

Sleep. Procedure for settling a child down to sleep

Young children especially the under twos need time to sleep during the day. Their time should generally be in accordance with parental preferences as in the child's home/school book. However the needs of the child must be taken into account and the decision to put a child down to sleep, or not, should be at the discretion of the member of staff caring for that child.

1. Before putting the child down to sleep, ensure the room is at a comfortable Temperature.
2. Make sure the child has recently had a nappy change and the clothes the child is wearing are comfortable for sleeping in. Take the child's shoes off.
3. Check that the child has no food in his/her mouth.
4. Settle the child into the cot according to parents preferred preferences, i.e. with child's own special blanket, cuddly toy or dummy.
5. Children should not be given a bottle to take to bed under any circumstances.
6. The sleeping area must be within earshot at all times or the baby monitor Must be switched on.
7. The sleeping child must be checked every ten minutes. The member of staff checking the child must sign and record the time on the sleep record sheet.
8. At the end of the sleep, allow the child to wake up gradually, talking to him in a calm and gentle voice so that he will not be worried or wondering where he is.
9. If the cot sheet is wet or soiled put it in the laundry, if not it may be used again, **ONLY** by the same child. It should be stored in the child's own personal box or bag, then laundered when necessary e.g. after three or four uses.