



‘Bunnies Room’ Caring for Babies and Toddlers Policy

2024-2025

At Enchanted Wood Preschool we care for children under the age of 24 months in the Bunny Room and ensure their health, safety and well-being through the following:

- Children under the age of 18 months have a separate area and are cared for in small intimate groups. We ensure that younger children have opportunities to have contact with older children whilst at preschool.
- 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.
- The environment and equipment are checked daily before the children accesses the area. This includes checking the stability of cots and areas around, low chairs, pushchair are safe and working.
- Outdoor shoes are removed or covered when entering the baby area. Staff remind parents and visitors to adhere to this procedure.
- Babies and toddlers have their nappies changed according to their individual needs and requirements by their key person wherever possible.
- Information will be shared between parents and the key person using our Baby Communication Books, these will highlight sleep times, nappy changes and mealtime and a brief summary of their day.
- Changing mats are wiped with anti-bacterial cleanser before and after every nappy change.
- Each baby must have his/her own bedding which is washed at least weekly and when necessary.
- Cot mattresses meet safety standards.
- Children under two years are not be given pillows, cot bumpers or any soft furnishings in order to prevent risk of suffocation.
- 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 touching the foot of the cot.
- Cots are checked before use to ensure no items are within reach i.e. hanging over or beside the cot.
- All babies must be placed in low chairs used for feeding. Children are never left unattended with food or during nappy changing time.
- Babies are never left propped up with bottles as it is both dangerous and inappropriate.
- Sleeping children are always supervised.
- Checks on sleeping babies are completed every 10 minutes, although staff remain in the room with them.
- Where food/milk is prepared for babies there is a separate area within the kitchen which is specifically designated for this preparation.
- Bottles of formula milk are only 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. Please see full Bottle Preparation Policy.
- 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.
- Bottles and teats are thoroughly cleaned and placed in children’s bags to sterilise at home.
- Contents of bottles are disposed of after two hours.
- A designated area is available for mothers who wish to breastfeed their babies or express milk.
- If dummies are used, they will be cleaned and sterilised. This also applies to dummies which have been dropped. We have dummy storage boxes to ensure dummies are stored in separate labelled containers to prevent cross-contamination.
- Sterilisers buckets are provided for all mouthed toys. This must be changed daily.