

CATERPILLARS PRE-SCHOOL/NURSERY (SUSSEX) LIMITED

**20B. Sleep and Rest Policy**

At Caterpillars we aim to ensure all children have enough sleep for them to develop and to promote best practice for all children in a safe environment.

We adopt a policy of practice recommended by The Cot Death Society to minimise the risk of Sudden Infant Death. The safety of babies sleeping is paramount in the nursery and we promote good practice and ensure that we work in partnership with the parents/carers.

**Babies should sleep:**

* On their backs
* At the bottom of the cot
* In a well-ventilated room
* With NO duvets of bumpers to the sides of the cots
* Without any large soft toys that have the potential to smother a baby
* With a comforter if they normally have one
* With mobiles that are out of reach

**Procedure**

A child’s individual routine sheets are filled out with the parent and key person when they are settling into the nursery. If a baby has an unusual sleeping routine or position that we would not use in the nursery i.e: babies 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 on the child’s form.

Staff should be aware of individual needs of the babies and children at the nursery. Sleep routines are a very important part of a baby’s day.

**Babies should not be left to cry themselves to sleep or be left for long periods of time to ‘drop’ off to sleep.**

**Preparing a baby ready to sleep**

* A clean nappy
* Outer clothes removed
* Fed or had a drink
* All bibs removed
* A comforter if needed
* Not too warm

Staff should prepare the baby for bedtime by moving to a quieter part of the nursery, having a story or a cuddle.

Staff need to sit on a chair to the side of the cot, so as not to strain their back.

If the baby after 15 minutes has not gone to sleep, the staff member should consider trying again later. The key person should discuss this with the parent and establish a time limit for trying to get the baby to sleep, this should be shared with all the staff.

If a baby falls asleep in the arms of a staff member they should be placed in the cot so they can continue to sleep.

If they have fallen asleep unexpectedly and it is not possible to remove their outer clothes or have their nappy changed, the baby’s clothes should be loosened. Staff within the area should be made aware that the baby needs their nappy changing when they wake up.

Cots should be cleaned and maintained. Shrews and bolts should be tightened periodically to ensure the cot is safe and secure.

**Older children**

Children need sleep and rest to help development. Children all develop at different rates and we must meet their needs throughout the day at nursery/preschool. As they grow they will usually develop a routine in which reducing the length or the frequency of their daytime sleeps.

Children at Caterpillars have the opportunity to rest or sleep if they want to throughout the day.

Staff need to create an environment for the children to rest or sleep i.e: quiet are to cuddle up with a book.

Parental wishes should be taken into consideration, although staff cannot force a child to sleep, wake or keep a child awake against their will. This is an Ofsted regulation.

**Sleep Monitoring**

All sleeping children must be checked at 10-minute intervals, a timer is used to do this.

Staff who are working in the rooms 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 the hand near to the child’s mouth to feel for breath.
* Ensuring that each child is not too hot or too cold.
* Ensuring that all sheets and blankets are not wrapped around the child.

The sleep monitoring chart is used to record the checks and is signed by the member of staff carrying out the checks. A record of each child’s sleep pattern is recorded too.

This policy was adopted by the Manager of Caterpillars Pre-school on 4th April, 2023

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Name of signatory: Catherine Clark Role of signatory: Manager