



OPERATIONAL PLAN STANDARD 7 – HEALTH

Supporting Documentation S7.4 Sleep Policy and Procedure

All children at Kaleidoscope Nursery will be given opportunities for rest and sleep. Staff recognise that children's sleep and rest requirements are different from child to child, and although they do generally follow a routine, this does change depending on a number of factors such as health, family dynamics, age, weight, diet etc.

Sleep:

Some children will have set sleep routines as established by their parents. The sleep routines for babies are detailed on the Daily Routine sheets which parents complete on admission. These routines are updated as appropriate and are kept in Ladybirds for reference. Some parents have particular ideas about how a child should go to sleep ie. with or without a blanket or gro-bag, with or without a dummy or milk, on their back, not sleeping after 4pm etc. and staff should follow these requirements as closely as possible, whilst adhering to the Safe Sleeping section of this policy. Where there is conflict between the parent/carer's wishes and the child's needs, this should be discussed fully with the parent to ensure safety and transparency.

Bedding:

All children must have their own bedding and this should be stored in individually named drawers/string bags in the Sleep Room (Ladybirds) or in the toddlers' cupboard (Dragonflies). In addition, children's names should be written on the cot chart or put next to a sleep mat to show which child is due to sleep where. This is so that staff know which bed to put a particular child to sleep in, and where to return the bedding. Bedding is washed weekly; more often if there are illnesses in the Nursery. Any soiled bedding will be changed immediately.

Cots/Beds:

When allocating cots/beds for children, follow the guidelines below:

- Babies between 3 and 12 months should sleep in proper cots. This is because they will probably be in cots at home and it will help their early transition from home to nursery
- After this, top and bottom cots can be allocated as the staff see fit.
- Dragonflies and Pre-school children will sleep on sleep mats in their rooms. Where sleep mats are used, sheets should be used also.

Sleep Checks:

Sleep checks must be carried out on every child that sleeps, regardless of where they sleep or for how long. Sleep checks must be carried out every **ten** minutes and the timer should be set after every check to ensure the next one is not forgotten. Timers can be operated via Google Homes or I pads within the rooms. All children should be written onto the sleep check form when they are put to bed, followed by the times of the sleep checks and the time the child awakes up. It is also good practise to circle the time the child actually fell asleep so parents can be notified of the exact sleep time.

Sleep Rules:

NO cot bumpers with loose strings to be used at any time.

NO bags with string handles or any items that have the potential for a child to get tied up in should be present next to any sleepers at any time.

NO car seats to be used as beds at any time.

NO children to be put to bed when they have any food or small items in their hands or mouths.

NO children to be allowed to sleep immediately after a head injury.

NO children to be allowed to sleep in multiple layers of clothing and bedding as this can cause overheating.

Room Temperature:

Attention should be paid to the temperature of the room in which children sleep. The wall thermometers give a clear indication of whether the room is too hot, too cold or just right. Where a room is too hot, fans or the air conditioning should be put on. In the summer, children's clothing should be adjusted. For example, babies and toddlers can be stripped down to their vests or nappies so they do not get too hot as they sleep. Blankets and

EVERY CHILD MATTERS

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Safeguarding and Promoting Children's Welfare

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gro-bags that are usually used should not be used when it is hot. When the room is cold, extra clothing and bedding can be used.

Carrying out a Sleep Check:

It is vital that sleep checks are carried out correctly using the following guidelines:

- Go right up to the sleeping child and check their breathing to ensure it is audible and regular
- Some children are very quiet sleepers and staff should learn to identify these to prevent panicking! If a child's breathing cannot be heard, lay a gentle hand on their back or tummy in order to feel a rise and fall as the child breathes. (If breathing cannot be felt, and there is an issue with the child then emergency procedures should be followed immediately.)
- Once you are happy that the child's breathing is regular, then check the immediate surroundings both inside and outside of the cot/bed to ensure there are no foreign objects that could harm children. (Bear in mind that a simple item such as a nursery bag has a drawstring and a child could get entangled in it in their sleep).

Safe Sleeping:

- Put babies to sleep on their back. Side or front sleeping positions greatly increases the risk of Sudden Infant Death Syndrome (SIDS). Since the 'Back to Sleep' campaign was launched in 1991, SIDS has dropped by 79%
- Once a baby can roll over from their back to their front, they can be left to find their own sleep position
- Ensure all sleep spaces are free from anything that might trap or suffocate a baby, such as quilts, loose blankets, bumpers or any items with dangling cords or ribbons
- Dummies can significantly reduce the risk of SIDS; this is an option for parents that wish their babies to use them
- Put babies to sleep on a firm, flat surface so they are not at risk of becoming trapped or suffocated. Babies should not sleep in car seats. Babies who are younger than 4 months are particularly at risk as they may sleep in positions that can obstruct their airways
- The recommended safe temperature for babies is between 16 to 20 degrees Celsius, which may seem cool, but a baby cannot regulate their own body temperature.

Cross-Reference to Other Policies:

In order to complete our commitment to Safeguarding, this policy runs alongside the policies and procedures, as set out below:

Accident Policy	S6.1
Code of Conduct	S13.7
Risk Assessments	SEE STANDARD 6 – SAFETY S6.20 - S6.29
Hot Weather Policy	S6.2
Security Policy	S6.6
Emergency Procedure	S6.7
Fire Safety Procedure	S6.9
Health and Safety Policy and Procedure	S7.1
Safeguarding Children Policy and Procedure	S13.1
Child Protection Policy and Procedure	S13.4
NIM Children Policy	S13.5

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