staff will support the children to leave the building. The evacuation trolley can seat up to 6 babies and there is also a double buggy available in the cloakroom area.

The room lead will act as Fire Marshall and ensure the sweep of the building is completed and the fire door is closed on exit.

Fire evacuation procedure will be followed.

## **15. Transition to the Den**

Children transfer to the older age group when assessed as appropriate for their age/stage.

Transition visits will take place in the half term before the child moves rooms. This will be an opportunity to discover the new environment and meet the staff in the room.

## **16. Monitoring and review**

This policy and procedures are reviewed annually by the head teacher. Any changes to this policy will be communicated to all practitioners.

## Sleep Procedure

- Babies should sleep on a cot bed or sleep mat only. Never place a baby to sleep on a soft surface.
- Babies should be put to sleep on their back with their feet touching the foot of the cot.
- If a baby rolls onto their tummy they should be turned onto their back again unless they are able to roll freely.
- Babies are never put down to sleep with a bottle to self-feed however dummies are allowed if requested.
- Blinds can be closed to make the room darker but checks must be made to ensure cords are tied up away from reach.
- Babies sleeping outside will have fly/cat nets over the pram and they must be able to lie flat.
- Sleeping children are supervised at all times and must never be left in a separate room.
- Close checks are made every 10 minutes (every 5 minutes for a child new to the room). Practitioners should check for the rise and fall of the child's chest and the child's sleep position.
- Sleep checks should be documented using Tapestry so that they can be shared with parents/carers.

We provide a safe sleep environment by:

- ✓ Monitoring the room temperature.
- ✓ Using clean, light bedding and ensuring babies are appropriately dressed for sleep to avoid overheating.
- ✓ Using labelled nursery bedding for each baby/toddler which is washed at least weekly and when necessary.
- ✓ Keeping all spaces around cots/mats clear from hanging objects and soft toys.
- ✓ Transferring any baby who falls asleep while being nursed by a practitioner to a safe sleeping surface to complete their rest.
- ✓ Having a no smoking/vaping policy.

## Bottle Procedure

- Bottles of formula milk are only made up as and when the child needs them. These should be cooled to body temperature, which means they should feel warm but not hot, and should be tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink.
- 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.
- To show whose bottle it is a label is attached to each individual bottle.
- The contents of bottles are disposed of after two hours.
- Mothers are welcome to breastfeed their baby or express milk and will be welcomed into the classroom to do so if they wish.
- Labelled mother's breastmilk is stored in the fridge or freezer on request.
- Bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use, using the microwave steriliser or Milton.
- Sterilisers are washed out and cleaned daily.

## Nappy Changing Procedure

- We have appropriate designated facilities for nappy changing which meet the following criteria:
  - Facilities are separate to the children's play area
  - The change bed is frequently checked to ensure it is safe to use.
  - The change bed is cleaned after use using spray sanitiser
  - Nappy bins will be emptied daily.
  - Each child will have a storage area and a bag provided to store spare nappies, wipes, cream, nappy sacks and change of clothes.
  
- Staff changing nappies will:
  - 
  - Follow the child's intimate care plan which sets out how the parent/carer wishes nappy changing to take place. Wash hands before and after providing intimate care.
  - Use PPE (gloves and aprons are provided).
  - Ensure they have all the equipment needed before starting a nappy change.
  - Put wet/soiled nappies in a nappy sack and then place in the nappy bin.
  - Keep nappies, gloves and aprons out of the reach of the children.
  - Ensure any prescribed creams have a medicine form filled in before it is used.
  - Ensure non-prescribed creams (e.g. Sudocream) are clearly labelled with the child's name. These must NOT contain any ingredients derived from nuts.
  - Record nappy changes on Tapestry to inform parents/carers.
  - Clean and sanitise the change bed after each use.
  
- Using Reusable nappies:
  - Ask the parents for a demonstration for fitting the nappy correctly.
  - Dispose of any soiling by flushing straight down the toilet.
  - Dispose of the reusable nappy liner using a nappy bag in the nappy bin.
  - Store the used nappies in a sealed wet bag away from children.
  - Ensure the wet bag goes home with the child.

## Dummy Procedure

- If dummies are used they will be cleaned and sterilised. This also applies to dummies that have been dropped.
- All dummies are stored in separate labelled containers to ensure no cross contamination occurs.
- Sterilisers are washed out and cleaned daily.

Our Nursery will:

- Discuss the use of dummies with parents
- Only allow dummies for comfort and/or as part of their sleep routine.
- Store dummies in individual hygienic dummy boxes labelled with the child's name to prevent cross contamination with other children
- Immediately clean or sterilise any dummy that falls on the floor.

When discouraging the use of a dummy staff will:

- Make each child aware of the designated place where the dummy is stored.
- Comfort the child and if age/stage appropriate, explain in a sensitive and appropriate manner why they do not need their dummy
- Distract the child with other activities/methods of comfort and ensure they are settled before leaving them to play.

We will also offer support and advice to parents to discourage dummy use during waking hours at home and suggest ways which the child can be weaned off their dummy.

## Mealtime Procedure

- Allergy sheets should be displayed in the kitchen area.
- Children will sit to the table in their low chairs within the Nest.
- Meals will be provided by our kitchen and allergies/intolerances will be accounted for but should also be checked before feeding the children.
- Adults will sit with the children to encourage children to self-feed and will offer support as required.

### Weaning

- The nursery introduces first solid food to the child with the parent's direction.
- Food will not be given before the recommended age without consultation with the child's Health Visitor. There will be special considerations for children who are born prematurely and we will consult with professionals regarding this.
- The nursery provides fresh, fruit and vegetables, soft cooked meat such as chicken and beef mince, fish, pasta, noodles, toast, lentils and rice. Also, full fat dairy products such as yoghurt, fromage frais or custard ( we choose products with no added sugar or less sugar). Cows' milk can be used in cooking or mixed with food from 6 months.
- The child will be introduced to more coarse textures and finger foods at the appropriate development stage, according to weaning guidelines. ➤
- Weaning plans will be created with the parents/carers and will be followed by the nursery.
- We provide an adapted version of the full nursery menu to suite the first stages of weaning.
- At the end of the weaning process the child moves on to the nursery menu taking in to account any special dietary requirements.
- We offer advice and support to any parents that would like it, throughout the weaning process. We will use support documents containing advice from NHS and NDNA as well as signposting to alternative websites.

### Reheating food

- We understand that there are many reasons why all our children may not eat together at the same time and that sometimes reheating may be required.
- Food will be cooked and chilled promptly in the kitchen by our chef.
- When reheating food, make sure it's steaming hot all the way through (test temperature ensure the core temperature is above 75 degrees), then let it cool before giving to the children.
- When using the microwave, give the food a good stir to get rid of any hot air pockets.
- Any already cooked and cooled food will only be heated once.
- Any leftovers will be thrown away.