



# Cornbank Early Learning and Childcare Setting

## Sleep/Rest Policy and Procedure



### SLEEP POLICY

#### Aim

The purpose of our sleep policy is to ensure that every child in our care is able to access a rest time throughout the day should they require this.

#### Method

The ELC has a duty of care to ensure that a clean quiet space is provided for children to rest while they are on nursery premises during opening hours. There is a shared responsibility between the nursery and parents/carers that the latter must acknowledge and accept.

Rest is very important as part of a child's healthy development and at Cornbank ELC we adhere to the following policy and procedures in order to allow children to access a period of rest throughout the day.

**PROVISION:** Providing a safe, clean quiet space for children to rest

**COLLABORATION:** working with parents to ensure children are having a good enough sleep at night and that a day time nap is not impacting on their sleep at night.

**RIGHTS OF THE CHILD.** Should a child ask for a rest or fall asleep of their own accord we have a duty of care to allow them this time. If a child who does not normally sleep falls asleep we will phone the parent to establish how long they may remain sleeping for. A minimum of 20 minutes will be given in the case of a child falling asleep or requesting a sleep. If the parent cannot be contacted the child will be woken after 1 hour.

**EDUCATION** - Staff are aware of safer sleeping guidelines and will follow these guidelines when Children are sleeping.

At Cornbank ELC, our Sleep procedure is detailed below.

- A quiet space is provided in the nurture room. There is access to a bed or a sleep mat with clean linen will be provided. (Cotton sheet and cellular blanket)
- Children who regularly have a nap will have a sleep box labelled with their bed linen.
- Bedding will be washed weekly or after each individual use for children who do not have a sleep box.
- Sleep mats must be cleaned with anti bacterial spray and a disposable cloth after each use.
- Children who need a sleep will be given a minimum of 20 minutes before we will awaken them.
- Parents/carers are responsible for providing any comforters required for sleep.
- Parents/carers are responsible for setting a sleep limit if needed.

- Sleep limits will be strictly adhered to by staff as we do not want a nap to impact on a child's bedtime routine.
- Children's sleep will be recorded on the whiteboard outside the nurture room. If the child has a home link diary their sleep time will also be recorded in this. All children having a regular nap will have a home link diary.
- If your child does not normally have a day time nap, parents/carers will be phoned to inform them that their child has fallen asleep and they will be asked if there is a time limit. In the case of a parent/carer being non-contactable, the child will be given one hour or 30 minutes if after 2pm. Their sleep will be recorded in our communication book and the parent/carer will be informed at pick up time by a member of staff.

<b>Created by</b>	<b>Date</b>
Emma Daly	August 2017
<b>Updated By</b>	<b>Date</b>
Emma Daly and Stacey Burns Clark	August 2018
<b>Reviewed by</b>	<b>Date</b>
Emma Daly	August 2019
Emma Daly	August 2020
Emma Daly	August 2021
Emma Daly	September 2022
Amy Finlayson	27/8/23
Emma Daly	28/8/23

