



Under 2's Policy

Please note: for the purposes of this document, where reference is made to 'children,' we are mostly referring to babies and toddlers aged less than 24 months old.

Introduction

Codicote Pre-School understands the unique requirements of children under the age of 24 months old. It is for this reason that we have written this policy so that all members of staff working with under 2's are clear on the expectations placed upon them in supporting our youngest children. The policy is also designed to inform parents of how we manage the needs of the children in our care. The overall reason for this policy is to ensure that Codicote Pre-School works in collaboration with parents to achieve the best outcomes for their children.

Ratios

Codicote Pre-School always meets the ratio requirements with suitably qualified members of staff as set out in section 3.40 of the EYFS Framework 2024. We ensure that there is always at least one member of staff to every 3 children and at least one member of staff holds an approved level 3 qualification and has suitable experience of working with children under two. At least half of all other staff hold an approved level 2 qualifications and have had training in the care of children.

Baby Room

The EYFS Framework 2024 states that:

3.66: The premises and equipment must be organised in a way that meets the needs of children.

Providers must meet the following indoor space requirements where indoor activity in a building(s) forms the main part of (or is integral) to the provision: Children under two years: 3.5m² per child.



3.70: There should be a separate baby room for children under the age of two. However, providers must ensure that children in a baby room have contact with older children and are moved into the older age group when appropriate.

To comply with the EYFS framework, all under two's are accommodated in the Pre-School's Baby Room. This is to ensure that they are safeguarded from the more mobile, older children in the setting. It also ensures that the children can freely access age-appropriate resources.

To ensure that babies, toddlers, and older children in the setting can interact, there is a see-through barrier at the edge of the Baby Room. This safeguards the babies and toddlers whilst still allowing them to interact with the other children in the setting and learn from observing their play.

The Baby Room has enough space for each child to meet the 3.5m² floor space requirement of the EYFS Framework.

Outdoor access

The EYFS Framework 2024 states that:

3.68 Providers must provide access to an outdoor play area.

The children in the Child Room also have their own, separate outdoor space in the garden with ageappropriate resources. This is separated from the main garden by a see-through barrier to safeguard the children whilst also allowing them to see and interact with the older children in the setting. The children in the setting have outdoor play opportunities every day.

Sleep

Children are supervised by appropriately qualified members of staff during nap times.

Most of the under two's tend to naturally fall into the Pre-School's post lunch nap time routine. However, in order to meet the needs of the children, we do not prevent children from sleeping at other times if they need a nap.



Safer sleep

At Codicote Pre-School, we understand the need to promote and follow Safer Sleeping practice as recommended by the [NHS](#).

Please see our policy **09.17 Sleeping Policy for Under 2's** for further information on our Safer Sleeping Policy and Procedures.

Settling down

When the children are ready to settle down for nap time, the Baby Room is sectioned off by a wooden room divider to give the children a visual cue that it is nap time and to allow the room to be darkened to promote good sleeping practices.

Relaxing music is played to help the children to settle and to give them a sound cue that it's time to go to sleep.

Checks during sleep

Once the child is asleep, they will be checked by a member of staff every 10 minutes. They perform these checks in the following ways:

- The child's breathing will be checked by placing a gentle hand on the child's chest or putting the back of their hand near the child's mouth to feel for breath.
- Staff will ensure they are not hot or cold.
- Sleeping children will always be within sight and hearing of a member of staff.
- These checks will be recorded on the safe sleep chart and initialled by the member of staff undertaking the check.

Waking up

When the children wake up from their nap, the curtains are opened to allow enough light in for them to safely play with quiet toys while the other children are still sleeping.



Feeding

All relevant members of staff involved in the preparation of food and drinks have completed Level 2 Food Hygiene Training. They follow the guidance as set out in the Food Standards Agency's [guidance leaflet](#) on feeding babies and young children.

Fluids

To promote good dental hygiene, we do not offer any of the children in our care anything other than milk or water to drink. The only exception to this rule would be if a child has SEND and is unable to tolerate milk or water due to their additional needs.

Children in the Baby Room drink from either a bottle, sippy cup or ordinary cup, according to their age and stage of development.

Milk

Parents prepare their individual baby's formula at home in a bottle and Pre-School keep those bottles in the fridge until the child requires a feed. The bottle will then be heated to 70°C by being placed in hot water.

Expressed breast milk will be kept refrigerated until the child requires a feed. The bottle will then be heated to 70°C by being placed in hot water.

*Bottles of formula will **not** be heated in a microwave due to the risk of scalding.*

If a child is unable to use standard formula due to a medical need, then Pre-School staff will make up fresh bottles of milk of prescribed formula supplied by the parent(s).

Solids

We work with parents to support the babies in our care with weaning appropriate to the age and stage of the child.



For children consuming shop-bought baby food, we follow the manufacturer's instructions on how to prepare and serve it with the limited facilities we have available at the Parish Centre.

Codicote Pre-School follows The Food Standards Agency's guidance on reheating food as set out in their [leaflet](#). This includes:

- If we reheat food in the microwave, we follow the product manufacturer's instructions, including advice on standing and stirring.
- If we use a microwave to reheat food that has been cooked by parents, we follow their instructions for reheating and ensure that the food is stirred while reheating.
- Staff understand that reheating means cooking again, not just warming up.
- We reheat food until it is steaming hot all the way through and only reheating the food once.

All food heated on the premises is checked so that it is served at the correct temperature according to The Food Standards Agency's [guidance](#). This includes:

- Ensuring that food is cooked until it has reached 70°C for at least 2 minutes.
- Checking the temperature of the food using a clean probe.
- Serving the food straight away after cooking.

Heated food is checked before serving to ensure that it's not too hot for the children.

For further information on feeding and mealtimes, please see the following policies and procedures: **09.16 Feeding Policy for Under 2's** and **09.07 Prime Times - Baby and Toddler Mealtimes**.

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