



**Standard Operating Procedure
DCYP MOD Schools Early Years Settings
Standard Operating Procedure (SOP): Sleep and Rest Procedure**

Written by: Anita Collins

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Review annually or if any changes are made to support practice.

Sleep and Rest

Our aim is to ensure all children have enough sleep for them to develop and to promote best practice for all children in a safe environment. Ofsted regulation states that it is an Early Years Foundation Stage requirement to respect parental wishes but practitioners will make decisions based on best practice.

MOD Schools and Settings adopts a procedure of practice recommended by NHS Sudden infant death syndrome (SIDS) [Sudden infant death syndrome \(SIDS\) - NHS \(www.nhs.uk\)](http://www.nhs.uk) to minimise the risk of Sudden Infant Death. The safety of babies sleeping is paramount and we promote good practice and ensure that we work in partnership with the parents.

Babies should sleep:

- On their backs but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer to sleep in.
- At the bottom of the cot in a "Feet to Foot" position
- In a well-ventilated room
- With sheets or blankets tucked in no higher than their chest, that cannot become tangled
- Mattress that are firm, flat, waterproof, in good condition.
- 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
- Babies/toddlers will never be put down to sleep with a bottle to self-feed

Procedure



A child's individual routine/ all about me forms, are filled out with the parent and management team when they are settling into the Early Years Setting. Updates to be completed on a parent communication form as and when changes happen. If a baby has an unusual sleeping routine or position that we would not use i.e. babies sleeping on their tummies we will explain our policy. For any medical reasons we would request a care plan to be completed. Staff should be aware of individual needs of the babies and children.

Sleep routines are a very intimate 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.

When getting a baby is ready to sleep the staff need to ensure a number of things happen:

- Clean nappy and outer clothes removed
- Fed or had a drink
- All bibs removed
- A comforter if needed
- Not too warm with optimal temperature between 16-20 degrees

Sleep/Rest Safety

The EY Setting will

- Only use Safety approved cots (or other suitable sleeping equipment, i.e. pods or mats) that are compliant with British Standard regulations, and mattress covers are used in conjunction with a clean fitted sheet
- No cot bumpers or soft toys to be in cots, although comforters will be given where required
- Keep all spaces around cots and beds clear from hanging objects i.e. hanging cords, blind cords, drawstring bags.
- Ensure cots or sleep pods etc are never left in direct sunlight or next to radiators (when on)
- Ensure each baby/child is provided with fresh, clean bedding.
- Move a baby, if they fall asleep during nursing, to a safe sleeping surface to complete their rest. This is also the case if a baby/child falls asleep during a local outing in the pushchair.
- Having a clear and well-understood smoking SOP

Daytime Rest Procedure

- Staff should prepare the baby for bedtime by moving to the sleep room or a quieter part of the nursery, having a story or having a cuddle. Some babies like to be patted to go to sleep. The staff need to pull up a chair to the side of the cot so not to strain



their back or to sit on the floor while rubbing the baby's tummy. If the baby has not gone to sleep after 15 minutes the staff member should consider getting them up and maybe trying them later for another sleep.

- The Key Person should discuss this with the parent and establish a time limit for trying to get the baby to sleep which should be communicated to all staff members. 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 has not been 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.
- The cots should be cleaned and maintained.
- Sleep charts need to be completed and staff should regularly check on all babies sleeping every 10 minutes. Two members of staff will be within sight or sound of sleeping children at all times

Older Children

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

Children at the Early Years Setting have the opportunity to rest or sleep if they need or want to throughout the day. The staff need to create an environment for the children to rest or sleep i.e. a quiet area to cuddle up with a book, cots for younger babies or pods/sleep mats for older children. Children are encouraged to indicate and say when they are tired and need to rest and are also encouraged to take a rest or nap during certain times of the day if needed.

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

Sleep monitoring for all children

- All sleeping children must be checked at 10-minute intervals. Staff who are working in the room 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 their hand near to the child's mouth to feel for breath
 - Ensuring that each child is well



- Ensuring that each child is not too hot or too cold
- Ensuring that all sheets or 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 check. A record of each child's daily sleep pattern is recorded too.
- Staff will annotate when a child is put down to sleep and when they actually fall asleep (to ensure that parents have a clear picture of sleep times).

Parental Wishes

The preferences and wishes of parents are always valued and respected and staff work closely with parents and carers in all rooms to ensure each child's individual needs are carefully met. Younger babies usually need both morning and afternoon sleeps but these depend upon parents' wishes. Some parents prefer their children to only have a short sleep and this will be considered but it also needs to be in the in the child's best interests. The staff at the EY Setting will never make a child to stay awake or go to sleep