

## Sleep Policy & Procedure

Here at The Mulberry Bush we aim to ensure that all children have enough sleep to support their development and natural sleeping rhythms in a safe environment.

The safety of babies' sleeping is paramount. We adopt a policy of practice recommended by The Lullaby Trust to minimise the risk of Sudden Infant Death Syndrome (SIDS). This includes:

- Babies are placed on their backs to sleep, but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer to sleep
- Babies/toddlers will be monitored either visually or via a monitor when sleeping. Sleep checks are every 15 minutes.
- When monitoring, the staff member will look for the rise and fall of the chest and if the sleep position has changed.
- As good practice we may increase the monitoring of a baby under six months or a new baby sleeping during the first few weeks, e.g. to every 5 minutes. This is until staff become more familiar with the child and sleeping routines and to offer reassurance to them and families.

We provide a safe sleeping environment by:

- Checking the room temperature.
- Using clean, light bedding/blankets and ensuring babies are appropriately dressed for sleep to avoid overheating.
- Only having safety-approved cots or other suitable sleeping equipment (i.e. prams, pods or mats) that are compliant with British Standard regulations.
- Not cluttering cots with soft toys, although the child's own comforters/ dummy will be given where required.
- Keeping all spaces around cots and beds clear from hanging objects i.e. hanging cords, blind cords, drawstring bags.
- Ensuring every baby/toddler is provided with clean bedding.

- Should a baby fall asleep while being nursed by a practitioner they will be transferred to a safe sleeping surface to complete their rest.
- Having a no smoking policy.

Routine sheets are filled out with the parent and key person when they are settling into the nursery and this is updated at timely periods to review. If a baby has an unusual sleeping routine or position that we would not use in the nursery i.e. babies sleeping on their tummies, we will explain our policy to the parents and ask them to put in writing their request of using different position or pattern on the sleeping babies' form.

We recognise parents' knowledge of their child in regard to sleep routines and will, where possible, work together to ensure each child's individual sleep routines and well-being continues to be met. However, staff will not force a child to sleep or keep them awake against his or her will. They will also not usually wake children from their sleep unless a parent specifically expresses a time limit on their child's sleep.

Staff will discuss any changes in sleep routines at the end of the day and share observations and information about children's behaviour when they do not receive enough sleep.

### **Sleeping twins**

We follow the advice from The Lullaby Trust regarding sleeping twins. Further information can be found at:

<https://www.lullabytrust.org.uk/>

<https://www.lullabytrust.org.uk/wp-content/uploads/fact-sheet-twins.pdf>

<http://www.healthychildcare.org/pdf/sidschildcaresafesleep.pdf>

### **Sleep Procedure for Sleeping Babies/ Children in Cots**

When settling a baby/ toddler to sleep in a cot we follow this procedure;

- Before leaving the main room, the 2 way monitor will be turned on.
- **Staff will refer to the Deployment of Babies and Toddlers when walking up and down the stairs to the sleep room**, to determine the staff to child ratio during this activity. If more than one child is getting settled to sleep/ waking up, staff should ask for help when walking up and down the stairs.

- The sleep room temperature will be checked and during the warmer months, children will sleep in a vest (the other items of clothing will be folded up and put away until needed), light blankets and children's sleeping bags may be used.
- Staff will write down the time they entered the sleep room with the baby/ toddler.
- The second 2 way monitor will be turned on as soon as the staff member takes the first baby/ toddler into the Sleep Room.
- Staff will double check that there is clean bedding on the mattress of the cot and carefully lift the baby/ toddler, lie them down on their backs, with their feet towards the bottom of the cot.
- If using a blanket, this must be no higher than the child's chest, with their arms on top of the blanket, to ensure it doesn't rise above the head.
- When babies can easily turn over from their back to their stomach, they can be allowed to adopt whatever position they prefer to sleep.
- Babies/ toddlers will be given their comforter and settled to sleep by the staff member.
- If the baby/ toddler has milk before their sleep, or to help them settle to sleep and if they are able to drink their milk unaided, staff will supervise them closely while doing so. **All bottles must be removed once is asleep.** If a baby/ toddler requires support when drinking, the staff member will provide that support.
- All babies and toddlers will be settled to sleep in a calming manner and supervised until they are asleep.
- Staff will write down on the sleep sheet the time the baby/ toddler went to sleep.
- Staff will then use the monitor to check the sleeping babies/ toddlers as well as complete their 15 minute checks.
- Whilst completing the 15 minute checks, staff must check each sleeping baby/ toddler carefully- looking for the rise and fall of the chest, alternatively place back of hand near to child's mouth to feel child's breathing.
- If a baby/ toddler is struggling to settle whilst in a cot, the member of staff may choose to take them out, to settle them in their arms or in a pram (following the below procedure). If after a time the baby/ toddler is still not settling to sleep, the staff member may choose to take them back into their room.

### Sleep Procedure for Sleeping Babies/ Children in Prams

We recognise that some parents allow their children to sleep in prams during the day and therefore we provide these as an alternative to cots (parents are also welcomed to provide their own for the day). During the child's settling in sessions, we gather as much information from the parents regarding sleep routines to ensure as much continuity as possible.

When settling a baby/ toddler to sleep in a pram we follow this procedure;

- Before leaving the main room, the 2 way monitor will be turned on.
- **Staff will refer to the Deployment of Babies and Toddlers when walking up and down the stairs** to determine the staff to child ratio during this activity. If more than one child is getting settled to sleep/ waking up, staff should ask for help when walking up and down the stairs.
- The sleep room temperature will be monitored and during the warmer months, children will sleep in a vest (the other items of clothing will be folded up and put away until needed), light blankets and children's sleeping bags may be used.
- Staff will write down the time they entered the sleep room with the baby/ toddler.
- The second 2 way monitor will be turned on as soon as the staff member takes the first baby/ toddler into the Sleep Room.
- Staff will double check that the folding mechanism on the pram is securely locked in place and the pram can't collapse.
- Staff will carefully place the baby/ toddler in the pram, ensuring it is an appropriate size. Always click the child into the pram with a 5 point harness that comes over the shoulders, between the legs and around the waist and adjust to fit snugly.
- Ensure that the seat is laid flat.
- Ensure there are no blankets covering the pram, as this can increase the temperature within the pram.
- If the baby/ toddler has milk before their sleep, or to help them settle to sleep and if they are able to drink their milk unaided, staff will supervise them closely while doing so. **All bottles must be removed once asleep.** If a baby/ toddler requires support when drinking, the staff member will provide that support.

- All babies and toddlers will be settled to sleep in a calming manner, rocked, and supervised until they are asleep. **Under no circumstances babies/ toddlers are to be left unsupervised in a pram whilst they are still awake.**
- Staff will write down on the sleep sheet the time the baby/ toddler went to sleep.
- Staff will then use the monitor to check the sleeping babies/ toddlers as well as complete their 15 minute checks.
- If a baby/ toddler is struggling to settle whilst in a pram, the member of staff may choose to take them out, to settle them in their arms or in a cot (with fresh bedding). If after a time the baby/ toddler is still not settling to sleep, the staff member may choose to take them back into their room.

Internal use only

<b>This policy was adopted on</b>	4 <sup>th</sup> March 2015
<b>Signed on behalf of the nursery</b>	
<b>Date disseminated to staff</b>	
<b>Date Reviewed</b>	December 2023
<b>Date for review</b>	December 2024