

# Razzy's Daycare & Nursery

## Caring for Babies and Toddlers Policy



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### Introduction

At Razzy's Daycare & Nursery, we are committed to ensuring that all children in our care are properly supervised at all times. We recognise that close and consistent supervision is essential to maintain children's safety, support their development, and promote their well-being. This policy outlines our approach to supervising children across all areas of the nursery, including babies and toddlers, in line with the Early Years Foundation Stage (EYFS) Statutory Framework 2025 and safeguarding requirements.

### Staffing and Supervision Responsibilities

The Nursery Manager is responsible for ensuring that all staff, students, relief, and agency personnel receive full induction and training on the nursery's health, safety, and supervision policies. Staff are deployed appropriately to meet statutory staff-to-child ratios and the specific needs of children at any given time, including during meals, sleep, nappy changes, and outdoor play. All children are always within sight or hearing of a suitably vetted member of staff. Registers are completed promptly on arrival and departure, and regular headcounts are carried out throughout the day. Staff are encouraged to communicate effectively with each other to ensure no child is left unsupervised at any point, and risk assessments are continually reviewed to ensure safety.

### Supervision of Children in the Nursery and Outdoors

Children are supervised closely during all activities, including structured play, free play, and outings. Activities and equipment are risk-assessed to prevent harm, including identifying and removing potential choking hazards, ensuring safety on large apparatus, and supervising water play. Staff actively engage with children to encourage safe exploration and learning while supporting them to recognise and manage risks in their play. During outdoor activities or transitions between areas, staff ensure that children are accounted for and remain under constant supervision. Ratios are increased for higher-risk activities or outings, and staff strictly follow any safety guidelines provided by external organisations, including equipment hire or professional services.

## **Caring for Babies and Toddlers**

Babies and toddlers are cared for in a designated base room with a maximum group size of 15 children and a minimum staff ratio of 1:3, in accordance with EYFS 2025 requirements. Each child is allocated a key person who works closely with parents to meet their individual routines, developmental needs, and preferences. Staff supervising babies and toddlers are qualified and experienced in infant care, with at least half of the team caring for children under two having completed specialist training. The environment is organised to support both mobile and non-mobile children safely while providing opportunities for social interaction with older children when developmentally appropriate. Staff observe children closely, noting individual preferences and emerging skills to ensure personalised care and learning experiences.

## **Environment and Resources**

The nursery environment is designed to minimise risks to children. Daily checks are carried out on equipment, furniture, cots, pushchairs, and flooring. Large furniture is secured to prevent tipping, and all areas are maintained clean and hygienic. Children's resources are carefully chosen to suit their age and developmental stage, with small items and potential choking hazards closely monitored. Toys and equipment placed in children's mouths are cleaned and sterilised regularly. Soft furnishings and other frequently used equipment are cleaned systematically to maintain hygiene. Items that restrict movement, such as baby walkers, are only used briefly in line with NHS guidelines to ensure proper physical development. Staff organise the environment to support learning, independence, and safety simultaneously.

## **Intimate Care and Nappy Changing**

Babies and toddlers receive individualised intimate care, including nappy changing and toilet training, tailored to their individual needs. Staff prepare all equipment in advance, maintain hygiene standards, and document care procedures, sharing relevant information with parents. Children are never left unattended during intimate care, and students or pregnant staff only assist under close supervision and after a risk assessment has been conducted. Cameras and mobile devices are strictly prohibited in all changing areas. Intimate care is treated as an opportunity for one-to-one interactions to support emotional security and early communication skills.

## **Sleep and Rest**

We follow NHS safe sleep guidance to reduce the risk of sudden infant death syndrome (SIDS). Each baby has individual bedding, washed regularly and maintained according to any allergies or sensitivities. Babies are always placed on their backs to sleep on firm, flat mattresses, with covers securely tucked and no pillows, cot bumpers, or soft furnishings. Sleeping children are checked every ten minutes, with checks every five minutes for younger or newly admitted babies. Staff record each sleep check, including time and initials, and

share this information with parents to ensure transparency and reassurance. Outdoor sleeping arrangements, such as prams, are monitored carefully with appropriate protective coverings, and only flat-lying prams are used.

### **Feeding and Bottles**

Feeding times are seen as opportunities for bonding between staff and children. Bottles are prepared following Department of Health guidance, using freshly boiled water cooled to a safe temperature. Staff are trained and observed to ensure competence in bottle preparation. Bottles and teats are thoroughly cleaned and sterilised, with leftover contents disposed of after two hours. Babies are never left propped up with a bottle, and staff always supervise feeding directly. Breastfeeding or expressing milk is supported in designated areas, with labelled breast milk stored appropriately. Staff work closely with parents to support weaning and promote healthy eating habits.

### **Mealtimes**

Children are closely supervised during all meals, including when seated in low or highchairs fitted with safety restraints. Staff sit with children to promote social interaction, language development, and self-feeding skills. All choking risks are monitored, and paediatric first aid is administered if necessary. Mealtimes are planned in consultation with parents to support dietary needs, cultural preferences, and developmental readiness, encouraging children to develop independence while remaining safe.

### **Comforters and Dummies**

At Razzy's Daycare & Nursery, we recognise the importance of comforters and dummies in supporting babies' and toddlers' emotional security, self-soothing, and overall development. All dummies, blankets, and soft toys are cleaned, sterilised, and stored in labelled containers to prevent cross-contamination. Damaged items are disposed of immediately to maintain safety. Staff ensure that dummies and comforters are used appropriately for each child's age and developmental needs, supporting communication, language development, and emotional well-being. Comforters are provided as needed to soothe children, and their use is closely supervised to prevent choking or other hazards. Staff also ensure that dummies are never left in cots or prams unsafely, and items are regularly checked for hygiene and condition. Parents are kept informed about the use of comforters and dummies, including hygiene and safe storage practices, to ensure continuity between home and nursery.

### **Monitoring and Review**

The Nursery Manager is responsible for ensuring this policy is effectively implemented. Staff supervision practices, environmental safety, and adherence to EYFS 2025 standards are regularly monitored, and any incidents are recorded, reviewed, and addressed promptly.

This policy is reviewed annually or sooner if guidance or operational requirements change to maintain the highest standards of safety, care, and quality in the nursery.

*Razzy's Daycare & Nursery is committed to providing a safe, nurturing, and developmentally appropriate environment for all children. Through vigilant supervision, structured routines, safe environments, and close attention to individual needs, we ensure the health, safety, and well-being of every child in our care.*