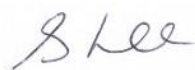


Caring for babies and toddlers

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

- No activity will contain small pieces, which may cause choking.
- The environment and equipment are checked daily before the children access the area. This includes checking the stability of cots and areas around, low/highchairs and ensuring restraints in pushchairs are intact and working
- There are windows to be able to see into the sleep room and door finger-guards to ensure the safety of children
- Outdoor shoes are removed or covered when entering the foyer of the Shofar building. Staff remind parents and visitors to adhere to this procedure
- Babies and toddlers have their nappies changed according to their individual needs and requirements. (See nappy changing policy.)
- Cots are checked before use to ensure no items are within reach i.e. hanging over or beside the cot (e.g. cables)
- All highchairs used for feeding are locked once children placed in it.
- No baby or toddler is ever left unattended.
- Babies are never to be left propped up with bottles as it is both dangerous and inappropriate
- Checks on sleeping babies are completed every 10 minutes. This may increase to five minutes for younger babies and or new babies. Checks are documented with the time and staff initials on the sleep check form
- Staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted. This is done to reduce the risk of injury to the staff member. Students only change nappies with the support and close supervision of a qualified member of staff.
- Bottles of formula milk are only made up as and when the child needs them. These should be cooled to body temperature, which means they should feel warm or cool, but not hot. If a child is used to cold milk, we will allow the water to become cold before adding milk for their feed.
- 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 with hot soapy water and sterilised after use (they will not be washed in the dishwasher)
- Contents of bottles are disposed of after two hours
- Labelled mothers' breast milk is stored in the fridge
- If dummies are used, they will be cleaned and sterilised. This also applies to dummies which have been dropped
- All dummies are stored in separate labelled containers to ensure no cross-contamination occurs
- Sterilisers are washed out and cleaned daily
- Children transfer to the older age group when assessed as appropriate for their age/stage following our agreed transition and settling procedures.
- In most cases, no child will be moved to the toddler room before being confident with their walking, unless together with the parents we believe that a move will be beneficial for the child's development.



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Head teacher of Shofar

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Registered office as above. Shofar Daycare Nursery is a company limited by guarantee registered in England and Wales no: 9395603 and registered as a charity in England and Wales no. 1160802

