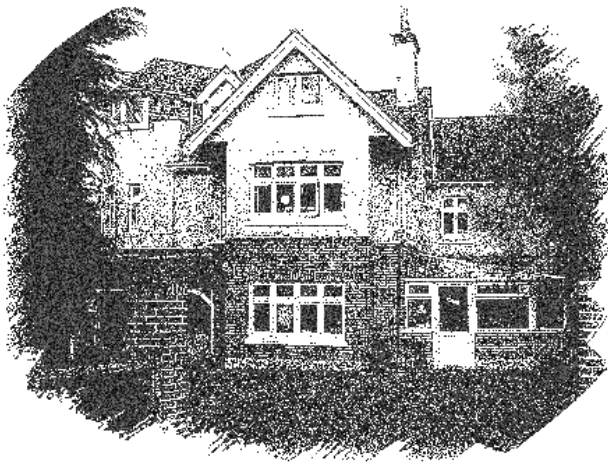




QUEENS PARK MONTESSORI DAY NURSERY

**155 Richmond Park Road
Bournemouth
Dorset
BH8 8UA**

Telephone: (01202) 523293

Proprietor: Mrs Alison Toms

Ofsted Reg: EY242933

CARING FOR BABIES AND TODDLERS

At Queens Park Montessori Day Nursery we care for babies and toddlers 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 and toddlers in a separate base room with a maximum number of nine children on a minimum ratio of 1:3
- Allocating each baby/toddler with a key person and working in partnership with their parent/carers to meet their individual needs and routines
- Having well qualified staff that understand the needs of babies and toddlers, ensuring that at least half of the staff team caring for children under the age of two will have undertaken specific training for working with babies
- Ensuring babies and toddlers have opportunities to see and play with older children whilst at nursery.
- Staff supervising all babies and toddlers and organising the environment to support both non-mobile babies and more mobile babies and toddlers.
- Toddlers transitioning to the older age groups/rooms when assessed as appropriate for their age/stage

Environment

- The environment, equipment and resources are checked daily before the children access the rooms/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
- Outdoor shoes are removed when entering the baby room. Staff remind parents and visitors to adhere to this procedure. Flooring is cleaned regularly.
- Large pieces of furniture are fixed to the walls to stop them falling on top of babies and young children
- 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 and toddlers do not have access to resources/activities containing small pieces, which may be swallowed or otherwise injure the child
- Babies and toddlers are closely supervised during all activities

- Resources and equipment that babies and young children have placed in their mouth are cleaned/sterilised after use
- All resources will be frequently cleaned
- Soft furnishings will be frequently cleaned
- The use of resources that restrict babies' movement such as baby walkers, pushchairs, etc will not be used on a regular basis because these can contribute to delayed physical development. We follow NHS guidelines which recommends that if these resources are to be used then it should be for no more than 20 minutes at a time.

Intimate care

- [Babies'/toddlers' privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting](#)
- Babies and toddlers have their nappies changed according to their individual needs and requirements by their key person wherever possible
- Information will be shared between parents and the key person 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 individual needs of the child
- Potties are washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after every nappy change. Nappy roll is used in the baby room.
- Staff will ensure all 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, mobile phones and other electronic devices with imaging and sharing capabilities are not permitted in toilet and nappy changing areas
- Nappy sacks and creams are not left in reach of babies and children

We always follow systems in place to ensure there is an adequate supply of clean bedding, towels and spare clothes.

Sleep

- [We follow NHS and Lullaby Trust guidance to reduce the risk of sudden infant death syndrome \(SIDS\)](#)
- Each baby and toddler has labelled nursery bedding which is washed at least weekly and when necessary, this takes into account any allergies and irritation 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/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 share safe sleep advice with parents](#)
- We ensure that 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 are used. Any loose threads are removed
- Children's individual sleeping bags may be used in consultation with parents. These are kept in the children's blue bags and washed at home
- 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)
- Children are not left to sleep in pushchairs/prams (unless they can lie flat) or baby bouncers as their backs are not fully supported in this equipment whilst sleeping
- Sleeping children are supervised at all times and checks 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.

Bottles

- Feeding times are seen as an opportunity for bonding between practitioner and child and where possible babies are fed by their key worker
- 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 given by parents/[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 are fully supervised
- Bottles and teats are thoroughly cleaned with hot soapy water, not in the dishwasher. The bottles will be sent home for sterilising.
- Unwanted or left over contents of bottles are disposed of after two hours
- Babies are never be left propped up or laid in a cot with bottles as it is both dangerous and inappropriate
- A private area will be made available for mothers who wish to breastfeed their babies or express milk
- Labelled mothers' breast milk is stored in the fridge

Mealtimes

- All babies and young children 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 as needed
- Mealtimes are seen as social occasions and promote interactions. Staff sit with babies and young children, interacting and 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 and young children are encouraged to feed themselves with support, as required
- We will work together with parents regarding weaning, and offer any support, as required

[See separate Nutrition and mealtimes policy for further details.](#)

Comforters 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 on individual hooks labelled with the child's name to ensure no cross-contamination occurs
- Dummies are disposed of if they become damaged
- Comforters including teddies and blankets are kept in their blue bags and provided at sleep times, or if the child becomes unsettled.

This policy was adopted on:

Signed on behalf of the nursery:

Date for review: