



POLICY: **Sleeping, Resting & Monitoring**

Links:

Regulations; HS1, HS2, HS9, HS10, HS11, HS12, HS15, HS24, PF2, PF5, PF8, PF12, PF14

Reg 45, 46

Incident Register

Rationale & Objectives:

The rest/sleep room provides for undisturbed sleep or rest for babies, toddlers and older children whilst attending the centre.

There is a system of monitoring sleeping/resting children, which ensures their comfort, safety and well-being.

Procedures:

- There is adequate space for cots and beds to sleep or rest children in the designated rest/sleep room throughout the day.
- The rest/sleep room will be adequately heated and ventilated. A thermometer is placed on the wall to make sure we maintain temperature at no less than 18 degrees Celsius. A window in the room will be slightly opened for ventilation whilst maintaining the heating to no less than 18 degrees Celsius.
- Children will be adequately dressed so that they are warm in bed and extra clothing put on when they get up from bed. There will be enough blankets on the bed to keep children warm (not hot or cold) and comfortable.
- A team member is always present in the sleep room / and or Nursery when children are falling asleep.
- 5min checks will be done in the Nursery; 10min checks will be done in the RTR sleep room.
 - Physical checks will be done to monitor; breathing; temperature of the room; warmth and general well-being of the children
- Positions of beds are to be culturally appropriate – head to head, toe to toe.
- Cot sides must be put down when a child is sleeping in them.
- Cots and beds will be covered with a safety approved waterproof material for easy cleaning and good hygiene. Cots, beds and mattress covers will be washed weekly. Beds and waterproof sheets will be wiped down daily. Regular safety checks will be carried out to make sure cots and beds are safe to use. This is recorded on the daily hazard check forms.
- Every child will have their own bed/cot and individual bedding, i.e. sheets and blankets. When their bedding is not in use it will be stored away in their own named individual bags.
- All bedding will be washed at the end of each week or earlier if required.

- At Little Lumsden, the larger multi-cots, which have been positioned on the ground, are to be used for children so they can sit or stand safely as they wake.
- Top cots are for children who cannot stand.
- No child will have access to any fluid or food while in their bed or cot.
- When settling babies, toddlers and older children to bed, a team member will work with each individual child on the rhythm of how they prefer to go off to sleep eg on their own, rubbed back, patting etc. When every child is asleep the team member will leave the room and record the time each child went to sleep on the sleep chart sheet*.
- Infants and toddlers will not be restrained while they are going to sleep or when they are asleep
- Gentle rhythmic pats to the lower back of the child will be given by kaiako– this is in accordance with our centre sleep consultant Sally Cawston
 - Every child will be checked every 5 minutes in the Nursery and every 10mins in the RTR sleep room and staff will initial on the sleep chart to show that they have been observed, and at that time they were still sleeping and safe. Checks will be done to monitor; breathing; temperature of the room; warmth and general well-being of the children
- Each child's wake-up time will be written on the sleep chart and initialled by a team member

RTR rest/sleep area

- All RTR children are required to rest for at least 20mins each day.
- Children will not be restrained while they are going to sleep or when they are asleep
- Gentle rhythmic pats to the lower back of the child will be given by kaiako – this is in accordance with our centre sleep consultant Sally Cawston
- Kaiako are responsible for the rest/sleep room from when the first child goes to bed until the last child wakes up.

**A copy of the sleep chart will be kept and may be viewed on request.*

Implementation:

- Furniture and items intended for children to sleep on will include cots, beds and stretchers, be of a size that allows children using them to lie flat and be of a design to ensure their safety.
- Beds that will be used by more than one child over time are securely covered with or made of a non-porous material that:
 - protects them from becoming soiled;
 - allows for easy cleaning (or is disposable); and
 - does not present a suffocation hazard to children.
- Clean individual bedding, such as blankets and sheets, is provided for sleeping or resting children that is sufficient to keep them warm.

- Space is available for children aged two years and older to sleep or rest for a reasonable period of time each day and beds are available for the sleep of children aged two years and older.
- Beds are provided at a ratio of at least one to every two children under the age of two.
- If the space used for sleeping or resting is part of the activity space, there are alternative activity spaces for children not sleeping or resting as necessary.
- A designated space is available to support the provision of restful sleep for children under the age of two at any time they are attending. This space is located and designed to
 - minimise fluctuations in temperature, noise and lighting levels; and
 - allow for adequate supervision.
 - Children under 2yrs of age who arrive sleeping will be transported safely to their designated cot in the Nursery.

Philosophy: *'Trusting relationships'*

Policy Developed: June 2017

Reviewed: June 2018, July 2019, August 2020, Sept 2021, Dec 2022