

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 under 12 months old will always be placed to sleep in a cot, older children may sleep on a firm mattress on the floor
- Sleep spaces will contain only a firm, flat mattress and lightweight bedding which is tucked in around the child under their shoulders. Baby sleeping bags may also be provided by parents for use at bedtimes.
- Babies/toddlers will be monitored either visually or via a monitor when sleeping. Sleep checks are carried out 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. Staff ensure the sleep check is recorded on Famly for each child when leaving the room
- Babies under 6 months old will always have an adult present in the room with them while they are sleeping.

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 mattresses 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.
- Children are always in sight and hearing of staff while they are sleeping
- Children who sleep on mattresses on the floor will be places to sleep in a downstairs room.
- Babies or children who require rocking to sleep in a pram, or who fall asleep in a pram while outside will be transferred to an appropriate, flat sleep space by a practitioner.

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. We will always place children to sleep on their backs, but once a child is able to move from their back to their tummy and back again they can find their own sleep position. If parents request that their child is placed to sleep in a pram, we will explain our policy and safer sleep guidance to them and inform them that we will work to transition the child to sleeping on a mattress/in a cot, but that if necessary we can settle the child in a pram and then transfer the child to a cot or mattress as appropriate once asleep. Children will not be left sleeping in prams. For children who require a pram to sleep for medical, physical or SEN reasons, this will be risk assessed as a reasonable adjustment, and parents will be asked to put their consent to this in writing.

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.
- 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.
- Babies and children can use their own sleeping sacks if provided by the parent. Ensuring that the tog provided suits the temperature of the sleep room at that time of year.
- 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
- Record the time each child went to sleep on Family.
- Staff will then enter the sleep room every 15 minutes to complete checks on the children, by observing the rise and fall of the chest on each child individually. The two-way monitor will also be in constant sight and sound of staff members at all times while children are sleeping.
- 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) before transferring them back into their cot. 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 if this is requested we will explain our policy and safer sleep guidance to them. Children may be settled to sleep in a pram that lies flat if this is specifically requested by a parents, but must then be transferred to a suitable cot or mattress once they are asleep. Written consent will be sought for this. We recognise that younger babies may fall asleep if they are placed in a pram for a walk, or to go outside. On these occasions they will be closely monitored at all times by a member of staff and transferred to an appropriate sleep space as soon as possible. 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 if the child is accessing the upstairs 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 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.

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.**
- Once asleep, the child will be transferred to a cot or mattress, following the above procedure for settling children to sleep in cots.
- The time the child fell asleep will be recorded on Famly.
- Staff will then enter the sleep room every 15 minutes to complete checks on the children, by observing the rise and fall of the chest on each child individually. The two-way monitor will also be in constant sight and sound of staff members at all times while children are sleeping. Sleep checks are to be recorded on Famly.
- 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

This policy was adopted on	4 th March 2015
Signed on behalf of the nursery	
Date disseminated to staff	
Date Reviewed	April 2026
Date for review	April 2027