# Easebourne Nursery

# Caterpillars (0-2 years) Policy and Procedures

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| Lead member of staff | Annie Beadle |
| Governor Committee | Nursery |
| Chair of Committee signature | |
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**CATERPILLARS (0-2 YEARS) POLICY and PROCEDURES**

Babies are competent learners from birth. The first years of a child's life are the most crucial in the development of mind and body. Babies' approach their world using all of their senses, therefore emotional and physical nourishment, sensory stimulation and sleep are more important in babies first years than at any other time.

Easebourne Nursery will promote babies development by providing resources and activities that are age and stage appropriate. Our baby room practitioners will have a variety of skills and experience working with under 2's and a good understanding of child development. We will aim to ensure that the baby room Key Person is consistent to ensure continuity for your child and you, as parents/guardians. We are aware that leaving your baby for the first time can be an emotional time for parents/guardians and the settling-in needs for both your child and their family will be individual and not rushed.

Prior to your child starting with us at Nursery, their Key Person, or Nursery Manager, will go through their Care Plan with parents/guardians. This will document routines and preferences, regarding feeding, sleeping and personal hygiene. This will be reviewed and updated as deemed necessary, when routines or care needs change.

**Safety, Health and Hygiene:**

- all activities, equipment and resources that are available will take safety into account along with the babies' age and stage of development.
- all staff will hold a current Paediatric First Aid certificate or, should this lapse, be retrained within a timely manner.
- when changing nappies, staff will wear protective gloves.
- children will be changed, at least, every 3 hours and in between if they have soiled.
- wipes and nappies will be provided by parents/guardians and solely used for their child.
- hot meals will be provided by the school catering company (current Chartwells) and current menus will be shared with parents.
- food will be served to the appropriate consistency for the individual child (liquidised, mashed, chopped roughly) to reduce the risk of choking.
- Nursery staff will be present during snack times/mealtimes and no child will be left unattended whilst eating.
- cold meals/tea will be prepared and provided by Nursery staff who hold a current Food Hygiene certificate.
- babies' milk/formula (if not cow's milk) should be provided by parents/guardians, where possible made up ready for heating, using a bottle warmer, or provide formula milk powder to be made up (following parent/guardian instructions) by staff.
- bottles will not be heated in a microwave due to 'hot spots' being created.
- parents/guardians will be provided with the 'My non-independently mobile child has a bruise, unexplained skin mark or possible eye injury – what next?' leaflet on admission.

**Rest/Sleep:**

Rest and sleep are vital for babies' growth and development. Children in the Nursery have an opportunity to rest and sleep as part of their day and we follow parent/guardian wishes to accommodate this. Routines that are installed in the home will continue to be implemented whilst your child is in our care.

- sleeping children will be monitored throughout their sleep times and an allocated member of staff will stay present in the room during this time.
- children may sleep in coracles, on sleep mats, or occasionally in a pushchair (babies over 12 months only) that is fully reclined to a flat position. Babies under 12 months will be only be placed in a cot, near the bottom and on their back.
- the room will be quiet and blinds will be closed to keep sleep times as calm and comfortable as possible.
- each child will have their own bedding which will be washed regularly, & immediately if the child is unwell.
- if children have a comforter to help them to go to sleep, this will be removed once they are asleep (this does not include the removal of dummies).
- an evacuation cot is assembled in the Nursery, which would be used in the event of a fire, to safely transport all of the non-mobile children to the designated safety point.