



South East Cornwall Multi Academy Regional Trust

Caring for Babies and Toddlers Policy

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Introduction

At SMART Nurseries, we care for babies and toddlers under the age of two as well as pre-school children.

We ensure their health, safety and well-being through the following:

- Implementing the EYFS requirements at all times and caring for babies and toddlers in a separate base room with a maximum number of **6** children on a minimum ratio of 1:3;
- Allocating each baby / toddler with a key person and working in partnership with their parent / carers to meet their individual needs and routines;
- Having well qualified staff that understand the needs of babies and toddlers, ensuring that at least half of the staff team caring for children under the age of two have undertaken specific training for working with babies;
- Ensuring babies and toddlers have opportunities to see and play with older children whilst at nursery;
- Toddlers transitioning to the older age groups / rooms when assessed as appropriate for their age / stage (see Transition Section);
- Staff supervising all babies and toddlers and organising the environment to support both non-mobile babies and more mobile babies and toddlers.

Information around the Health and Safety measures relating to the Nursery environment, resources and first aid/accident procedures are available in our Health and Safety Policy.

Intimate care including nappy changing

At SMART Nurseries, we support children's care and welfare on a daily basis in line with

their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

We ensure the safety and welfare of the children whilst being changed, as well as ensuring the trained staff members involved are fully supported and able to perform their duties safely and confidently.

- Babies and toddlers have their nappies changed according to their individual needs and requirements. Checks are documented with the time and staff initials and information is shared with parents
- When developmentally appropriate, we work closely with parents/carers to sensitively support toilet training in a way that suits the individual needs of the child
- Potties are washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after every nappy change
- Staff ensure all the equipment is ready before babies and toddlers are placed on the changing mat
- No child is ever left unattended during nappy changing time
- Intimate care times are seen as opportunities for one-to-one interactions
- Nappy sacks and creams are not left in reach of babies and children

- We always follow systems in place to ensure there is an adequate supply of clean bedding, towels and spare clothes

The EYFS states, intimate care and toileting will be adequately supported as follows

3.86 Providers must ensure:

- There is an adequate number of toilets and hand basins available - there should usually be separate toilet facilities for adults.
- There are suitable hygienic changing facilities for changing any children who are in nappies.
- Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.
- There is an adequate supply of clean bedding, towels, spare clothes, and any other necessary items.

https://assets.publishing.service.gov.uk/media/68c024cb8c6d992f23edd79c/Early_years_foundation_stage_statutory_framework_-_for_group_and_school-based_providers.pdf.pdf

We encourage a two-way exchange between parents and key persons so that information is shared about nappy changing and toilet training in a way that suits the parents/carers and meets the child's needs.

When developmentally appropriate, we work closely with parents/carers to sensitively support toilet training in a way that suits the individual needs of the child and ensures consistency between home and nursery.

We have appropriate designated facilities for nappy changing which meet the following criteria:

- Facilities are separate to food preparation, serving areas and children's play areas
- Changing mats have a sealed plastic covering and are frequently checked for cracks or tears. If cracks or tears are found, the mat is discarded.
- Clean nappies are stored in a clean dry place; soiled nappies are placed in a nappy sack and put into our nappy units before being placed in the bin. Bins are foot-pedal operated, regularly emptied and always at the end of the day and placed in an appropriate waste collection area
- We ask where any non-prescribed creams are needed e.g. Sudocrem that these are supplied by the parent/carer and clearly labelled with the child's name. Prior written permission is obtained from the parent/carer. When applying creams for rashes, a gloved hand is used.

Staff changing nappies will:

- Use a new disposable apron and pair of gloves for each nappy change and always wash hands before and after using gloves
- Clean, disinfect and dry mats thoroughly after each nappy change; disposable towels/roll are discarded after each nappy change
- Ensure they have all the equipment they need before each nappy change
- Keep nappy bags, gloves and aprons out of reach of babies and children.

Reusable nappies:

The procedures above are followed where children wear reusable nappies, in addition we:

- Ask the parents for a demonstration for fitting the nappy correctly
- Dispose of any soiling by flushing straight down the toilet
- Dispose of the reusable nappies liner, and place in a nappy bag (and disposed of as per disposable nappies in a nappy bin)
- Store the used nappies in a sealable wet bag (including a waterproof interior to prevent any smells escaping) away from children
- Provide the parents with the wet bag at the end of the day to clean the used nappies.

If any parent/carers or member of staff has concerns or questions about nappy changing procedures or individual routines, please see the manager at the earliest opportunity.

Sleep

The safety of babies sleeping is paramount. Our procedure follows the advice provided by The Cot Death Society and Lullaby Trust to minimise the risk of Sudden Infant Death. We make sure that:

Further information can be found at; [Safer-sleep-awareness-for-early-years-settings-booklet.pdf](#)

- Safe sleep guidance is followed at all times, babies are always laid to sleep within the same working space on their back, with their feet touching the foot of the cot, unless they are able to roll from back to front and back again, on their own, in which case we enable them to find their own position.
- Babies / toddlers are never put down to sleep with a bottle to self-feed;
- Babies / toddlers are monitored visually when sleeping, looking for the rise and fall of the chest and if the sleep position has changed, documented through a sleep check book at regular 10-minute intervals.

We provide a safe sleeping environment by:

- Monitoring the room temperature;
- 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, cord blinds)
- Transferring any baby who falls asleep while being nursed by a practitioner to a safe sleeping surface to complete their rest; with suitable blankets tucked at the end of the sleeping space to reduce risk of moving over the child's face.

We liaise with parents / carers on their child's sleeping routine when the child starts at nursery.

Individual sleep routines are followed, rather than one set sleep time for all children. We create an environment that helps to settle children that require a sleep, for example dimming the lights, using soft music where applicable whilst ensuring that we continue to

meet the needs of the children that do not require sleep and ensure they can continue to play, learn and develop.

Staff will discuss any changes in sleep routines at the end of the day and share observations and information about children's behaviour when they do not receive enough sleep.

Bottles

- Feeding times are seen as an opportunity for bonding between practitioner and child and where possible babies are fed by their key person
- Food/milk for babies is prepared in the kitchen area, which is specifically designated for this preparation. Handwashing is completed before preparation is undertaken
- Bottles of formula milk are only made up as and when the child needs them. 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. They are then cooled to body temperature, which means they should feel warm or cool, but not hot.
- Bottles are only made following the instructions on the formula, if during the making process there are discrepancies, a new bottle will be made
- All new staff will be shown the procedure, and only when competent and confident will they make them on their own.
- Unwanted/left over contents of bottles are disposed of after two hours
- Babies are never left propped up or laid in a cot or a pram with bottles as it is both dangerous and inappropriate
- A designated area is available for mothers who wish to breastfeed their babies or express milk
- Labelled mothers' breast milk is stored in the fridge.

Mealtimes

- All highchairs used for feeding are fitted with safety straps and these are used at all times. Children are never left unattended when eating or when in highchairs. Safety Straps are removed and washed weekly or as needed
- Mealtimes are seen as social occasions and promote interactions. Staff always sit with babies and young children, interacting, promoting communication and social skills
- All children are closely supervised whilst eating and if any choking incidents occur paediatric first aid will be administered
- Babies and young children are encouraged to feed themselves with support, as required
- We work together with parents regarding weaning and offer any support, as required.

Comforter and dummies

Our nursery will:

- Discuss the use of dummies with parents / carers as part of babies' individual care plans.

Transition

Staff are trained to observe their key children and to be sensitive to any changes in their behaviour and personality. We respectfully ask that parents* inform us of any changes in the home environment that may impact their child so staff can be aware of the reasons behind any potential changes in the child's behaviour.

Starting Nursery

We recognise that starting nursery may be difficult for some children and their families. As SMART Nurseries, we strive to ensure this transition process is positive, guided and supported in the best possible way suited to each individual family.

Moving rooms procedure

When a child is ready to move to a different room in the nursery, we follow the process set out below and work with the parents to ensure this is a seamless process in which the child is fully supported at all stages. This may include a handover meeting between the existing key person, new key person and parents and:

- Based on the individual needs of the child and when they are ready to move based on age/stage of development;
- Enabling the child to spend short sessions in their new room prior to the permanent move to so they feel comfortable in their new surroundings with their key person initially, so they have a familiar person present at all times;
- Wherever possible, transitioning groups of friends together to enable these friendships to be kept intact and support the children with the peers they know;
- Keeping parents informed of all visits and the outcomes of these sessions e.g. through photographs, discussions or diary entries.

Other early years providers

Where a child is brought to nursery or collected from nursery by a childminder, we will ensure that key information is being provided to the child's parent by providing the information directly to the parent via the Nursery to Home communication book. Or by email or telephone call where necessary.