

Sleep Policy⁷

We recognise that the safety and well-being of tamariki entrusted to our care must be maintained during rest and sleep. We understand the importance of a safe sleep environment and respect that each child has unique routines and rhythms for sleep. Our goal is for tamariki to feel comfortable and empowered in their sleep routines, making sleep time a positive and anticipated part of their day.

Monitoring Tamariki Sleep

A monitoring check is conducted at least every 10 minutes or more frequently based on individual needs.

Kaiako must enter the room:

- Check each child's breathing, warmth, and overall well-being
- Check room temperature is no lower than 18°C
- Update the sleep records

Centre Practices

Sleep routine:

We follow the individual sleep routines of our infant and toddler tamariki. Tamariki over two years typically sleep after lunch if required by their routine. Whānau can decide whether their child should sleep or not. If a child needs to sleep at a different time, we accommodate this.

Preparation for Sleep:

Kaiako prepare tamariki for sleep in a calm, relaxed, and unhurried manner, respecting their individual routines. The atmosphere is enhanced with calm voices, low lighting, and quiet nature-based music.

Safe Sleep Practices:

Tamariki will wear lightweight clothing suitable for sleep. Jerseys and pants will be removed and stored in the child's named linen bag.

No child will have access to food or liquids while in bed.

Place infants on their backs to sleep, with their face up and feet positioned at the bottom of the cot to prevent wriggling under the bedding.

Ensure the infant's face is clear of bedding and that they cannot become trapped or strangled.

Infants should not be swaddled if there is a risk they may roll onto their front.

Avoid placing any items in the cot that could cover the infant's face or pose a choking hazard, such as pillows, toys, loose bedding, bumper pads, necklaces (including amber beads and teething necklaces) or any cultural accessories.

⁷ Education (Early Childhood Services) Regulations 2008. Reg. 46 and Criteria HS9 and HS10

Following consultation with whānau, if a child is still required to be swaddled, wear a necklace, use a soft toy during sleep, or follow any other specific practices the centre must follow the below 'Process for Informed Consent'.

Process for Informed Consent:

Consultation with Whānau: Following consultation with whānau, if an infant is still required to wear a necklace, use a soft toy during sleep, or be swaddled the whānau must provide a written disclaimer by completing an 'Informed Consent' below. This acknowledges that they understand the Ministry of Education (MoE) guidance on safe sleep and strangulation, choking risks but choose to proceed.

Risk Assessment and Management Plan: The centre will complete a risk assessment and management plan for the child. This plan will be designed to minimise any risks associated with the child wearing a necklace, being swaddled or using a soft toy during sleep.

Communication with Staff and Whānau: The management plan will be shared with relevant staff and whānau to ensure everyone is aware of the practices in place for the safety of the child.

Sleep Monitoring:

A floating Kaiako or key Kaiako stays with tamariki until they are asleep or nearly asleep. The time the child falls asleep is documented on the 'Daily Sleep Chart.'

Once asleep, tamariki are monitored every 10 minutes or more frequently as needed, and checks are recorded on the 'Sleep Room Supervision' chart.

Any additional checks beyond the scheduled intervals must be manually documented with accurate times on the 'Sleep Room Supervision' chart.

The 'Daily Sleep Chart' and 'Sleep Room Supervision' chart are located inside the sleep room.

When a child wakes, the specific wake time is documented on the 'Daily Sleep Chart,' and the child is dressed and gently transitioned back to play in the classroom.

Parental Access:

Sleep records are available for whānau to view at the end of each day. Whānau are advised how to access this information during their induction.

Sleep Space and Facilities

Sleep spaces are designed to be positive and peaceful, ensuring undisturbed rest and adherence to tikanga protocols.

Cots or stretchers are arranged to provide sufficient space between tamariki maintaining safety, hygiene and accessibility.

Tamariki under two years old have access to a sleep room with cots/bunk cots and stretchers for toddlers (with whānau permission).

We will ensure any child in a bunk cot can sit up safely when waking. Tamariki who are starting to pull themselves up will not be placed in the upper bunk cot.

Tamariki over two years old have access to a designated sleep room or a quiet space within the classroom.

Tamariki not sleeping will continue to have access to indoor and outdoor play. Kaiako ensure that activities near sleeping areas are kept to a minimum to prevent disturbances.

Individual beds and bedding are provided for each child. If a bed is shared, it will be disinfected, and sheets changed between hygiene and infection control.

Bedding reused by a child during the week is stored in a named linen bag.

Stretchers stacked for storage will have the linen removed and they will be disinfected before storage.

Beds that are permanently set up will always be made to look presentable on a child's awakening.

Record Keeping

The 'Daily Sleep Chart and Sleep Room Supervision' is printed from in Discover under Reports and Checklists. Ensure it is set up to include the temperature checks on this.

Sleep records are filed in Indeks and kept for current year plus 12 months.