

The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School

Sleep Policy

Introduction

Children attending the Federation will be of the age where they may need to sleep during their time with us. We want to ensure they follow their own routine and where possible those set by their parents.

The safety of babies and toddlers sleeping is paramount. Our policy follows the advice provided by The Cot Death Society, the Lullaby Trust <https://www.lullabytrust.org.uk/> and NHS Guidance, <https://www.nhs.uk/baby/caring-for-a-newborn/reduce-the-risk-of-sudden-infant-death-syndrome/> to minimise the risk of sudden infant death Syndrome (SIDS).

This policy lays out the welfare requirements within the Early Foundation Stage document (EYFS) framework. The guidance states (paragraph 3.69) that "*Sleeping children must be frequently checked to ensure that they are safe... babies are placed down to sleep safely in line with latest government safety guidance*".

By following this policy, we can ensure that robust systems are in place which are crucial for ensuring children's safety and wellbeing. We are committed to providing a safe, comfortable and developmentally appropriate environment for babies and toddlers during sleep times.

The sleep policy aims to provide a clear framework to ensure the health and safety and wellbeing of children who require support to sleep or rest whilst at nursery, giving guidance on procedures for babies and toddlers sleeping.

Aims

The aims are:

- To reduce the risk of Sudden Infant Death Syndrome (SIDS)
- Support Individual sleep needs and routines
- Maintain Close Monitoring and Supervision
- Promote Hygiene and comfort
- Communicate with Parents/Carers
- Follow Regulatory and Best Practice Guidelines

Principles

The Federation promotes health and safety practices in helping children sleep and rest

We will ensure:

- Supporting children's sleep is the responsibility of all DBS checked and approved staff for children in their care

- Children's individual needs are identified and met
- Family's cultural preferences are considered
- Sleeping and resting is a positive experience, for the child, and the family feel supported throughout
- Communication between the nursery and the family is promoted and this starts prior to the child starting nursery so information shared and routines established and agreed
- Consistency of care as far as possible
- Families are provided with information or signposted to sources of further information or services to support sleep and bedtime routines if required

Federation responsibilities

The Federation will ensure that anyone who supports sleeping or resting in the nursery is an employee or a long-term agency member of staff and has had appropriate safeguarding checks and is aware of procedures and responsibilities for supporting children's sleep.

At all times the child's safety and dignity and well-being is promoted.

Families are supported by staff to understand the Early Years health and safety procedures for supporting rest and sleep. Staff will always try to take account of parents wishes when dealing with sleeping children. However unreasonable request by parent/parent/carer will be discussed with SLT and alternatives sought e.g. children going to sleep with bottles.

There will be a separate baby room for children under the age of two, however we will ensure that children in baby room have contact with older children and are moved into older age groups as appropriate.

All staff will receive an induction and regular updates through safeguarding and Health and safety refreshers.

For children that have medical conditions, emotional needs or sleeping training programs. The Federation will endeavour to enhance supervision/training for staff, however the parents should discuss this with the key person and meet regularly to work together regarding any ongoing issues.

Staff responsibilities

- Early Years Staff responsibilities in supporting positive self-esteem. Staff will work with the child to promote positive self-esteem and independence with sleep as far as is appropriate and practical.
- Staff will remain calm and offer a supportive approach to children at all times.
- Staff will approach children quietly and calmly regarding the need to sleep being mindful of the child's engagement in play.
- Staff will be alert and responsive to a child's needs if showing signs of tiredness.
- Staff will provide a positive climate to encourage parents to share information openly around the child's developing sleep needs and routines.
- All staff should promote regular encouragement for a child needing and settling to sleep and ensure the child is praised for following routine, helping and co-operating and being independent in getting ready for sleep or rising.

The staff will consider the religious views, beliefs and cultural values of the child and their family as far as possible when supporting children with sleep.

The staff will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

Parent/Carers Responsibilities

Home visits play an important part of Children settling into nursery. This is crucial for staff and Parent/Carers to be able to share information regarding polices/procedures and staff to be able to gain an insight into children's individual needs as well as their routine, their sleep and rest time periods.

Parent/Carers must ensure they provide all relevant information with regards to sleep for their child on entry to the Nursery. This is to ensure as the child develops their needs can be met.

This information includes how long the child sleeps, any routines for going to sleep or rising, any comforters requested, details of any health care professionals involved with supporting sleep or any health care difficulties with sleep. Parents are required to share any allergy information re washing powder or liquids.

If a child requires a comforter this must be in a sealed bag/pot labelled with the child's name Parent/Carers should work with their child's key person towards a shared and agreed plan which is recorded for care and support.

Parents/Carers must ensure that staff always have their emergency contact details.

Individual Sleep Routines & Parental Partnership

For some parents/carers and families developing sleep routines can be daunting and difficult and can impact on the child's well being while at nursery. Parents will be provided with information or signposted to support such as Health visitors and other professional bodies.

- On starting the process of setting, parents will share information, regarding home routines, preferred position, comforters, and feeding patterns. This should be reviewed periodically with the key person
- The nursery will accommodate individual needs wherever possible, in partnership with parents -without forcing a child to sleep or keeping them awake against their will. Children who choose not to sleep will be offered quiet supervised activities instead
- If parents request maximum sleep limits, which have been agreed, 45 minutes should be the minimum time the staff should wake babies/toddlers as this allows children to reach REM sleep. Children will be gently woken up e.g. Gradually by brightening lighting or soft prompts. Staff will speak in gentle tones to enable child to rise in a calm fashion

Safe sleeping

- A member of staff will always be present whilst children are sleeping/resting.
- Cots beds, and bedding will be checked prior to use to ensure they are in good order i.e. no splinters or cracks, rips or tears.

- Cots and sleep areas are kept clear of hazards like loose bedding, toys, and hanging objects. Cots are placed in an area away from windows and drafts
- The gaps between the bars of the cot are less than 6.5cm (SIDS guidance)
- Comforters, muslins, dummies soft toys etc should be provided from home and these will be stored with their child's personal belongings
- Nursery staff will discourage children regularly sleeping in pushchairs and will not put a child to sleep in a car seat to sleep
- Babies are placed in their cot on their back with their feet towards the bottom of the cot, unless specifically requested by a parent/carer. If a different position is requested this is documented on starting the nursery Babies who fall asleep while being held will be transferred to a cot or sleep mat
- Toddlers are encouraged to sleep on a bed or a sleep mat. Children will be positioned individually on each bed or mat in a 'top and tail' position
- The child's breathing will be checked by placing a gentle hand on the child's chest or putting the back of their hand near the child's mouth to feel for breath
- Staff will ensure they are not too hot or cold
- Sheets will be removed each day and washed, Torn or ripped sheets will be removed immediately and replaced
- Buggies and low beds are cleaned with antibacterial wipes once a child has been removed.
- Children going to sleep with a bottle will be discouraged, and will be assessed individually. If having a bottle is a necessity for the individual, once the bottle is empty it will be removed from the sleeping child, as staff will not carry out any request that could put children in danger
- Staff will not leave children to sleep with bottles as this provides danger of choking and does not promote good dental health

Environmental Controls

- The rooms are well ventilated, with a room temperature of 16-22c (recommended guidelines) however this may be higher in the summer months, where fans will be used to try to regulate temperature. There are thermostats in classrooms to ensure temperatures are monitored and this information will be used to report temperature concerns to the SLT
- Clothing such as Outer coats, hoods, bibs should be removed before laying children to sleep in order to avoid over heating or hazards
- Soft lighting and sound can be provided as optional lullabies or white noise to create a calming atmosphere

Monitoring & Supervision

- All children's mouths are checked before going to sleep. If a child sleeps with a dummy/comforter and this falls out of the child's mouth while sleeping, it will not be put back in, but will be removed for safety reasons and stored away
- A sleep chart is available for parents/carers to see upon request. Children sleeping are monitored every 10/15 minutes during their sleep time, this is recorded and is signed by the member of staff at each interval (See appendix 1)
- After lunch children who do not sleep will have a 'quiet time', this allows children to rest and engage with activities which require less physical input after their mid-day meal. Staff will provide circle time groups, literacy activities such as story time, story CD's and puppets and role play. Other activities can include small groups time games lotto and memory games etc.

Age -Appropriate Sleep Scheduling (Early Childhood Development (ECD)& EYFS Guidance)

- **Babies/infants:** Sleep multiple naps as needed based on their age cues and home routines
- **Young toddlers (1-2 years)** Require approximately 11-14 hours' sleep per 24 hours, including naps that reduce to 1 nap of 1-3 hours typically before 3pm to avoid bedtime
- **Pre-schoolers (3-5years)** Aim for 10-13 hours' sleep usually without naps by the age of 5 with bedtime routines reinforced each evening

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Policy Name

Sleep Policy

Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School by the Governing Body at the meeting on

11th December 2025

Name of Governing Body Representative

Robert Weir

Signature of Governing Body Representative



Signature of Headteacher



Date signed 11th December 2025

Date to be reviewed: Autumn 2026