



# Mark First & Pre-School CE Academy

## Sleep Procedure Policy

At Mark First & Pre-School CE Academy, we work in partnership with parents to provide for the needs of children in our care. We recognise the importance of establishing sleep routines in our setting, where necessary, that are consistent with a child's experiences at home. We understand the key stages of a child's development and are happy to accommodate sleep procedures, as far as possible.

### Protocol

- Liaise with parents/carers to agreed arrangements and timings for their child's sleep.
- Review sleep routines regularly with parents/carers.
- Inform parents of sleep routine at the end of each session, where possible.
- The sleep room can accommodate up to three children at any one time.
- Daily risk assessment checks include the removal of all choking hazards from the sleep room, e.g bags, toys, wires.
- The child's keyworker will take a child to the sleep room to settle them, where possible, but the child may be settled by another member of staff if necessary.
- Keyworkers allow time to prepare a child for sleep, and value this as a relaxed time to make them feel comfortable and secure.
- Checks are made to ensure the sleep room is the appropriate temperature and aired if necessary.
- Children will sleep individually in a raised cot.
- All sheets and blankets will be laundered weekly.
- Lightweight blankets or sleeping bags are used in each cot
- Each cot is marked as set up for a specific child, with their own bedding
- Sleep toys/comforters can be provided by parents if needed.
- Children are checked as clean and dry before their sleep time.
- Keyworkers record the time that a child is put to bed, checks made and the time they awake.
- Regular checks are made at ten minute intervals.
- A monitor is used by keyworkers within close proximity to the sleep room.
- Children are placed on their back to rest.
- Children are not left for any length of time if distressed.
- Our professional judgement will be used to adapt a child's sleep routine, if it is deemed necessary to meet a child's needs.

Policy Review Date- 18<sup>th</sup> February 2023

Renewal Date- 18<sup>th</sup> February 2025