



Little Firs Day Nursery



12. Caring for Children Under the Age of Three Policy & Procedure.

This policy and procedure links to the following:

Legal Framework: Statutory Framework for the Early Years Foundation Stage.

Little Firs Day Nursery's Statements: Supporting Emotional and Well-being, Safeguarding Children.

All Little Firs Policy and Procedure.

At Little Firs our Nestlings and Discoverers rooms work together as a 0-3-year Unit; this ensures that the children make steady progress as they learn from the practitioners and their peers.

Language develops more rapidly in this mixed age group where the children act as role models for others with fewer language skills. The younger child is surrounded with language interactions of various levels and complexity, which develops their communication and language skills.

Furthermore, new children settle more easily and feel secure as their older peers help guide them to learn what happens during the day, and in the process, they develop their own self-esteem and self-confidence. Less confident children can relax and interact more comfortably with the younger children; this develops their self confidence and self-esteem.

Physical and intellectual development is also well provided for as each child is able to play and learn at their own pace and learn to accept and respect others' abilities and can themselves attempt any experience without embarrassment or a sense of failure.

The older children model appropriate play and problem solving to the younger children while mastering and extending their own development. Older children also develop caring skills, empathy skills and a sense of belonging.

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

- Children under the age of three have a separate base room and are cared for in small intimate groups and ensure that the younger children have opportunities to have contact with older children whilst at nursery
- Over half of the staff team caring for children under the age of two have undertaken specific training for working with babies
- 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

- The environment and equipment are checked daily before the children access the area. This includes checking the stability of cots, low chairs have restraints, pushchairs are intact and working
- All doors are fitted with viewing panels and door finger-guards to ensure the safety of children
- Sterilisers are washed out and cleaned daily
- Outdoor shoes are removed when entering the baby room. Staff remind parents and visitors to adhere to this procedure
- Children transfer to the older age group when assessed as appropriate for their age/stage following our agreed transition and settling procedures

Nappy Changing:

We aim to support children's care and welfare in line with their individual needs. All children have contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. This is established through our key-person system and ensuring all parents understand how this works and who their child's key-person is.

We provide a two-way exchange between parents, key persons and staff so that information is shared about nappy changing and toilet training in a way that suits the parents and meets the child's needs. Parents are engaged in the process of potty training and supported to continue potty training with their child at home.

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

Procedure:

- Nappy changing facilities are separate to food preparation and serving areas and children's play areas
- Information is shared between parents, the key-person and staff about nappy changing and toilet training in a way that suits the child
- Babies and toddlers have their nappies changed according to their individual needs and requirements
- No child is ever left unattended during nappy changing time
- Clean nappies are stored in a clean dry place; soiled nappies are placed in the nappy bin. The nappy bin is emptied at night and placed in an appropriate nappy bin and waste collection area.
- Each child should have their own creams and lotions for any non-prescription nappy creams, and these must be clearly labelled with the child's name. Prior written permission is obtained from the parent.
- A new disposable apron and pair of gloves are used for each nappy change and always wash hands before and after changing
- Changing mats are wiped with anti-bacterial cleanser before and after every nappy change. Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded. Disposable towels/roll are placed on top of the changing mat for added protection
- Potties are washed and disinfected after every use.

We aim 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.

By:

- Ensuring that all staff have up-to-date qualification and 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 the child protection policy
- Operating a whistleblowing policy to ensure staff are aware of how to raise concerns relating to their peers or managers and develop their confidence in raising concerns in order to safeguard the children in the nursery
- 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
- Ensuring all staff undertaking nappy changing have suitable enhanced DBS checks
- At inductions all new staff are made fully aware of all nursery procedures relating to nappy changing
- Training all staff in the appropriate methods for nappy changing
- Working closely with parents on all aspects of their child's care and education as laid out in the parent 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 and arrange for specialised training if appropriate
- Ensuring that no child is ever left unattended during the nappy changing time
- 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
- Assessing regularly and reviewing all the risks relating to intimate care routines and place appropriate safeguards in place to ensure the safety of all involved.
- Any parent or member of staff who has concerns or questions about nappy changing procedures or individual routines, speaks to the manager at the earliest opportunity.
- Making sure staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted

Sleep.

We aim to ensure that all children have enough sleep to support their development and natural sleeping rhythms in a safe environment and the safety of babies' is paramount. Our policy follows the advice provided by The Cot Death Society and Lullaby Trust and NHS Guidance to minimise the risk of Sudden Infant Death.

We provide a safe sleeping environment by:

- Following all cot death prevention/safety guidelines and advise parents of this information. Babies are always laid to sleep on their back, with their feet touching the foot of the cot. 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. However, once a baby can roll from back to front and back again, on their own, they can be left to find their own position

- Parents complete sheets on their child's sleeping routine with the child's key person when the child starts at nursery and these are reviewed and updated at appropriate intervals, this enables us to follow parents' wishes and their routine for sleeping.
- Staff discussing any changes in sleep routines at the end of the day and the child's behaviour when they do not receive enough sleep.
- Monitoring babies/toddlers visually when sleeping. Checks are recorded every 10 minutes. When monitoring, the staff member looks for the rise and fall of the chest and if the sleep position has changed. Babies under six months are monitored every five minutes until we are familiar with the child and their sleeping routines, to offer reassurance to the child, parent and to adhere to good practice. Checks are documented with the time and staff initials on the sleep check form/parentzone.
- Sleeping children are always supervised
- Never putting babies/toddlers down to sleep with a bottle to self-feed
- Monitoring the room temperature
- Only using safety-approved cots and mats that are compliant with British Standard regulations. Mattress covers are used in conjunction with a clean fitted sheet and light blanket. Each child has their own assigned bedding which is washed daily and ensuring babies are appropriately dressed for sleep to avoid overheating.
- Keeping all spaces around cots and beds clear from hanging objects
- Transferring any baby who falls asleep while being nursed by a practitioner to a safe sleeping surface to complete their rest
- Children under two years are not given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation
- Only letting babies sleep in prams if they lie flat and we have parents' written permission and babies sleeping outside have cat/fly nets over their prams.
- We follow the advice from The Lullaby Trust and NHS regarding sleeping twins.

Feeding.

- We follow the Department of Health Guidelines, and 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. Milk is kept separately and added to the bottle as and when required as the powder itself is not sterile and there is a small risk that made up formula could become contaminated with micro-organisms.
- Food/milk is prepared for babies in the baby-room kitchen which is specifically designated for this preparation
- 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 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
- Parents must label their bottles clearly.
- A child's feeding routine will be recorded and discussed regularly with parents/carers and staff are aware of a child's feeding times so that feeds are ready promptly when needed.
- During feeding staff are aware of parents' requests either to interact with the child or stay quiet.
- Bottle-feeds and what the child has eaten are recorded on parentzone
- Mothers who are still breastfeeding are encouraged to either supply breast milk or to return to the Nursery to feed their child. There is a designated area available for mothers who wish to breastfeed their babies or express milk

- Labelled bottles of expressed breast milk are stored in the main part of the fridge (not the door) to keep them cold.
- Babies are never left propped up with bottles as it is both dangerous and inappropriate
- Bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use (they are not to be washed in the dishwasher)
- Contents of bottles are disposed of after two hours
- Low-chairs are used for feeding and are fitted with restraints and these are always used. The restraints are removed and washed weekly or when required.

Use of Dummies at Nursery.

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

We also recognise that overuse of dummies affects a child’s language development as it restricts 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.

We will:

- Discuss the use of dummies with parents
- Only allow dummies for comfort if a child is really upset 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
- If dummies are used, they are cleaned and sterilised, this also applies to dummies which have been dropped or picked up by another child.

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 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.

Date of Review	This Policy was adopted on	Signed on behalf of the Nursery	Date for review
July 2021.	16 th July 2021	<i>P.Goodrick Electronically signed due to covid restrictions.</i>	July 2022.