

Baby Room Policy

Organisation: There must be one staff member to 3 children and no more than 6 children in the room at any one time. All babies and children under 2 years have a key person whom the child is familiar with and knows their routine. Records are kept up to date. All staff must have relevant training and qualifications.

Transition: Children usually transition after their second birthday. This, however, will be dependent on confidence, Personal, Social and Emotional level, Communication and Language and Physical Development.

Care, Learning and Play: There are clear planning of activities, which are evaluated and changed regularly, alongside the EYFS. All babies and/or children under 2 years interact with their key person throughout the day, which provides the child with a caring, safe and stimulating environment from which they can explore.

Physical Environment: The baby room is for children under 2 years. The child's key person will gradually bring in the children who will be moving into the little room and introduce them to their new key person, who may do a painting or play with toys and integrating them with their peers and other staff.

Nappy Changing: Nappy changing facilities are provided which meet environmental health standards. All children's nappies are in the changing unit labelled or in the child's bag. Nappies are disposed of in the nappy bin. Nappy changes take place in accordance with the child's individual needs and not part of the nursery routine. See Nappy Changing Policy and Procedure. Nappy Procedure and a sudocrem consent list is also laminated and up in the nappy changing area.

Equipment: All activities, toys and equipment are age appropriate and provide a varied range of learning opportunities and experiences both indoors and outdoors. There are toys and equipment which assist the children in developing mobility and continue to support their life experiences. Off the kitchen in the little room there is a sleep room; equipped with cots, which are named. Bedding is changed regularly for each child and never used by others. There are pushchairs, if parents prefer, and a carpeted area for children to rest. Occasionally children will go to sleep in the baby room when appropriate.

Safety: When the children are in high chairs they are restrained in safety harnesses. When they can sit up to the table the child will be placed in a bucket chair. High sided, low wooden chairs are used to help support children who are sitting up to the table at meal times. At no times will the children be left unsupervised. Sleeping babies/children will be checked on frequently.

Food and Drink: Feeding takes place in accordance with the child's individual needs and not part of a nursery routine. Babies will be held whilst bottle feeding by their key person, unless it's not the parent's wish. The kitchen is used to: prepare drink for the babies, get drinking water and facilities for the hygienic preparation of babies' feeds. All children have a profile on Famly which is used to inform parents about nappy changes, meal times, sleep times, observations, assessments and pictures of activities.

Partnership with Parents: Before a child is admitted into nursery, the parent/carer is asked to write down their child's routine. This will be done with the child's key person whom the manager will introduce at the show around or on the child's first day. Be aware that the child's routine may differ slightly when in nursery but we will try to keep the child in the routine set by parents and if it is changed even slightly we will inform the parents on collection of their child. The daily system of exchange of information between parent/carer and key person is detailed on their child's record book. However the child's key person has daily verbal contact to discuss any matters or worries regarding their child. Parents are able to look through their child's achievement book/Famly at any time.

Signed:

Role: Manager

Review Date: September 2024