

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**22B. Caring for Babies and Toddlers**

At Caterpillars Preschool we care for children under the age of two in our Baby Caterpillars room 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 groups.
* 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 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 viewing panels and door finger-guards to ensure the safety of children
* Outdoor shoes are removed or covered when entering the baby area. Staff remind parents and visitors to adhere to this procedure
* 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 in a way that suits the child
* Potties are washed and disinfected after every use. Changing mats are wiped with an anti-bacterial cleanser before and after every nappy change
* Each baby must have his/her own bedding which is washed at least weekly and when necessary
* Cot mattresses meet safety standards
* Children under two years are not given pillows, cot bumpers or any soft furnishings in order to prevent suffocation
* We follow 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
* 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)
* 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. No child is ever left unattended during nappy changing time
* Babies are never propped up with bottles as it is both dangerous and inappropriate
* Sleeping children are supervised at all times
* Checks on sleeping babies 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
* Staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted
* Where food/milk is prepared for babies there is a separate area within the kitchen which is specifically designated for this preparation
* Bottles of formula milk are only to be made up when the child needs them. These are 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 ( At or just below body temperature 98.6 degrees ) for the child to drink safely
* Following the Department for Health guidelines, we only use recently boiled water to make formula bottles ( left 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 a dishwasher)
* Contents of bottles are disposed of after two hours
* A designated area is available for mothers who wish to breastfeed their babies or express milk
* Labelled mother’s breast milk is stored in the fridge
* If dummies are used they will be cleaned and sterilised. This also applies to dummies that are dropped (see separate dummy policy)
* All dummies are stored in separate labelled containers to ensure no cross-contamination occurs
* Sterilisers are washed out and cleaned daily
* Staff are aware of room temperatures in the under twos room and should ensure that they are suitable at all times and recorded on the appropriate sheet. There is a thermometer in the room to ensure this is monitored
* Staff must always be aware of the dangers of babies and young children being too warm or cold
* Temperatures should not fall below 18 degrees Celsius in the baby room and 16 degrees Celsius in all other areas
* Where fans are being used to cool rooms, great care must be taken with regard to positioning
* Children transfer to the older age group when assessed as appropriate for their stage/age following our agreed transition and settling procedures

This policy was adopted by the Manager of Caterpillars Pre-school on 14th June, 2019

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Name of signatory: Catherine Clark Role of signatory: Manager