



Caring for Under Two's

Policy

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

We ensure that younger children have opportunities to have contact with older children each day, whilst always having their own rooms separate from the over two's.

At least half of the staff team caring for children under the age of two will have undertaken specific training for working with babies and have relevant experience working with this age group.

Our children transition to the following age group when assessed as appropriate for their age/stage following our agreed transition and settling procedures, this usually starts the 1st of the month after their birthday but depends fully on their readiness for this transition.

Environment and equipment

Ladyewell setting: we have two separate rooms for under two's. 0-16 months are situated upstairs and our 16 – 24 months are based off the hallway.

Each of these rooms has two distinct sides, one for play and activity and one for care routines and sleep.

Children have access to outdoor play. Practitioners follow our transition procedures (detailed in the Transition Policy) and take our under two's out into areas where they can safely access the outdoor provision.

Fulwood setting: Children under two have a separate room, which is currently situated in the back of the building.

This room has a low lit, soft furnished side where children can sleep. It has a separate bathroom for intimate care routines.

Children have free flow access through double doors, to a specific outdoor play area for their age group.

Garstang setting: Children under the age of two have a separate room which has open door ways into a section of the large hall. This area is used as a free flow space as children become more mobile.

A corner section of the room is low lit, and material is used to create privacy for sleep and care routines.

Children have access to outdoor play. Practitioners follow our transition procedures (detailed in the Transition Policy) and take our under two's out into areas where they can safely access the outdoor provision.

At all three settings:

- The environment and equipment are checked daily before the children access the area. This includes checking the stability and condition of cots, coracles, mattresses, chairs and tables and that prams are intact and working for outings.
- A specific area for the storage and preparation of bottles is available, along with a fridge for storing any prepared milk or breast milk.
- A steriliser is available stored in the bottle preparation, this is cleaned/washed out daily.
- Non-mobile babies will have a safe, comfortable and inviting space and time to develop tummy time skills to promote physical skills under close supervision.
- Indoor shoes/slippers will be provided for the team to wear, to ensure the floor is hygienic for crawling babies
- Room audits will be carried out routinely to ensure that all equipment and contents of the environment are appropriate, stimulating, safe and challenging
- Soft furnishings, including blankets, cushion covers will be laundered at least weekly.
- The lighting in each room will be soft, warm and appropriate for the use of the space
- Sound proofing will be used if required, to ensure sounds are not too loud, or echoing.
- Wall colour and displays will be in keeping with our natural themes, so not to distract our children from the learning activities or cause sensory distress.

Resources

- A daily opening check of the room will be completed. This will check for any broken, unsuitable resources or small parts
- Care is taken to ensure that babies and toddlers do not have access to activities containing small pieces, which may be swallowed and cause choking

- Babies and toddlers will be closely observed during all activities where smaller items are used or food play
- Resources and equipment that babies and young children have placed in their mouth will be sterilised after use
- All resources will be frequently cleaned. This will be timetabled in for the last week of each month.
- All toys that children put into their mouths will be cleaned immediately.
- The use of baby walkers will only be used for limited periods of time. If used for extended periods of time on a regular basis, these can contribute to delayed physical development. We follow NHS guidelines which recommends that if these resources are to be used then it should be for no more than 20 minutes at a time.

Intimate Care

(Please refer to our Intimate care policy for more detail)

- Babies have their nappies changed according to their individual needs and requirements by a team member familiar to them. As children get older these change to in line with our intimate care policy changing times.
- Information will be shared between parents and the key person about nappy changing on the Famly app, all changes will be logged
- When developmentally appropriate, we will work closely with parents/carers to sensitively support toilet training in a way that suits the child and provide information to support families with this. Any plan will be agreed and worked on in partnership.
- Potties are washed and disinfected after every use. They are stored upside down to ensure liquids run out and do not cause a risk of drowning.
- Changing mats are wiped with anti-bacterial cleanser after every nappy change and appropriate PPE is worn.
- No child is ever left unattended during nappy changing time.
- Nappy changing is a special time and an opportunity to sing, chat and build bonds
- Team members do not change nappies whilst pregnant, until a full maternity risk assessment has been discussed and conducted.
- New team members will follow induction processes outlined in our intimate care policy.
- Students, volunteers, assistants and business administrators will not change nappies or provide intimate care.

- Nappy sacks and creams will not be left in reach of babies and children.
- Cameras, mobile phones and other electronic devices with imaging and sharing capabilities are not permitted in toilet and nappy changing areas.
- CCTV does not cover any changing area. Children's privacy is maintained, whilst the team are visible to other team members.
- We will provide Mamia nappies for children for PAID sessions. Nappies are NOT included in our extra charges, and we ask parents to supply nappies for all funded days they attend.

Sleep

(Please refer to our Safer Sleep Policy for full details)

Bottles

We follow the process below for making up bottles. This is official guidelines from the National Childbirth Trust

Step 1: Boil fresh water

Using fresh water that hasn't been boiled before, fill the kettle with at least 1 litre of fresh tap water. Boil the water, then leave to cool for no more than 30 minutes. The water should still be at the required 70°C at this point. **This must be checked using a thermometer specifically for bottle preparations.**

Step 2: Clean the area and wash your hands

It's important to disinfect the surface you are going to use and wash your hands thoroughly.

Step 3: Pour the water into the bottle

Pour the amount of water you need into the bottle **before** you put the powdered formula in. Double check the water level is correct before mixing in the powder.

Step 4: Add the formula milk powder

Use the scoop that came with the formula milk powder as different scoops may pick up different amounts. Loosely scoop up the powder according to the manufacturer's instructions.

Level off the spoon with the leveler from the pack or the flat edge of a clean, dry knife.

Step 5: Replace the teat and shake to mix

Screw the teat back on the bottle, holding it by the edge to keep the teat sterile. Cover the teat with the cap and shake the bottle until all of the formula milk powder dissolves.

Step 6: Cool down the formula milk

Make sure the milk is at the correct temperature before giving it to your baby. Hold the bottle (with the lid on) under cold running water until it feels about body temperature (37°C).

This must be checked using a thermometer specifically for bottle preparations..

Step 7: The formula milk is ready to feed

When the milk is the right temperature, it can be fed to the baby.

Step 8: Throw away leftover formula milk

After feeding your baby, throw away any unused feed within an hour of the start of the feed. This is because the baby's saliva mixed with the unused formula milk can cause bacteria to grow.

All new team members will be shown the procedure, and senior's will ensure they are competent and confident before completing this on their own

Contents of bottles are disposed of after two hours. If a child does not drink the prepared bottle, the time it was made is written on the communication board, so the team are aware when this needs disposing of.

Babies are never left unsupervised with a bottle

We will provide formula for children as part of their full paid fees.

If a child is funded, we will provide a Mamia formula, from Aldi. If parents do not wish to use this, they can choose to bring their own.

Milk powder or formula must be stored as per the directions on the packaging. The date it is opened must be written on food label and the date it is to be discarded. This must be checked before EVERY bottle of prepared. A replacement must be purchased in advance before the use by date.

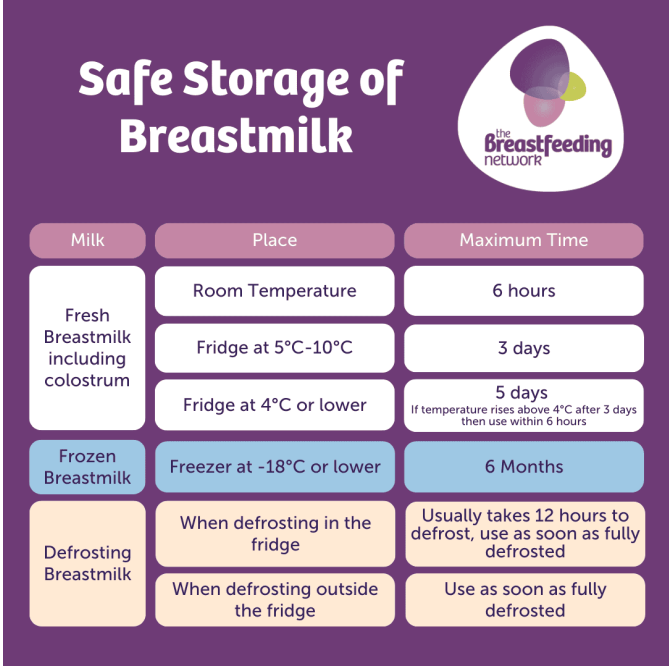
The name of milk, amount and full details of requirements must be provided by parents at the child's settling in and recorded by their keyworker or senior practitioner in their settling in paperwork. This must be updated each time this changes. This should also be displayed on the wall on the child's photo in their room.

We will work with parents to transition children from a bottle to sippy to open cup. We will not permit children to use bottles in setting over the age of two (Unless there are SEND/additional needs)

We will provide children with a sippy/lidded cup from the age of 6 months. We will then provide an open, unlidded cup from the age of 12 months to practice drinking from. This information will be shared with parents to provide consistency at home. This will all be based on individual children's needs and stage of development.

Breast Milk

If parents prefer to provide breast milk, we will ask them to clearly label the bottle with the child's full name, the date and time it was expressed (or defrosted). We will store in the fridge and follow the guidelines provided below:



Milk	Place	Maximum Time
Fresh Breastmilk including colostrum	Room Temperature	6 hours
	Fridge at 5°C-10°C	3 days
	Fridge at 4°C or lower	5 days If temperature rises above 4°C after 3 days then use within 6 hours
Frozen Breastmilk	Freezer at -18°C or lower	6 Months
Defrosting Breastmilk	When defrosting in the fridge	Usually takes 12 hours to defrost, use as soon as fully defrosted
	When defrosting outside the fridge	Use as soon as fully defrosted

Mealtimes

(Please refer to our Safer Eating Statement, allergy policy and Mealtimes policy)

Weaning

- We will have ongoing discussions with parents and/or carers about the stage their child is at in regard to introducing solid foods, including to understand the textures the child is familiar with.
- We will not make assumptions based on the age of the child but will look at each individual child's stage of development.
- We will prepare food in a suitable way for each child's individual developmental needs, working with parents and/or carers to help children move on to the next stage

at a pace right for the child. This will fully follow our safer eating procedures as outlined in our policies.

- We will refer to the guidance provided in Weaning - Best Start in Life - NHS. A copy of which will be displayed in each room for under twos.

Dummies

(Please refer to our Dummy Policy for full details)

- We will work with parents to transition children to stop the need for a dummy once children reach the age of two. We will allow the use of this for sleep routines but it will not be offered at any other time of the day. (Unless there are SEND/additional needs).

This policy was adopted on	Signed on behalf of the nursery	Date for review
October 2022 October 2023	L Davy L Davy	October 2023 October 2024
Re-written March 2024 July 2024 July 2025	L Davy L Davy L Davy	April 2025 July 2025 July 2026
June 2026 August 2026	L Davy L Davy	DRAFT August 2027

