

GUIDELINES FOR SLEEP MONITORING & BEDDING PROCEDURES FOR INFANTS AND YOUNG CHILDREN:

PURPOSE: We will endeavour to provide for all children to have sleep or a rest whenever they require it in a safe, supervised environment. The procedures will uphold the safety and well-being of the children while they are preparing for sleep, sleeping and waking and minimize any risk of harm.

GUIDELINES:

- 1 Inform families about this policy, monitor safe sleep practices and document any exceptions.
- 2 Teachers maintain a peaceful, unhurried atmosphere at sleep times. Calm voices, low lighting, quiet music, and an un-stimulating environment are conducive to sleeping areas
- 3 In accordance with regulations, children will not have access to food or liquids while in bed and in the sleep room. Sleep spaces and furniture meet ECE Licensing Criteria & safety standards.
- 4 Children's individual needs are met regarding sleep times. Remove at least one layer of clothing before putting children into bed, so they have something warm to put on when they get up. Their clothes are put away neatly in their cubby or bag. Also remove any jewellery that has the potential to be a hazard should it become loose in the bed. Discuss this with the parents on enrolment and use the centre form for any special requests. Children will generally sleep in the designated sleeping areas but there may be circumstances arise that mean it is more appropriate for a child to sleep elsewhere. This would be noted on the sleep chart. Stay nearby to settle children to sleep to ensure their well-being.
- 5 Staff members will be responsible for the continual monitoring of children in the sleep area. When a child is put to bed, their name and the time is recorded on the sheet and **the buzzer is set**. The kaiako or reliever approved by duty teacher, stays with the child until they are asleep and then the time asleep is recorded on the chart and the buzzer may be reset. From the time a child enters the sleep room every check is noted on the check sheet until the time the child is taken from the sleep room. The sleeping times for the child can be made available to the parents.
- 6 Timers are set for 5 minutes for monitoring sleeping children. This should ensure that every child is checked within the required 10 -minute time frame. When the timer goes, the staff member checking must reset the buzzer for 5 minutes, count the number of children who are in the sleep room, write in the time and their initials, then go into the sleep area and check all children. Every child's face must be checked to ensure their faces are clear of blankets, they are breathing comfortably, they are sleeping without restriction and are covered for warmth- and their general wellbeing has been checked. Once all children have been counted and checked, the staff member leaves the sleep room and writes up any new details such as a child has woken or has been taken out of the sleep room. This staff member may then re-set the buzzer.
- 7 To follow good back care procedures, lower sides of the cot when lifting children in or out of bed. Teachers should take time to comfort children- and check their well-being as they wake up, then get them dressed ready for the play area.
- 8 Parents/Visitors must be accompanied by a rostered staff member if they need to be in the sleep room.
- 9 To comply with some cultural practices, children may not stand or sit on pillows, and do not sleep with heads facing another child's feet.
- 10 A staff member must remain within vicinity of the sleep room to hear crying children between buzzer times – particularly in summertime with outside play.

DOCUMENT ANY EXCEPTIONS TO THESE GUIDELINES: Parents must sign the centre sleep policy if they have any exceptions to these guidelines. For young immobile children any variation to back sleeping must be documented by the parent, preferably with supporting paperwork from the doctor or plunket nurse. **Reference:** Licensing Criteria HS9, PF 37, HS 9; EC Regulations 45 & 46

Review Process: This policy was reviewed on 12 August 2025 to improve the procedure for documenting and checking sleeping children to ensure compliance with the required 5- 10-minute checks. All staff will be asked to review this policy to ensure we have a procedure that is consistent throughout the centre.