

## **Orchard house Caring for Babies and Toddlers Policy.**

At Orchard house we care for children aged between 3 months and five years.

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

- Implementing the Early Years Foundation Stage (EYFS) requirements at all times we have a baby room that has a maximum of 12 babies 3 months to two years with a ratio of 1:3. We have a nursery floor for our 2–5-year-olds, we maintain the following ratios for toddlers 1:4 and our 3–5-year-olds 1:8.
- Allocating each child with a key person who works in partnership with their parent to meet the child's individual needs and routines.
- Having highly qualified practitioners who understand the needs of babies and toddlers, ensuring that at least half of the practitioners within rooms have undertaken specific training for working within this age group.
- Ensuring babies and toddlers have opportunities to see and play with older children especially when in the outdoor environment.
- Toddlers that transition from the baby room are fully supported and clear handover from the previous key person to ensure it goes smoothly.
- The rooms are set up by the key practitioners to ensure that the environment supports all children including babies that may be non-mobile.

### **Environment**

- Play and learning is planned daily in line with each child's individual interests and needs, meeting the learning and development requirements of the EYFS.
- Our rooms, equipment and resources are risk assessed and checked daily before the children arrive in the morning.
- All doors are fitted with finger-guards to prevent accidents.
- We have a no shoe baby room, practitioners, visitors and parents are not permitted to wear shoes at any time, the floors are cleaned regularly.
- Sterilisers are cleaned daily all bottles are clearly labelled.

### **Resources**

- Practitioners ensure that babies and toddlers do not have access to resources or activities containing small pieces, which could be swallowed
- Babies and toddlers are closely monitored when taking part in activities
- All equipment is cleaned regularly and checked.
- Soft furnishings are washed regularly in a hot wash above 60 degrees.

### **Intimate care**

- Babies and toddlers have their nappies changed according to their individual needs and requirements. All nappy changing times are recorded on our Family app stating if the nappy was wet or soiled.
- We work closely with parents to support potty training that is adapted to the child's individual needs.

- Changing areas and potties are cleansed after each use with anti-bacterial cleaner.
- No child is left unattended when having their nappies changed
- Intimate care routines are seen as opportunities for one-to-one interactions.
- Cameras, mobile phones and any other electronic devices with imaging and sharing capabilities are not permitted in our toilet or nappy changing areas.
- Nappy sacks and creams are out of the reach of children in their own individual boxes.
- We ensure that each child has their own bedding, and this is washed after each use in a hot wash 60 degrees or above.

Please refer to our Nappy changing policy and Respectful intimate care policy.

### **Sleep**

- We follow NHS and Lullaby Trust guidance to reduce the risk of sudden infant death syndrome (SIDS)
- Each baby and toddler have their own bedding which is washed daily in a hot wash of 60 degrees and above, if children have sleep bags, then parents provide these.
- All cots, mattresses and sleep mats meet the necessary safety standards.
- Safe sleep guidance is followed at all times, babies are laid to sleep on their backs with their feet touching the bottom of the cot. We do not use pillows within our nursery.
- Only sheets and blankets that are in good condition are used at sleep times, if any concerns they are removed.
- Cots are checked in the mornings to ensure they are safe and there are no safety issues, ensuring there are no toys.
- Sleeping babies are supervised at all times and checks are completed every 10 minutes, the practitioner that completes the check must document it on our Family app.

Please refer to Sleep policy.

### **Bottles.**

- Bottles of formula milk are only made up as and when the child needs them. We follow the Department of Health guidelines; we only use recently boiled water to make the formula bottles.
- Formula bottles are only made following the instructions provided
- All new practitioners are shown the procedures, and only when competent and confident will they make them on their own.
- All bottles are clearly labelled with the child's name and when they have been used, they are washed in soapy water and sterilized after use.

- Unwanted or left over milk is disposed after two hours.
- Feeding times are seen as an opportunity for bonding between the practitioner and child.
- Babies are never left alone when drinking a bottle.
- Labelled breast milk is stored in the fridge.

### **Mealtimes**

- Mealtimes are seen as social occasions and are used to promote interactions. Practitioners always sit with babies and young children, interacting, promoting communication and social skills.
- Children are sat at low age-appropriate tables, and they are never left unattended.
- All children are closely supervised whilst eating and if any choking incidents occur paediatric first aid will be administered.
- Babies and young children are encouraged to feed themselves with support, as required.
- We work closely with parents regarding weaning and offer our support, as required.

### **Comforters and dummies.**

- If dummies are used, they are cleaned and sterilized, this also applies to dummies that have been dropped on the floor.
- All dummies are stored in a child's individual bag or box.
- Dummies are disposed of if they become damaged.
- Comforters and dummies are kept safe and provided at sleep times, or if the child becomes unsettled.

Donna Bachelor

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