



Hart Hill Nursery School

## Sleep Policy

Created Summer Term 2024

Ratified by SLT on 14.05.2024

Signed 

To be updated Summer Term 2027



### **Introduction**

Hart Hill Nursery School is aware that some children may require sleep either due to the age and development level of the child, or as a result of a disability or medical need. We have created this policy to ensure that children who do sleep on our site are safe, secure and protected from harm.

### **Aims**

Hart Hill Nursery School aims to provide a clear framework to ensure the health, safety and wellbeing of all children who require support to sleep or rest whilst at school.

We aim to ensure that this policy follows the most up to date information in the EYFS Statutory Frameworks, which all Early Years providers must follow.

In our school, we promote healthy and safe practices in helping children sleep and rest. We will ensure that we:

- Support children's sleep, by providing staff who are all DBS checked and approved to work with children in their care
- Identify and meet children's individual needs with regards to sleep
- Meet children's rights linked to their health, safety and wellbeing
- Consider families cultural preferences when supporting sleep
- Provide a positive experience for both the child and family where arranging sleeping in the school day
- Show consistency of far as far as appropriate and possible
- Provide families with information and signpost them with sources or further information or services to support sleeping and bedtime routines, where required

### **Roles and Responsibilities**

The Headteacher is responsible for ensuring all staff are aware of the policy and have time to process and ask questions about the procedures in place; this could include training and facts and figures on cot deaths and infant sleep deaths. They are also responsible for ensuring staff follow this policy and report and record correctly, according to this policy and challenge anyone who is not following the agreed procedure, under safeguarding guidelines. The Headteacher is responsible for ensuring that all sleeping mats and bedding/sheets used comply with British Safety Standards prior to use.

The Class Teachers and Room Leaders will ensure the classroom is kept well ventilated. They will give a named person to complete checks on any child sleeping; it is vital this person has a cleared DBS and is an employed member of staff, not a volunteer or student. Where an area is designated as a rest area, the Class Teacher or Room Lead is responsible for ensuring it remains clutter free and has no cords, hanging objects or drawstring bags. The Class Teacher or Room Lead is responsible for discussing sleep patterns with parents, where a child has fallen asleep, so that the class team know what will help the child to settle or wake.

Class teams are responsible for ensuring that sleep mats are not placed directly under a window or in front of radiators (whether they are on or not). They are responsible for ensuring that sleep mats are checked prior to use and given to the cleaning site to disinfect, if used, at the end of the day; defects must be reported to the School Business Manager as soon as noted and defect items disposed of and not used. Staff will ensure that no one is forcing a child to sleep or over comforting them to encourage sleep, when they do not want to. Where a child needs to sleep daily and this is impacting the child's education, staff are encouraged to discuss this parents, offer family worker support where routines may need help at home, and discuss morning/afternoon place, if part time, to support education and rest.

The named person (normally the child's keyworker) responsible for monitoring the sleep is responsible for noting the time that the child fell asleep. The child must be view at all times of one adult and must be closely checked every ten minutes; check includes feeling their head to ensure body temperature is okay, ensuring their chest is rising and falling, ensuring their sleeping position has not changed, and where it has, ensuring their airway is clear to breathe). Following the sleep, the named person will record the start time and finish time of sleep and any comments needed to report regarding the sleep on the school Cpoms system, under the category 'child contact' – 'sleep/rest'. Where a child has fallen asleep in the classroom and the class are going into the garden, the child should be in view and a door must be left open to where they are sleeping and where the class are – visual checks through glass should be more regular and added to the 10 minutes close proximity check, which must still happen. Where a child has fallen asleep and it will be impossible to have visual contact with the child, and the class are moving rooms, where ratios allow, a staff member must stay behind and monitor the sleep, where ratio does not allow, the class must remain in the classroom, or the child must be woken up and moved with the class.

The Cleaning Staff and Site Agent are responsible for disinfecting any sleep mats that have used on a day to day basis.

The General Assistant is responsible for ensuring that used bedding is cleaned after use, on a day to day basis.

### **Reporting and Recording Sleep or Rest**

Where a child has fallen asleep, due to being tired, or due to this being there routine, the class team will follow the guidelines above and then record the sleep on the Cpoms system. It is important for the staff member who is named to monitor records the sleep. They should record the time the child fell asleep, the time they woke up and any notifiable comments needed, linked to sleeping position, body temperature (to the touch), movement etc. This will allow us to report this information to the parents if requested.

Where a child has fallen asleep, due to being unwell, the same procedures will be followed above, however the child will not be left under any circumstances and parents will be called to collect the children as soon as possible.

### **Monitoring and Review**

This policy will be monitored and reviewed annually by the Headteacher and admin team. Amendments to the policy will be communicated to all relevant stakeholders.