

# Sleeping Procedures

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## **Introduction**

We aim to ensure all children have enough sleep to meet their individual needs and develop well, promoting best practice in a suitable environment. The safety of sleeping children is paramount and we work in partnership with parents to ensure this.

Children need sleep and rest periods to help with their development. They all progress at different rates and we must meet their needs throughout the day at the Centre. As children grow it is necessary to reduce the length or frequency of their daytime sleeps.

Children have the opportunity to rest or sleep if they want to throughout the day. Staff create a suitable environment for children to rest or sleep, such as a quiet area to cuddle up with a book, cots for younger babies and beds for older children. Parental wishes are taken into consideration, although staff cannot force a child to sleep, wake or keep a child awake against their will.

## **Procedures for under twos:**

- A cot or bed is provided by the Centre
- Sheets and blankets are provided by the Centre and each child has their own set. These are kept in the child's designated cot or bed.
- Parents/carers will be expected to provide dummies/comforters and information on how their child likes to go to sleep and for what length of time.
- When a baby is in need of sleep the practitioner should use the same cot that the child is familiar with. The child's bedding and comforters must be retrieved from the child's designated box.
- When a child is put in a cot their feet will be at the bottom of the cot and the child will be placed to sleep on their back.
- If the sheet/blanket is still clean it should be folded neatly and left in their cot or bed. If the sheet/blanket needs replacing then a clean sheet/blanket should be provided.
- The dirty sheet/blanket should be placed in the laundry room and be washed at the end of each week, or sooner if required.
- The children are supervised during their sleep time as a staff member will conduct physical checks every 10 minutes to ensure they are breathing normally and not too hot or cold.
- The temperature in the Sleep Room will be maintained at 18-20C throughout the day so we take measurements and record them on a checklist to ensure this.

## **Procedures for over twos:**

- Foldout beds, sheets and blankets are provided by the Centre. Children will have their own blankets and sheet, which will be kept with their bed. (Spare bedding is available if the child doesn't usually sleep at the Centre).
- Parents/carers will be expected to provide dummies/comforters and information on how their child likes to go to sleep and for what length of time.
- The practitioner will accompany children requiring a sleep to the "rest area" with their bedding and comforters.
- The practitioner should remove the child's shoes and any warm clothes i.e. jumpers/cardigans and place them in each child's box for safekeeping and then assist the child into bed.
- A sleep chart ensures that the child's sleep time is monitored and that the child is checked every 10 minutes.
- If the blanket/sheet is still clean it should be folded on the child's bed. Comforters are returned to the child's box. Beds should be sprayed and wiped with sanitizer and then put away at the end of each day.

- Any dirty blankets/sheets should be placed in the laundry room. All bedding is washed at the end of the each week, or sooner if required.

### **General procedures**

Individual routine sheets are filled out with the parent and key person when children are settling into the Centre. These are renewed on a regular basis. If a baby has an unusual sleeping routine or position that we would not use in the Centre (i.e. sleeping on their tummies) we will explain our policy to the parents and ask them to sign a form to say they have requested we carry out a different position or pattern.

Staff should be aware of individual needs of children at the Centre. Sleep routines are a very intimate part of a child's day. They should not be left to cry themselves to sleep or be left for long periods of time to "drop" off to sleep.

When getting a child ready to sleep, staff need to ensure a number of things happen:

- A clean nappy is provided, if applicable
- Outer clothes removed
- Child is fed or had a drink
- All bibs removed
- Child is not too warm
- Staff should prepare the child for bedtime by moving to a quieter part of the room, having a story or having a cuddle.
- Some children like to be patted to go to sleep. The staff needs to pull up a chair to the side of the cot/bed so not to strain their back or to sit on the floor while rubbing their tummy.
- If the child has not gone to sleep in 15 minutes the staff member should consider getting them up and maybe trying again later.
- The key worker should discuss this with the parent and establish a time limit for trying to get the child to sleep which should be communicated to all staff members.
- If a child falls asleep in the arms of a staff member they should be placed in the cot/bed so they can continue to sleep. If they have fallen asleep unexpectedly and it has not been possible to remove their outer clothes or have their nappy changed, the child's clothes should be loosened. Staff within the area should be made aware that the child needs their nappy changing when they wake up.
- The cots/beds should be cleaned and maintained. Screws and bolts should be tightened periodically to ensure that the cot is safe and secure.
- In extreme weather attempts will be made to regulate temperatures

### **Safety checks**

A sleep chart ensures the child's rest is monitored and that they're checked every 10 minutes. Staff who are working in the room are all responsible for checking the children. Checking a child while sleeping should involve:

- Placing a hand on their chest to check they are breathing or putting the back of their hand near to the child's mouth to feel for breath.
- Ensuring that each child is well
- Ensuring that each child is not too hot or too cold.
- Ensuring that all sheets or blankets are not wrapped around the child.
- The sleep monitoring chart is used to record the checks and signed by the member of staff carrying out the check. A record of each child's daily sleep pattern is recorded too.