



Comper Foundation Stage School

Sleep and Rest Protocol

		Date
Updated:	September 2021	
Review Due:	September 2024	
Signed HT:		September 2021
Printed HT:	CATHERINE KING	September 2021
Signed CoG:		September 2021
Printed CoG:	JESPER EKELUND	September 2021



Sleep and Rest Protocol

Aim

- To meet children's individual needs to have enough sleep to support their health and development.
- To promote best practice for all children, in a safe environment.

Parental partnership:

Comper Daycare will work in partnership with parents/carers to respect their wishes relating to their child's sleep pattern. The Daycare will support the individual needs children have in relation to their sleep pattern. During settling in visits discussions will be had with parents/carers about their child's sleep pattern. Whilst parental wishes will be taken into consideration, Key Persons are to inform parents that they will not force a child to sleep for short periods (eg. one hour or, less), wake, or keep a child awake against his, or her will.

During settling in visits:

- The Key Person will discuss a child's sleep routine with the parent/carer. The registration form is to be completed to record a child's sleep routine.
- The Key Person (and Daycare manager) should be aware of the individual needs of babies and children sleeping in the nursery.
- Changes to a child's sleep pattern should be updated, as needed and noted on the child's registration document and in the sleep folder.

Preparing the environment:

- Where possible the 'quite area' (usually in Apple room) should be used.
- A sleep mat should be used.
- Clean bedding should be used. At the end of the child's sleep, bedding should be stored in a sleep bag with the child's name on.
- The room should be prepared i.e. blinds closed and lights turned off. As required, calming music or quiet stories may be used to create a restful environment.
- The room should be well ventilated and not too warm (a fan may be used to support this).

Preparing children for sleep:

- Children may sleep at any time if needed. However, as children develop, generally, they tend to have a sleep/rest, after lunch (from 12.30pm).
- Children having a sleep should be prepared for this, by moving to a quieter part of the Daycare (Usually in Apple room), or through sharing a story before they go for a sleep.
- In consultation with parents/carers, older children should be asked if they wish to sleep.



- Prior to going to the sleep area, children should have a change of nappy (if needed), or, be encouraged to use the potty, or toilet.
- When children join the 'sleep area', their clothes should be removed if they wish (I.e. jumpers, jeans or socks). Where appropriate they should be encouraged to participate in getting themselves undressed.
- Children's comforters should be used, as needed.

Sleep/rest procedure:

- When prepared for sleep, children should be encouraged to lay down on their sleep mat.
- Staff should sit alongside the children. (Staff should be mindful of straining their back.)
- The Key Person should use their knowledge of individual children and how they fall asleep, e.g. children should be asked if they would like to be patted off to sleep.
- When a child does not fall asleep after approximately 30 minutes, the staff member should consider getting the child up go back to the setting. The Key Person should discuss this with the parent and establish a time limit for trying to get the child to sleep, this should be communicated to all other staff members. (Record in the sleep folder).
- If a child falls 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. The Key Person should be made aware that the child will need their nappy changing (if needed) when they wake up.
- Sleep mats should be cleaned and maintained as needed.
- Beddings should be cleaned weekly.

Sleep monitoring:

- A daily record is kept of all children having a sleep in the sleep chart and on Tapestry care diary. This records when the child lays down for sleep; the time the child fell asleep; and the time the child wakes up.
- When children are sleeping an adult will remain in the sleep area with the children. During this time checks (every 5 minutes) will be made on the sleeping children.
- When individual children are sleeping, the 'children sleeping' sign will be displayed on the sleep area door (usually Apple room).
- Checking on any sleeping child, requires the nominated staff member to observe that the sleeping children are breathing (check for the chest rising/sounds a child is making); not showing signs of being too hot, or too cold; and that bedding does not become wrapped around the child.
- The nominated 'sleepers' person is responsible for making checks and signing the monitoring sheet for sleeping children. They will alert another nominated person to make checks, if they leave the room.
- Sleep time will be recorded on the sleep chart as well as on Tapestry (on care diary).



www.comper.org.uk
Hertford Street, Oxford OX4 3AJ Tel: 01865 245768
Office email: office@comper.oxon.sch.uk
Headteacher: Catherine King



Supporting waking children:

- On waking, children will be given time to properly wake up, before they are dressed.
- Their wake-up time will be recorded on the sleep chart.
- Where appropriate children will be encouraged to dress themselves.
- The door to the other room can be opened for the child (with the nominated sleepers staff member) to perhaps have a cuddle; access a book/resources in a quiet space - before the child joins the main day Daycare room.
- When the child is ready, the nominated sleepers staff member will escort them into the main Daycare room. The child's Key Person/other member of staff will be alerted that the child is now awake.
- The nominated sleepers person will wipe each sleep mat with cleaning solution, when the mat is no longer in use. When this is dry it should be put away. When all children are awake, bedding and soiled bedding will be taken to the laundry and wash them straight away.
- Beddings will be cleaned weekly.