

Caring for Babies and Toddlers

At Fun Foundations we care for children under the age of two and ensure their health, safety and well-being through the following:

- Children under the age of two have a separate base room and are cared for in small intimate groups. We ensure that younger children have opportunities to have contact with older children whilst at nursery
- At least half of the staff team caring for children under the age of two will have undertaken specific training for working with babies
- Staff will monitor non-mobile babies around mobile babies and toddlers to ensure the safety of non-mobile babies
- Children transfer to the older age group when assessed as appropriate for their age/stage appropriate following our agreed transition and settling procedures.

Environment

- The environment and equipment are checked daily before the children access the 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 door finger-guards to ensure the safety of children
- 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 is cleaned daily
- Large pieces of furniture will be fixed to the walls to prevent them falling over
- Non-mobile babies will have lots of opportunities for tummy times to promote physical development under close supervision

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/supervised during all activities
- Resources and equipment that babies and young children have placed in their mouth will be sterilised after use
- All resources and soft furnishing will be frequently cleaned
- The use of baby walkers, bumbos and jumparoos will only be used for limited periods of time. We follow NHS guidelines which recommends if these resources are used then they are used 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 worker wherever possible and recorded in the changing log
- Information will be shared between parents and the key worker about nappy changing and toilet training
- 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. Students only change nappies with the support and close supervision of a qualified member of staff
- Cameras and mobile phones are not permitted in toilets and nappy changing areas
- Nappy sacks and creams will not be left in reach of babies and children

See separate Nappy changing policy

Sleep

- Bedding is washed and changed after every use, we will take into account any allergies and irritation to soap powders
- Cot mattresses meet safety standards
- Children under two years are not given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation
- We follow all cot death prevention/safety guidelines and advise parents of this information.
- 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 only be used, any loose threads will be removed.
- Children's individual sleeping bags may be used in consultation with parents. These are washed at least 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, cord blinds)
- Babies are not left to sleep outside
- Checks on sleeping babies and children are completed every 10 minutes. Checks are documented with the time and staff initials on the sleep check form
- Children are not left to sleep in pushchairs, baby bouncers or car seats as their backs are not fully supported in this equipment whilst sleeping
- Babies are always laid to sleep on their back, with their feet touching the foot of the cot

Bottles

- Feeding times will be seen as an opportunity for bonding between practitioner and child and where possible babies will be 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, hand washing is completed before preparation is undertaken
- Bottles of formula milk are 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 should

be 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 reheated
- 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
- Contents of bottles are disposed of after two hours
- Babies are never left propped up 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
- Sterilisers are washed out and cleaned daily

Mealtimes

- All low/highchairs used for feeding are fitted with restraints and these are used at all times.
- Children are never left unattended 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 when 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 and/or when they are required to be disposed of
- Comforters including teddies and blankets will be kept safe and provided at sleep times, or if the child becomes unsettled.

Signatures	Date of Next Review
A. Ferguson	June 2021