**SLEEP POLICY**

**Rationale:** Each child is unique and comes with their own sleeping routine.

**Purpose:** To ensure teachers follow individual children’s rhythms and sleeping routines in a relaxed and familiar environment.

**PROCEDURES**

* All staff working with infants are trained in Best Practice Guidelines as part of Induction Process and must adhere to these guidelines (see attached).
* Adequate space will be provided between children’s beds to ensure safety and hygiene. Adults must have clear access to at least one length side of the cot or stretcher and faces must be visible from the sleep window.
* The sleep rooms are kept at a minimum of 16 degrees Celsius and are ventilated at all times either by windows and/or fans.
* All children will be provided with their own individual sleeping space and bed linen.
* Sleep spaces will be positive and peaceful to ensure undisturbed rest. Teachers will be relaxed and unhurried in preparing children for sleep, and flexible to children’s individual routines.
* All children will be encouraged to sleep or rest when they need to. However, formal sleep and rest times will be provided.
* Staff/child ratio will be maintained while children are sleeping.
* Parents will be encouraged to bring any special toys, comforters, blankets or sleep sacks that may help their child settle into sleep.
* If under 1, parents will be asked to sign a form to state that they wish us to provide their child with special toy, comforter or blanket.
* Staff are to ensure that the area around the child’s face is clear whilst sleeping.
* Children under 1 will be placed on their back, unless stated by the parents and a formal consent form is signed.
* For cultural reasons, children will be encouraged not to stand on pillows and are positioned head: head rather than head: feet.
* All cots and stretchers are structurally safe and meet safety standards of HS10 upon purchasing. Staff are to report any breakages or concerns to management immediately and discontinue use until inspected and repaired.

**Procedure for Monitoring Sleeping Children**

* A teacher will be rostered on Sleep Room Duty each day
* The teacher on Sleep Room Duty will enter the sleep room to ensure children are checked for warmth, breathing, and general well-being every 10 minutes and a visual check through the window is done at the five minutes in between.
* The teacher on Sleep Room Duty will complete the Sleep Room Supervision Record Form.
* The Teacher rostered on Sleep Room Duty will record the times each child went to sleep and woke on the Sleep Times Chart.
* At no time will children have access to food or liquids while in bed in accordance with the Education (Early Childhood Services) Regulations 2008.

**Procedure for Laundering**

* Sleep Room Linen is stored in the appropriate sleep rooms.
* All sheets and wraps are laundered weekly- or in between as necessary.
* Cot mattresses are made of protective/wipeable materials that are wiped down weekly with bleach spray (1 part bleach, 10 parts water).
* Stretcher under blankets and other blankets will be washed at least fortnightly.
* Stretcher beds are wiped down fortnightly with bleach spray (1 part bleach, 10 parts water).

***Licensing Criteria HS 9.***

**Reviewed; November 2018**

**Next review date: February 2020**