


Sleep and Rest Policy (Preschool and Short Breaks only)

Services covered by this policy:	General Pre-school Children's Service	The Hamlet at Home Adult Services
Post holder(s) responsible for this policy:	Children's Service Senior Manager	
Date approved:	09/07/2024	
Approved by:	Jayne Buckingham	
Signed:		
To be reviewed:	July 2026	

A. Policy statement

Our belief is that everyone at The Hamlet should be happy and safe, is unique and valued, can explore choice and opportunities, is encouraged to unlock their potential, can communicate in their own way and is part of the wider community.

Every child's needs are different so at The Hamlet we provide flexibility and opportunities for children to take naps and rest as they need and regard it to be a highly important part of their personal and developmental needs.

B. Purpose of this policy and why we have it

We recognize parents/carers' knowledge of their child in regard to sleep routines and will, where possible, work together to ensure each child's individual sleep routine and well-being continues to be met.

C. Scope of this policy

- The Hamlet Users
- Parents/carers/home support staff of Hamlet Users
- The Hamlet staff
- The Hamlet Volunteers
- Educational or work placements e.g., Occupational Therapy or Nursing
- Visitors

D. Policy

A rest area with bean bags and cushions is located in the playroom and quiet areas in the building, staff encourage children to show when they are tired and ready for a sleep, at this time they are directed to this space.

Staff will provide a positive climate to encourage parents to share information openly around their child's/young person developing sleep needs or if a child/young

person is having difficulty with sleeping at home and this is impacting on their daily wellbeing.

Prior to starting a service with The Hamlet staff discuss with the parents/carers their child/young person's sleeping needs and routines to provide consistency for the child/young person. The information is recorded in their individual initial assessment and on their individual digital file. As the child/young person continues and progresses in their development, staff will continue to discuss and update the child/young person's routine with the parent/carer.

Families are supported by staff to understand the health and safety procedures for supporting rest and sleep. Staff will try to take account of parent/carers wishes when dealing with sleeping children/young people. However unreasonable requests by parents/carers will be discussed with the Managers and alternatives sought e.g. Children going to sleep with bottles. We will not carry out requests of parents/carers if we feel that it could put the child in any danger.

Staff will take into account the religious views, beliefs and cultural values of the child and their family as far as possible when supporting children/young people with sleep.

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

E. Procedures and monitoring

Supporting a tired child or young person

Staff will remove hair accessories, bibs, shoes/ coats so children are comfortable before falling asleep.

Children are encouraged to bring in their comfort blankets and favourite comfort item as these bring enormous comfort and reassurance to children.

Children who have a bottle of milk at sleep time should be comforted in the same way as at any other time of the day. A child is never left alone to bottle feed themselves, regardless of age as this poses a choking hazard and does not promote good dental health.

The room temperature is kept at an ambient temperature of 16-20°C. In warmer months we take precautions to protect children from overheating.

Staff will encourage children to sleep in quiet areas. However, we aim to meet the preference of the child/ young person and parental choice if they wish to sleep in a buggy.

If the child/young person falls asleep in the room they are in, staff will aim to make them as comfortable and safe without disturbing them.

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Once the child has fallen asleep the time is recorded and staff closely visually monitor the child, and the child is never left in a separate room to sleep. When monitoring a sleeping child, the staff member will look for the rise and fall of the child's chest, and if the sleep position has changed.

Should a child fall asleep whilst being comforted by a practitioner they will be transferred to a safe sleeping surface to complete their rest.

Waking a child/young person

Children should be able to wake in their own time (unless parental wishes state otherwise) and at their own pace. Staff will not normally leave the child/young person to sleep for period longer than one and a half hours unless requested or indicated by the parents/carers.

Where possible a familiar person to the child should greet the child and comfort them if necessary. The child should be given time to fully wake up before engaging back into the preschool routine.

F. Regulations (Health and Social Care Act) and other legal references

- Children's Act 2006
- Early Years Foundation Stage Framework

This policy should be read in conjunction with any other relevant Hamlet policies and accompanying procedures.

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