

6.11 Safe sleep policy and procedure

All children are provided with clean, safe and comfortable rest and/or sleep facilities as individually needed. We work in partnership with parents/guardians in relation to their child's sleep needs and patterns as much as possible.

Where a parent/guardian requests a sleep routine for their child that does not meet with good practice guidelines (for example, requesting that their child be denied sleep for the day; that they be put to sleep with a feeding bottle; requesting that the child be put to sleep in a buggy or travel seat), the service remains responsible for our own practice and we will be happy to discuss with parents/guardians why any such practice cannot be implemented. In all decision-making the child's best interests come first.

As well as safe sleep provision, all children will be provided with opportunities to have quiet or rest periods, within the daily curriculum/programme, that meet their individual needs throughout the session/day.

Procedures and practices

When a parent/guardian requests a specific sleep routine for their child, two key questions must be considered:

- **Is it safe?**
- **Would it cause distress to the child?**

If these questions cannot be answered satisfactorily, then a parent/guardian must be informed that the service cannot comply with their request and an explanation given or guidance must be sought from a qualified professional such as a Health Visitor.

Sleep environment

Ventilation

Ensure that the sleep area is adequately ventilated (either naturally or mechanically) but do not position a mattress below a window or adjacent to a radiator (the Pre-school does not have radiators).

Visibility

Sleeping children must be within sight of a member of the team at all times.

Sleep area temperature

The sleep area must be maintained at between 16°C and 20°C. A wall-mounted thermometer is provided to monitor the temperature.

Bedding depends on the room temperature. If a child seems hot, take some of the blankets off, if they seem cold, add an extra layer. Use lightweight blankets that you can add to and take away. Children should not have their heads covered indoors.

Soothers

Soothers must not have any string, cord or clips attached.

They must be stored in separate clean containers labelled with each child's name when not in use.

Always ensure that soothers used are the right size for the age of the child and in good condition.

Soothers decorated with beads, gems or other such decorations are prohibited.

Supervision

Children in the sleep areas must be within sight of at least one staff member at all times, especially when staff members are actively engaged with children who are awake.

The Manager is responsible for the sleep monitoring rota.

The rota must clearly identify:

- which staff member is responsible for the sleep area
- who will check the sleep area to ensure all risk controls are implemented
- who will check the children
- how often they will be checked
- who is responsible for completing the sleep log for each child
- who is responsible for bed linen changes and recording changes.

Checks must be made of each sleeping child in the room, in person, at least every 10 minutes.

A sleep log for each child is maintained.

This records when physical checks are made of each of the sleeping children.

The following is checked and an individual record sheet is signed, timed and dated by a team member:

- the time of the check
- the child's position
- any change in the child's normal breathing pattern
- any change in the child's normal skin colour
- ensuring the child's head is uncovered
- the room temperature
- the name of the person who checked the child.

A separate sleep log is maintained for each child and is retained by the service in each child's own file.

This procedure for monitoring will be displayed beside the sleep area.

Each child's Key Person is responsible for sharing information with the child's parents or guardians.

At all times, the relevant adult/child ratio outlined in the Statutory Framework for the Early Years Foundation Stage September 2024 will be adhered to.

Mattresses

An adequate number of safe mattresses are provided to ensure that all children have access to a suitable mattress as appropriate for their needs. Documentary evidence that our beds meet the required safety standards is maintained on file. This can be found in the office.

Health and Safety

Hygiene (See Health and Hygiene Policy)

Individual bed linen is provided for each child – it is hygienic, easily accessed and laundered after each use.

Separate storage is provided for clean linen and linen that is due for washing. Clean and dirty linen must be kept separate.

Position of mattresses

Ensure that no mattress is adjacent to a heater (there are no heaters in the Pre-school – be aware of heating from the underfloor heating), a window or a door, or to any blind cords or other cords.

Ensure that no cords or strings of any kind (including those attached to things such as toys or nappy bags) are in or near mattresses.

Ensure there is enough space between each mattress to allow easy access to and around each one.

All mattresses must be used in the intended manner.

Dealing with emergencies

In the event of finding a child who appears to be unresponsive and breathing or not breathing the staff member trained in emergency First Aid Response will respond immediately and appropriately.

1. The Manager or the person who is in charge at that time notifies the child's parents/guardians as soon as possible of the current situation.
2. The person who found the child and has been resuscitating the child gives a detailed account of events to the paramedics on their arrival.
3. Staff follow the direction of the paramedical staff.
4. The Manager or person in charge ensures that parents have been informed.
5. The scene is to be left as it is to aid investigation.
6. Families of the other children may need to be notified of the incident by the Manager.
7. Staff support is essential following any such incident.

Record and record keeping

All records relating to safe sleep and any incidents are stored safely.

5. **Communication Plan *[For staff and families]***

All team members will receive induction training on this Sleep Policy. This includes guidelines on what to do in the event of a child being found to be unresponsive and not breathing and a step-by-step guide to resuscitation of a child who is not breathing (in accordance with Emergency Paediatric First Aid training).

Parents/guardians are also made aware of the Sleep Policy and are involved in decisions relating to meeting their child's individual needs.

A copy of all policies will be available during all hours of operation to team members and parents/guardians in the Policy Folder located in the reception area and on our website www.anthnoyproperpreschool.co.uk.

Parents/guardians may receive a copy of the policy at any time upon request.

Parents/guardians and all members of the staff team will receive notification of any updates to this policy.

This Policy was adopted on

Signed on behalf of the Pre-school Committee

Reviewed on