



PRIORY SCHOOL
EDGBASTON

CARING FOR BABIES AND TODDLERS POLICY

(STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	September 2025	
Next of Review:	September 2026	
Member of Staff Responsible:	Serah Mockbil – EYFS Manager	
Trustee Overseer:	Mr Naik	
Intended Audience:	Employees, Volunteers, Parents and Visitors	
Relevance:	Whole School	No
	Early Years	Yes
	Preparatory	No
	Seniors	No
Access:	Website	Yes
	Internal	No
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

CARING FOR BABIES AND TODDLERS POLICY

Priory School trusts that the welfare, wellbeing, security, and development of a child remain our foremost importance. We aim to build strong relationships with the child, parents and carers to ensure babies and toddlers receive the appropriate care throughout their time at the Priory School.

Staff Training & Induction

Staff Training and Induction

When staff start at the Priory School they are inducted into relevant policies and procedures in relation to caring for babies and toddlers. Staff training needs are reviewed by management regularly to ensure that all staff have the expected understanding of safeguarding and health and safety requirements.

Parent/Carer Responsibilities

All parents and carers are to provide nappies, wipes, creams, formula milk, spare clothes, and any comforters the child may need. The child will have a named box stored in the nappy changing area where all their belongings will be.

Environment and Ratios

Babies and toddlers have a separate room which is age appropriate for their needs and development. Both rooms will have suitable furniture and equipment.

The ratio for babies and toddlers remains 1:3 at all times.

The ratio for 2 year olds remains 1:5 at all times.

The ratio for 3 and 4 year olds remains 1:8 at all times.

Furniture and Equipment Safety

Throughout the day, care is taken to ensure babies and toddlers do not have access to small objects that could be a potential hazard. Risk assessments are also completed throughout the day.

The stability and safety of cots, pushchairs and highchairs are checked each time before they are being used.

All highchairs are secured with restraints, and these must be on the highchairs at all times. The child must always be strapped into the highchair and sitting in an upright position. The restraint covers on the highchair are to be washed weekly. Babies and toddlers should NEVER be left unattended at mealtimes.

Meals and Feeding

All food is freshly cooked onsite. Staff will ensure the consistency and texture of food is suitable for each individual child, blending the food when necessary.

For babies who require milk throughout the day, there is an area in the kitchen allowing the preparation of this with a kettle, fridge, bottle preparation machine, steriliser and sink.

Breast milk is to be stored in the fridge, or the freezer (if required) with a date and name clearly labelled.

Bottles of formula milk are to be made up as and when required. The milk should be made from boiled water, left for no longer than 30 minutes in the kettle. Alternatively, the bottle can be prepared using a 'bottle prep machine'. Before the bottle is served, the temperature should be tested on the adult's wrist.

The milk bottle should be disposed of within 1 hour after making it. Bottles and teats are thoroughly cleaned after use, and then sterilised.

Sterilisers are to be washed and cleaned daily.

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Babies are not to be left propped up with bottles for health and safety reasons. If a child is of an appropriate age where they can hold the bottle and feed themselves staff must supervise at all times.

Please refer to the Early Years Food and Mealtime Policy.

Sleep

Babies are to be laid to sleep on their back, with their feet touching the bottom of the cot. Blankets or thin sheets will come no higher the child's shoulders to follow safety guidelines.

Each child will have their own bed sheet, this will be stored in the box with their other belongings. Bed sheets will be washed at the end of the week or as and when required. Sleeping bags provided will be sent home to be washed as and when.

Sleeping babies and toddlers are to be supervised at all times and sleep checks are to be completed every ten minutes, which is recorded on a document with the staff members initials signed.

Babies and toddlers are never left to sleep in a push chair, highchair or baby bouncers due to health and safety reasons.

Please refer to the Early Years Sleep Policy.

Hygiene

Babies and toddlers have their nappy changed as and when required. After a maximum of 3 hours, a fresh nappy is always applied. Each nappy changed should be logged down on a document stating the time, the initials of the staff that changed the nappy and the type of dirty nappy.

Communication regarding nappy changing or potty-training needs will be shared between parents/ carers and staff.

If dummies are used, they are to be cleaned in the steriliser and stored in a clear container inside their boxes, where the child's other belongings are. Please refer to the 'Use of Dummies in Nursery' procedure for more information.

We advise staff working in the baby Room to wear slippers or shoe covers for hygiene reasons. Staff are to remind parents and visitors to also follow this by using the shoe covers available on arrival.

Wellbeing and Relationships

Staff ensure that the emotional needs and wellbeing of the child are met by promoting positive relationships through the key person system. We provide a key person policy to ensure all staff and parents understand how this system works.

If any parent/carer or member of staff has any concerns regarding the caring for babies and toddlers' procedures or individual routines, please see the Early Years Manager at the earliest opportunity.

Monitoring and Review

The policy is constantly being reviewed to take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Early Years Manager, who will report to the Deputy Headteacher on its implementation on a regular basis. It will be reviewed by the designated member of the Governing Council