

 <p><b>Rotorua Childcare Centre Inc</b></p>	<b>Policy</b>
	<b>Policy Category: Health and Safety</b>
	<b>Date Created: September 2019</b>
	<b>Reviewed: 25 August 2022</b>
	<b>Policy Name: Sleep Monitoring Policy</b>

The purpose of this operational policy is to ensure the safety and wellbeing of children when sleeping at the centre through regular monitoring by meeting licensing criteria HS9.

**Position Statement** Our centre is committed to all children having a safe sleep in a safe place where they can receive undisturbed rest in a warm peaceful environment.

**General Guidelines:** We have a sleep area in Nursery and Little learners.

- The rooms are kept above 18° and is usually between 18-22 degrees. The temperature is recorded on the sleep chart.
- All babies are placed on their backs to sleep and wrapped tightly to avoid loose blankets.
- Cots, small beds and stretchers are spaced so adults have clear access to sit beside or move around beds. When children wake, they will be able to stand or sit safely to respect their tikanga Maori and cultural values.
- Children have a bedding bag which stores their bed sheets and clothing while sleeping.
- Bedding sheets are washed weekly or as required following the cleaning roster.
- No baby or child will have access to food or liquids in bed. We discourage children from wearing cultural necklaces, amber beads, or other jewellery. If you wish your child to wear these items in bed you will need to sign a parent permission form.
- Children can bring a blanket or favourite toy from home – if this helps them sleep. This item can be left at the centre or taken home daily.
- Lullabies or classical relaxing music will be played at a reasonable level to help children sleep and create a relaxing environment.
- Areas have sleep charts where teacher will record the time the child went to sleep and 5-10 checks and then the time the child woke up. Each child will be checked for warmth, breathing and general well-being every 5 – 10 minutes by teacher.
- Sleep charts are kept for three months (children who fall asleep in Pukeko Corner will also be recorded).
- All beds, cots and stretchers are well maintained.

## Document any and all exceptions to these guidelines

Document any and all exceptions to the practices in these guidelines and seek the signature of parents. Require a doctor's certificate for any variation to back sleeping.

## Alignment with Other Policies

- **HS10:** Further sleep criteria includes adults having access to at least one side of the child's bed (cot, stretcher, mattress); the area surrounding each child allows sufficient air movement to minimise the risk of spreading illness; and children who are able to sit or stand can do so safely as they wake
- **HS11:** If not set up permanently beds (cots, stretchers, mattresses) and bedding is hygienically stored when not in use.

## Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety, Sleep – **HS9**. Documentation required:

- A procedure for monitoring children's sleep. The procedure ensures that children:
  - Do not have access to food or liquids while in bed; and
  - Are checked for warmth, breathing, and general well-being at least every 5-10 minutes, or more frequently according to individual needs
- A record of the time each child left in the care of the service sleeps, and checks made by adults during that time.

## Materials for ECE centres:

[http://www.changeforourchildren.co.nz/our\\_projects/safe\\_sleep\\_in\\_early\\_childhood\\_education\\_settings](http://www.changeforourchildren.co.nz/our_projects/safe_sleep_in_early_childhood_education_settings)

Certificated e-learning programme 'Baby Essentials':

<http://ww2.changeforourchildren.co.nz/>

## Implementation

All staff to promote; in every place and every sleep, babies placed flat, level and on the backs, cots bare of all non-essential items, faces clear.

Parents/Caregivers provided with information about infant sleep policy and arrangements before the infant is enrolled.

Role expectations of staff made clear in employment agreements and addressed in performance appraisals.

Staff education to include safe sleep evidence, best practice guidelines, briefing of parents and documentation systems.

Documentation of all and any exceptions to recommended practices that is signed by parents.

## Impacts of Policy on Staff, Parents, Children

This policy is underpinned by a baby's right to protection, the right of ECE staff to know about sleep-related risks for babies and how to avoid them, and accountability of ECE staff for to parents for infant safety.

### Alignment with the Centre Philosophy

This policy ensures a safe environment, a crucial part of creating and maintaining the well-being of children in our care.

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### Implications and/or Risks

Unsafe practices undermine quality.

### Review

Review annually or when there is a significant change in the area of the policy topic.

<b>Authorised:</b>	
<b>Date:</b>	
<b>Review Date:</b>	
<b>Consultation Undertaken:</b>	