

## Sleep Policy

### Statement of intent

The safety of all sleeping children at Once upon a time nursery is paramount. Our policy follows the advice provided by the Lullaby Trust [www.lullabytrust.org.uk](http://www.lullabytrust.org.uk) to minimise the risk of sudden infant death syndrome (SIDS).

### Aim

We aim to ensure that all children have enough sleep to support their development and natural sleeping rhythms in a safe environment .

### Procedures

All parents/carers are asked to complete the safer sleeping declaration on their child's emergency contact forms when their child first joins **Once upon a time**.

Details of children's sleep routines are documented by parents and discussed with the child's Key person as they fill out the child's Nursery Passport. These routines are reviewed and updated at timely intervals.

Staff will discuss with parents any changes in sleep routines during a nursery session at the end of the day and share observations and information about children's behaviour if they do not receive enough sleep.

### For babies:

- ★ Sleep rooms must be checked each morning and before each use, to ensure nothing has been placed in reach of a cot before it is used. This includes windowsills, radiator covers or draws.
- ★ Window blind cords must always be out of reach.
- ★ Sleep room temperatures are monitored and recorded and should be between 16-20°
- ★ Blankets should not be hung over the cot edge.
- ★ Check suitability of cot for each individual child e.g. they can climb out! If this is the case, use floor mattresses or snugs instead.
- ★ Cot sides are always in the fully up position.
- ★ Mattresses are regularly checked for condition and cleanliness.
- ★ Sleep bags provided by parents should be clean, safe and the correct tog.
- ★ Hair bobble, teething necklaces, teething bracelets, dribble bibbs or any loose accessories must be removed and placed out of reach. Parents will be asked to sign a disclaimer for any hair accessories that cannot be removed.
- ★ Disclaimers must be signed for children wearing earrings.
- ★ Layers of clothing must be checked to ensure the baby does not become over heated during sleep.
- ★ Baby monitors should be switched on when the sleep room is occupied. However, these are never used instead of manual checks.
- ★ Sleep records must be kept up to date, noting down times that babies are checked while sleeping.
- ★ Unqualified staff must not be left unsupervised in the sleep room.
- ★ Each child will have their own clean cot sheet and blanket if needed.

- ★ When providing children with a blanket from nursery, staff will assess the size, weight and appropriateness of the blanket, as well as checking the temperature of the room and the child throughout their sleep. Blankets will be carefully removed if staff feel the child is too hot.
- ★ Babies are placed on their backs to sleep. If a baby has rolled over onto their tummy, we turn them onto their backs again unless they are able to turn from back to front and back again on their own, in which case we enable them to find their own position.
- ★ Babies are never put down to sleep with a bottle to self- feed.
- ★ If baby needs a dummy to sleep keyworkers will discuss this with parents/carers. If the dummy falls out of baby's mouth, it will be taken out of the cot but reoffered when awake if needed.
- ★ Babies are monitored by the member of staff placing their hand gently on the child's stomach to check their breathing and their temperature every 10 minutes, and to check if the sleep position has changed.
- ★ Checks are recorded every 10 minutes. As good practice we monitor babies under six months or a new baby sleeping during the first few weeks every five minutes until we are familiar with the child and their sleeping routines, to offer reassurance to them and families.
- ★ Baby's feet must be placed at the bottom of the cot.
- ★ Blankets, if used, must be firmly tucked in, below shoulder height.
- ★ No toys, unless appropriate comfort toy, should be placed in cot with baby.
- ★ Where appropriate children will be sensitively transferred to a cot or snug if they fall asleep on an adult.
- ★ If a baby has an unusual sleeping routine or a position that we do not use in nursery i.e. we will explain our policy to the parents. In such cases, we would ask parents to sign to say they have requested we adopt a different position or pattern on the sleep declaration form. In extreme cases, and where this has been recommended by a Doctor, we will require a signed Doctor's letter highlighting this.

#### **For toddlers:**

- ★ Each child will have a clean sheet and blanket (For children attending multiple days these will be saved and washed at the end of the week)
- ★ Rest mattresses must be regularly checked for cleanliness and condition.
- ★ Remove any hair accessories, teething bracelets, or loose accessories. These must be placed in the child's nursery bag. Parents/carers will be asked to sign a disclaimer for any hair accessories that cannot be removed.
- ★ A disclaimer must be signed for children wearing earrings.
- ★ A disclaimer must be signed for specific comforters such as pillows.
- ★ In our Toddler rooms children usually sleep after lunch. However, we will not stop a child from sleeping earlier if they need to.
- ★ Key person and parents will discuss the different cues their child may display when they are ready for a sleep.
- ★ If a child needs an early sleep an area will be made away from the hubbub of the room so that the child can rest in relative peace. Toys will be moved away and a rest mattress or sung will be provided for the child.
- ★ An adult will stay by the child until they are sleeping.
- ★ The child will be monitored every 15 minutes as they sleep.
- ★ At general sleep time, carpet areas will be cleared of toys and furniture and mattresses with sheets will be placed out for the children to rest on.

- ★ Children's nappies must be checked before he/she lays down to rest.
- ★ Children will be offered help removing any clothing which could cause them to over-heat, any items will be folded and placed with their shoes at the end of their mattress.
- ★ Key workers will discuss any Sleep comforters, including dummy's, with parents.
- ★ If a child has a dummy or comforter, this will usually only be offered at sleep time. If the dummy falls out of their mouths once asleep then it will be removed and put in the child's nursery bag.
- ★ Only appropriate comforters should be taken to bed. When the child awakes comforters should usually go back in their bags.
- ★ Children will be encouraged to lay down on the mattress, however they are most comfortable, their feet must always be towards the bottom of the mattress.
- ★ A blanket will be placed on the child, below shoulder height, if needed.
- ★ A member of staff must remain in the room while children are sleeping.
- ★ Children must be checked every 15 minutes.
- ★ We will maintain the needs of the children that do not require a sleep and ensure they can continue to play, learn and develop. This may involve taking children outdoors, finding quieter indoor activities or linking with other rooms or groups of children.
- ★ We will limit children's sleep times, on a parent's request, only where we feel it is appropriate for the child. Children will always be woken in a gentle and sympathetic way. They will be given time to wake and adjust to their busy playroom.

**For pre-school children:**

- ★ Occasionally our older children will need a nap during the day to recharge their batteries.
- ★ If this is the case, staff will provide a safe area within the room for a child to sleep.
- ★ This will be in a quiet corner, in a pod or on a rest mattress.
- ★ Toys and equipment should be removed from the direct sleep area the child chooses.
- ★ Our older children will still be monitored as they sleep, every 15 minutes. This will be recorded on a sleep chart.
- ★ A qualified adult must always be on duty in a room while a child sleeps.
- ★ We will maintain the needs of the children that do not require a sleep and ensure they can continue to play, learn and develop. This may involve taking children outdoors, finding quieter indoor activities or linking with other rooms or groups of children.

**This policy was adopted by Once upon a time nursery school**

**Date: 1 September 2025**

**Amended on:**

**Signed on behalf of the nursery**

**To be reviewed: Annually or sooner if any matters arise**