

At Roedean Moira House Nursery we care for children under the age of two and ensure their health, safety and well-being through the following:

- Children under the age of two have a separate room and are cared for in small groups. We ensure that younger children have opportunities to have contact with older children whilst at Nursery.
- Care will be taken to ensure that babies and toddlers do not have access to activities containing small pieces, which could be swallowed or otherwise injure the child.
- The environment and equipment will be checked daily before the children access the area. This will include checking the stability of cots and areas around, low/highchairs and ensuring restraints on these, pushchairs and prams are intact and working.
- Doors are fitted with viewing panels to ensure the safety of children.
- Outdoor shoes will be removed or covered when entering the baby room. Staff will remind parents and visitors to adhere to this procedure.
- Babies and toddlers will have their nappies changed according to their individual needs and requirements.
- Information will be shared between parents and the key person about nappy changing and toilet training in a way that suits the child.
- Potties will be washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after every nappy change.
- Cot mattresses must meet safety standards.
- Children under two years will not be given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation.
- 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.
- Children's individual sleeping bags may be used in consultation with parents. These will be washed at least weekly and when necessary.
- Cots will be checked before use to ensure no items are within reach.
- All low/highchairs used for feeding are fitted with restraints and used at all times. Children will never be left unattended in high chairs. Restraints will be removed and washed weekly or as needed.
- No child is ever left unattended during nappy changing time.
- Babies will never be left propped up with bottles as it is both dangerous and inappropriate.
- Checks on sleeping babies will be completed every 15 minutes. This may increase to 10 minutes for younger babies and or new babies. These are to be documented with the time and staff initials on the sleep check form.
- Staff should not change nappies whilst pregnant until a risk assessment has been discussed and conducted. Students will only change nappies with the support and close supervision of a qualified member of staff.
- Bottles of formula milk will only be 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 tested to ensure they are an appropriate temperature for the child to drink safely.
- We will only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We will not use cooled boiled water and reheat.
- Bottles and teats will be thoroughly cleaned with hot soapy water and sterilised after use.
- Bottles will be disposed of after two hours.
- A designated area is available for mothers who wish to breastfeed their babies or express milk.
- Labelled mothers' breast milk will be stored in the fridge.



# ROEDEAN MOIRA HOUSE NURSERY - CARING FOR BABIES AND TODDLERS POLICY 2018-2019

- If dummies are used they will be cleaned and sterilised. This also applies to dummies which have been dropped (see separate dummy policy).
- All dummies will be stored in separate labelled containers to ensure no cross-contamination occurs.
- Sterilisers will be washed out and cleaned daily.

## Related policies and documents

This policy should be read in conjunction with the following policies and documents:

Employee Handbook  
Staff Handbook  
Code of Conduct for Employees  
Health Safety Handbook  
Boarding Staff Handbook  
National Minimum Standards for Boarding Schools  
ISI Handbook for the Inspection of Schools, Regulatory Requirements  
Teachers' Standards  
Departmental Handbook  
Keeping Children Safe in Education  
Safeguarding Policy  
Nursery Policies  
Complaints Policy (Parents)  
Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: May 2019