

## Happy Hedgehogs Room Policy

**Organisation:** There must be one staff member to 3 children and no more than 9 children in the room at any one time. There is also an extra member of staff in the room daily to help with the sleep room, mealtimes and bottles. 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, including SIDS, specific baby room training, level 2 safeguarding (managers and room leads are level 3), first aid and food hygiene.

**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. Transitional days are used prior to the child moving rooms to help them settle in.

**Care, Learning and Play:** There are clear planning of activities, which are evaluated and changed regularly, alongside the EYFS and following the children's current interests. 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. All care and learning is on an individual basis.

**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 next room and introduce them to their new key person, who may play with something to do with the child's interest 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, in the child's bag or labelled in the kitchen shelving area. Nappies are disposed of inside a nappy sack in the nappy bin. Nappy changes take place in accordance with the child's individual needs and not part of the nursery routine. Even if nappies are dry, they are changed a minimum of every three hours. 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. Across the landing is a sleep room and kitchen area. Cots and sleep mats are provided; all cots and mats are named to determine where the children will sleep. Bedding is changed daily for each child and never used by others. There is a carpeted area with sleep mats for children to rest nor sleep on. Occasionally children will go to sleep in the baby room when appropriate.

**Safety:** When the children are in highchairs they are fastened in using safety straps and buckle. 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 mealtimes. At no times will the children be left unsupervised. Sleeping babies/children will be checked on frequently, as well as there being a baby monitor in the sleep room to keep a close eye on them. A member of staff will stay in the sleep room if any sleep mats are in use. All babies to sleep on a firm, flat surface in either a cot or a sleep mat. Babies are to be carried up the stairs by their parents or staff members. No more than one child should be carried at a time and if possible (acceptable for two babies to be carried together if in an emergency), the older children should be encouraged to walk. Internal phones are in place to communicate with staff downstairs. 2/3 members of staff will always be present in the baby room, no member of staff will be left alone. An extra member of staff will be present in the room at all times, to ensure that ratios are met.

**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, mealtimes, sleep times, observations, assessments and pictures of activities. Bottles of formula will be prepared using the hot shot method (with boiling water to sterilise formula and topped up to the correct volume using cooled boiled water).

**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 Famly or verbally at pick up times. The child's key person has daily verbal contact to discuss any matters or worries regarding their child. Parents can look through their child's achievement book/Famly at any time.

**Outside play:** Internal phone system must be used if staff members are struggling to safely get children down the stairs. A member of staff from downstairs will come and help as and when needed. Staff will stick to key children's groups when going outside, when a key child is asleep that key worker group will stay inside to ensure the safety and correct observing of all children- a camera will be used to keep an eye on the sleeping child and when awake, in house phones will be used to ask for help.

**Drop off/Pick up:** A camera doorbell is placed at the front door to ring for the baby room staff to see who is at the door and come and answer. A member of staff will come down and collect the babies and parents/carers can handover any updates on the child. On collection again doorbell to be rang and a member of the baby room will bring the child down with all belongings and again do handover of their day in the main hall.