



QUEENS PARK MONTESSORI DAY NURSERY

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Proprietor: Mrs Alison Toms

Ofsted Reg: EY242933

EYFS: 1.1-1.6, 3.1, 3.2, 3.27, 3.32, 3.48, 3.49, 3.55, 3.58, 3.60,

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
- Non-mobile babies will have opportunities, and be encouraged, to develop tummy time skills to promote physical skills under close supervision.

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 baby walkers and bumbos will only be used for limited periods of time (jumparoos are not used). If used for extended periods of time on a regular basis, these can contribute to delayed physical development. We follow NHS guidelines which recommends that they should be 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 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
- 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 toilet and nappy changing areas](#)
- [Nappy sacks and creams are not be left in reach of babies and children](#)
- [We always systems in place to ensure there is an adequate supply of clean bedding, towels and spare clothes](#)

Sleep

- Each baby has his/her own bedding which is washed weekly and when necessary, taking 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/carers to bring one from home](#)
- All cot mattresses/[sleep mats](#) meet necessary safety standards
- Children under two years are not given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation
- 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 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
- Checks on sleeping babies and children 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 they 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 on the inside of adult's wrist to ensure they are an appropriate temperature for the child to drink safely
- Bottles are only made following the instructions given by parents. If during the making process there are discrepancies a new bottle will be made
- All staff and students will be shown the procedure and are competent and confident before completing this on their own (students are fully supervised)
- 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, not in the dishwasher. The bottles will be sent home for sterilising.
- 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 is made available for mothers who wish to breastfeed their babies or express milk
- Labelled mothers' breast milk is stored in the fridge

Mealtimes

- All low/highchairs used for feeding are fitted with restraints and these are used at all times. Children are never left unattended in when eating or when in 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
- 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

Nappy changing

We 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. Wherever possible, each child's key person will change nappies according to the child's individual needs and requirements.

Our procedures meet best practice identified by the Health Protection Agency (2011) in 'Best practice advice for nurseries and childcare settings'.

We will enable a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs.

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. Parents will be engaged in the process of potty training and supported to continue potty training with their child at home.

We have appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation and serving areas and children's play areas;
- Changing mats will have a sealed plastic covering and be frequently checked for cracks or tears. If cracks or tears are found, the mat will be discarded. Disposable towels/roll should be placed on top of the changing mat for added protection (baby room changing only);
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a 'nappy sack' or plastic bag before being placed in the nappy bin located in the baby room. Bins are emptied daily and placed in the yellow waste collection bin.
- For any non-prescription cream for skin conditions e.g. Sudocrem, each child should have their own creams and lotions. These are supplied by the parent/guardian and must be clearly labelled with the child's name. Prior written permission is obtained from the parent. When applying creams, a gloved hand will be used.

Staff changing nappies will:

- Use a new disposable apron and pair of gloves for each nappy change and always wash hands before and after using gloves
- Clean, disinfect, and dry mats thoroughly after each nappy change; disposable nappy roll are discarded after each nappy change.
- Ensure they have all the equipment they need before each nappy change.
- Keep nappy bags, gloves, and aprons out of reach of babies and children.

Reusable Nappies

The procedures above are followed where children wear useable nappies, in addition we:

- 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 nappies liner, and place in a nappy bag (and disposed of as per disposable nappies in a nappy bin)
- Store the used nappies in a sealable wet bag (including a waterproof interior and sealed prevents any smells escaping) away from children
- Provide the parents with the wet bag at the end of the day to clean the used nappies.

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 aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works and who is caring for their child
- Using this one-to-one time as a key opportunity to talk to children and help them learn, e.g. through singing and saying rhymes during the change
- Ensuring that the nappy changing area is inviting and stimulating and change this area regularly to continue to meet children's interests
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks
- Training all staff in the appropriate methods for nappy changing
- Ensuring that no child is ever left unattended during the nappy changing time
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted; and that students only change nappies with the support and close supervision of a qualified member of staff
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to nappy changing
- Ensuring hygiene procedures are followed appropriately, e.g. hands washed before and after nappies are changed and changing mats cleaned before and after each use
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of their child's care and education as laid out in the parents and carers as partner's policy. This is essential for any intimate care routines which may require specialist training or support. If a child requires specific support, the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Balancing the right for privacy for the children with the need for safeguarding children and adults by making sure intimate care routines do not take place behind closed doors
- Cameras, tablets and mobile phones are not permitted within the toilet and changing areas
- Operating a whistleblowing policy to help staff raise any concerns relating to their peers or managers and help staff develop confidence in raising concerns as they arise in order to safeguard the children in the nursery
- Conducting peer observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines
- Conducting regular risk assessments of all aspects of nursery operations including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved

Use of dummies

We recognise that a dummy 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. As babies get older they need to learn to move their mouths in different ways, to smile, to blow bubbles, to make sounds, to chew food and eventually to talk. As babies move their mouths and experiment with babbling sounds they are learning to make the quick mouth movements needed for speech. The more practice they get the better their awareness of their mouths and the better their speech will be.

Our nursery will:

- Discuss the use of dummies with parents as part of babies' individual care plans
- Only allow dummies for comfort if a child is really upset (for example, if they are new to the setting or going through a transition) and/or as part of their sleep routine
- Store dummies on individual hooks labelled with the child's name to prevent cross-contamination with other children
- Immediately clean or sterilise any dummy or bottle that falls on the floor or is picked up by another child
- Dispose of dummies if they become damaged and/or when they are required to be disposed of.

When discouraging the dummy staff will:

- Make each child aware of a 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 and ensure they are settled before leaving them to play
- Offer other methods of comfort such as a toy, teddy or blanket
- Explain to the child they can have their dummy when they go home or at sleep time.

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 through books and stories (when appropriate).

This policy was adopted on:

Signed on behalf of the nursery:

Date for review: