

Sleeping Room Policy – Pre-School

Licensing Criteria 2008, Health and Safety, Sleep documentation required:

HS9: (i) A procedure for monitoring children's sleep. The procedure ensures that children:

Do not have access to food or liquids while in bed; and

Are checked for warmth, breathing, and general well-being at least every 5-10 minutes, or more frequently according to individual needs.

(ii) A record of the time each child left in the care of the service sleeps, and checks made by adults during that time.

SLEEP MONITORING

Children will have sleep or rest time in the Sleep room.

Children in the sleep room are to be monitored at all times by the staff member assigned to that duty for the day.

When children are first put to bed a staff member/s will settle the children, and once settled the timer on the wall outside the sleep room will be set to buzz every **five** minutes. At the teachers discretion they will enter the room to physically check.

After the children have been checked the staff member will reset the timer, and every 10 minutes sign the sleep chart.

When the Sleep room supervisor is the only adult in the room the second sleep room supervisor will check the sleep room every **five** minutes

When the Sleep room supervisor is not present in the Sleep room each child will be visually checked every five minutes.

Each child's face will be checked to ensure they are breathing properly.

The beds in the sleeping room will be situated so the child's head is always in view.

Before going to bed the child will have jerseys, trousers etc removed, and where appropriate either taken to the toilet, or nappy checked.

No food or drink (including babies bottles) is to be taken into the sleep room.

When a child is put to bed the child's name, the time they went to bed, the time they went to sleep, and the time they woke up, will be recorded on the white board by the sleeping room door, and on the Sleep room chart.

If a child has not fallen asleep in an hour staff will get them up again.

SLEEP SPACE & FACILITIES, BEDS & BEDDING.

Each child in the Sleep room will have an individual bed.

There will be a maximum of 14 children in bed in the Sleep room at any one time. Each child will have a clean "Sleep sack" and sheets, for the week. At the end of their sleep the sleep sack will be stripped from the bed and put in a named bag to be used the next day, or, if they are not coming back that week, put in the laundry basket.

At the end of each day used linen will be washed and dried.

Sleep sacks are provided, and will be washable, air permeable, and of sufficient size to cover the child.

When not in use will be stored on the sleep room shelf.

During the winter the sleeping room will be kept at a minimum temperature of **18** degrees Celsius (measured between 0.5 m and 1 m above the floor). During the warmer months the sleeping room will be ventilated at all times.

Reasonable steps will be taken to ensure that noisy activities in the areas adjacent to the Sleeping room are kept to a minimum while children are sleeping.

The Team Leader will, with regard to safety, inspect beds weekly.

Beds purchased and used in the Sleeping room will meet the following criteria:

Will allow the child to stretch full length

Will allow the child to lie down

Will not be more than 0.3m above the ground or will have a barrier to prevent the child from falling out.

Will have a flexible surface that conforms to the shape of the child

Will be structurally safe, or removed from use if not

Will have a surface that can be easily cleaned

Will allow sufficient headroom to allow the child to stand

Will allow airflow to the surface where the child is sleeping

Will allow the staff to see the child

Responsibility for Policy review: Manager

Who will be consulted: Committee, Parents/Whanau, Staff

Scheduled review: once every 2 years

Reviewed July 2009

Reviewed November 2010

Reviewed November 2011

Next review date: November 2013