

This policy will be reviewed in full by the Management Team on an annual basis.

Date the policy was last reviewed and agreed by the Management Team	Senior Manager		Manager	
	Name	Signature	Name	Signature
October 2026	Natasha Smyth			

This policy is due for review up to 12 months from the above date

Safeguarding Children – Safe Sleeping

Legal Basis: Related Sub Section in the Statutory framework for the early years foundation stage (March 2021)

Sleeping arrangements

3.86 Babies and children must be placed down to sleep safely.

1. INTRODUCTION

Children attending preschool do not routinely take naps during their sessions, however there may be occasions when children fall asleep.

Sometimes specific arrangements may have been agreed with a parent, for example to allow their child a short nap at a specific time. However, if a child has unexpectedly fallen asleep, we will contact the parent to collect the child as soon as possible. In either case, the below procedure must be followed while a child is asleep.

We **never** hand over a sleeping child to a parent; they must be woken up before the parent takes them away from the setting.

We **never** accept sleeping children to be handed over at the start of a session, all children must be awake on arrival.

2. PROCEDURE

Children must be placed down to sleep safely. The following requirements apply:

- Children must be placed down on their back, in their own separate sleep space away from playing children.
- They must be placed on a firm flat surface, such as a mattress on the floor.
- Sleep spaces must only contain a firm, flat, waterproof mattress and lightweight bedding which is firmly tucked in around the child below their shoulders to prevent head covering.
- Where blankets are used, the child must be placed feet-to-foot at the bottom of the mattress, with blankets tucked under the mattress.
- The mattress must not contain extra items such as toys, pillows, extra blankets, bumpers, wedges or straps.
- Children should not get too hot or cold. The recommended room temperature is 16 – 20°C.
- Children's heads must not be covered.
- All children must be checked every 10 minutes when sleeping, and the sleeping log completed (Appendix 1).
- Children must always be within sight **and** hearing of staff when sleeping.

STAFF DECLARATION

I agree that I have read and understood the information set out in this policy, and will abide by it.

I understand that if I have any questions about this policy, I will raise them with my manager prior to signing my agreement below.

Staff Name	Staff Signature	Date

SLEEPING LOG

Child's Name: _____

Date of Birth: _____

Time the child fell asleep	
Is this an agreed regular nap?	Yes / No
If 'No', time parent was called to collect	
Time parent arrived	
Time child woke up	
How did the child wake up?	Naturally / Woken by staff / Woken by parent
Any other relevant information:	

Child to be placed on their back, at the foot of the mattress, with any cover tucked under their armpits, and tucked under the mattress.

Checks to be completed every 10 minutes:

Time	Is breathing regular?	Is physical appearance normal?	Temperature of sleeping area	Sleeping position at time of check	Is bedding tucked safely away from the face?	Staff Initials

Share information with the parent on collection of the child.

Staff sharing this information to parent:

Name: _____

Signature: _____

Date: _____ Time: _____

Parent details:

Name: _____

Signature: _____