The purpose of this operational policy is to ensure the safety and well being of children when sleeping at the centre through regular monitoring.

Position Statement

We monitor children to ensure they get undisturbed rest periods in a peaceful and secure environment. We record children’s sleep times.

Detail

- All children are provided with their own individual sleeping space and bed linen. Their bed linen is washed weekly.
- Adequate sleeping space is provided for children’s safety and hygiene.
- Children will generally sleep in the designated sleeping place. However, there may be special circumstances arise that mean it is more appropriate for a child to sleep elsewhere. This will be recorded on the sleep chart.
- No other children or adults may enter the sleep space while children are asleep.
- Sleep spaces are positive and peaceful to ensure undisturbed rest.
- A sound, accurate monitoring system is held in place by teachers at all times.
  - A timer is set for five minute intervals
  - Children will be recorded on the chart in the following manner: time they enter the sleep room, time they go to sleep, time they wake up, sleep length and the teacher who gets the child out of bed will record their name.
  - On a separate chart teachers will fill their name in the five minute slot that they check. When the room is empty the slot will have “child up” recorded and when the child goes in “child in” will fill that slot
  - Teachers will ensure they know who is in the sleep room and will physically go into the room if they cannot adequately see all children from either window
Teachers will stay with children to settle and if needed until they go to sleep. Teachers are aware of individual children’s needs and will know what each child needs in relation to this.

- There is a teacher present in the sleep space whenever possible, five minute checks are carried out for sleeping children, and records of sleeps are maintained.
- Teachers are guided by children’s individual rhythms and routines and are relaxed and unhurried.
- Parents are encouraged to bring to Hutt Hospital Childcare Centre any special sleeping cuddlies/toys their child may have.
- In accordance with the government regulations children will not be put to bed with a bottle/or food.
- For reasons of cultural sensitivity children are encouraged not to stand on pillows and children sleeping near each other are positioned head to head rather than head to feet.

**Alignment with Other Policies**

- Sleep policy
- Parental involvement, information and communications policy.

**Relevant Background**

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.

- **HS10**: Further sleep criteria includes adults having access to at least one side of the child's bed (cot, stretcher, mattress); the area surrounding
each child allows sufficient air movement to minimise the risk of spreading illness; and children who are able to sit or stand can do so safely as they wake.

- **HS11**: If not set up permanently beds (cots, stretchers, mattresses) and bedding is hygienically stored when not in use.

### Impacts of Policy on Staff, Parents and Children

Failure to follow this policy can result in:

- Children disturbing each other
- Children experience disturbed rest
- Child becomes ill, injured or in danger when sleeping/resting
- A parent not knowing what sleep their child has had.

### Implications and/or Risks for Hutt Hospital Childcare Centre

Unsafe practices undermine quality.

### Implementation

The Manager is responsible for ensuring this policy is followed.

### Review

Review annually or when there is a significant change in the area of the policy topic.

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