



## **Putnoe Woods Caring for Babies Policy and Procedures**

**At Putnoe Woods Preschool** we care for children under the age of two and ensure their health, safety and well-being through the following:

1. Children under the age of two have a separate base room and are cared for in small intimate groups. We ensure that younger children have opportunities to have contact with older children whilst at nursery
2. At least half of the staff team caring for children under the age of two will have undertaken specific training for working with babies
3. 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
4. The environment and equipment are checked daily before the children access the area. This includes checking areas around, low/highchairs and ensuring restraints on these and pushchairs are intact and working
5. All doors are fitted with viewing panels and door finger-guards to ensure the safety of children
6. Babies and toddlers have their nappies changed according to their individual needs and requirements by their key person wherever possible
7. Information will be shared between parents and the key person about nappy changing and toilet training in a way that suits the child
8. Potties are washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after every nappy change
9. Each baby must have his/her own bedding which is washed at least weekly and when necessary
10. Mattresses meet safety standards
11. Children under two years are not be given pillows or any soft furnishings in order to prevent risk of suffocation
12. Children are not left to sleep in pushchairs or baby bouncers as their backs are not fully supported in this equipment whilst sleeping
13. 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 at the base of the mat



14. 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
15. Children's individual sleeping bags may be used in consultation with parents. These are washed at least weekly and when necessary
16. 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. Restraints are removed and washed weekly or as needed
17. No child is ever left unattended during nappy changing time
18. Babies are never left propped up with bottles as it is both dangerous and inappropriate
19. Babies sleeping outside have fly nets over their pushchairs and pushchairs must lie flat so children are supported
20. Sleeping children are supervised at all times
21. 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
22. Staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted. Students only change nappies with the support and close supervision of a qualified member of staff
23. Where food/milk is prepared for babies there is a separate area within the kitchen which is specifically designated for this preparation
24. Bottles of formula milk are only to 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 should be tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink safely
25. Following the Department of Health guidelines, we 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
26. Bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use (they will not be washed in the dishwasher)
27. Contents of bottles are disposed of after two hours
28. A designated area is available for mothers who wish to breastfeed their babies or express milk



29. Labelled mothers' breast milk is stored in the fridge
30. If dummies are used, they will be cleaned and sterilised. This also applies to dummies which have been dropped (see separate dummy policy)
31. All dummies are stored in separate labelled containers to ensure no cross-contamination occurs
32. Sterilisers are washed out and cleaned daily
33. Children transfer to the older age group when assessed as appropriate for their age/stage following our agreed transition and settling procedures.

## What can I do to help prevent SIDS?

Below is a list of things you can do to help prevent SIDS.

### Do:

- Always place your baby on their back to sleep.
- Place your baby in the "feet to foot" position (with their feet touching the end of the cot, Moses basket, or pram).
- Keep your baby's head uncovered. Their blanket should be tucked in no higher than their shoulders.
- Let your baby sleep in a cot or Moses basket in the same room as you for the first six months.
- Use a mattress that's firm, flat, waterproof and in good condition.
- Breastfeed your baby (if you can). See [Why breastfeed?](#)

### Don't:

- Smoke during pregnancy or let anyone smoke in the same room as your baby (both before and after birth).
- Sleep on a bed, sofa or armchair with your baby.
- Share a bed with your baby if you or your partner smoke or take drugs, or if you've been drinking alcohol.



- Let your baby get too hot or too cold. A room temperature of 16-20C, with light bedding or a lightweight baby sleeping bag, will provide a comfortable sleeping environment for your baby.

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments
September 2015	Jo Skelton	
September 2016	Jo Skelton	
September 2017	Jo Skelton	Removal of references to cots / prams
November 2019	Nikki Adams	New email address