**Baby Room Policy/ Happy Hedgehogs**

**Organisation:** There must be one staff member to 3 children and no more than 9 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, including SIDS, specific baby room training, level 3 safeguarding, 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. 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 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. Opposite the landing is a sleep room and kitchen area. Cots and pushchairs are provided, all cots are named to determine where the children will sleep. 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 highchairs 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 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. Babies are to be carried up the stairs by their parents or staff members. No more than 2 children should be carried at a time and if possible, the older children should be encouraged to walk. In house phones are in place to communicate with staff downstairs. 2/3 members of staff will always be up there, no member of staff will be left alone. When babies are sleeping, 1 member of staff will always stay in the room to ensure they are correctly supervised. A spare member of staff from downstairs will go help cover lunch times to ensure ratio is always correct.

**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 with formula will be mixed with boiling water to sterilise formula.

# 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, however 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:** In house 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 doorbell is placed at the front door to ring for the baby room staff to 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.

Signed: Role: Manager Review Date: September 2025