**The Willow Tree Children’s Centre**

**Safe Sleep Procedure and Policies**

**Sleeping position**

Babies under 12 months must be put to sleep on their back with their head uncovered and their feet to the foot of the cot. When a baby is able to roll from back to front and back again, let them find their own position to sleep. However you should still place them on their back at the start of sleep time. When a baby is placed in their cot to sleep, the following applies:

• Place the baby on their back with their feet at the foot of the cot.

• Tuck bedclothes in securely below the baby’s shoulders.

• Babies’ clothes should be loose and light.

• NO bibs, bottles, toys, quilts, pillows or cot bumpers should be in the cot.

• To avoid a flat head (plagiocephaly) ensure the baby is positioned with their head facing a different direction each time they are put down to sleep.

• Babies’ heads must not be covered.

• No strings or cords must be attached to soothers.

• 1 baby per cot.

Sleep positioners are prohibited. Bottles must never be propped at any time, including during sleep positioning.

**Sleep environment**

Ventilation

Ensure that the sleep room is adequately ventilated (either naturally or mechanically) but do not position a sleep mat below a window or adjacent to a radiator.

Lighting and visibility

Control lighting in the relaxing area with curtains/blinds and the dimmer switch so that the atmosphere is conducive to sleep but there is adequate visibility for supervision.

Sleep area temperature

The sleep area must be maintained at between 16ºC and 20ºC. There is a temperature gauge on display in the classroom to monitor the temperature.

Babies must not be allowed to get too hot. To check how warm a baby is, feel the baby’s tummy. A baby's tummy should feel warm, but not too hot. If a baby's tummy feels hot, or if the baby is sweating anywhere, they are too warm. Hands and feet often feel cool, but this is normal, and does not mean a baby needs more clothes. If a baby seems hot, take some of the blankets off, if they seem cold, add an extra layer. Use lightweight blankets that you can add to and take away. Babies should not have their heads covered indoors.

Ensure that cots are not elevated and that no pillows are used for babies up to the age of 2 years.

Floor beds

Children are typically aged 15 months before they meet the developmental indicators for readiness to sleep on a floor bed. Parental agreement must be given before a child is placed on a floor bed.

In the circumstances where it has been identified that a child younger than 15 months is developmentally ready to sleep on a floor bed, a risk assessment and sleep plan must be agreed in collaboration with parents.

When children are sleeping on floor beds, supervision must be provided at all times. The supervising adult must remain in the room to ensure adequate supervision of sleeping children. The adult/child ratio must be maintained at all times.

**Children in the sleep room must be within sight or hearing of at least one staff member at all times, especially when staff members are actively engaged with children who are awake. *Use of the viewing panel for* monitoring is only useful in detecting if a child is upset or crying between the 10 minute checks or for security. This must not be used a substitute for physically monitoring sleeping children as it will not identify a child whose colour has changed or who has stopped breathing.**

The adult may need to remain in the sleep room in certain circumstances, for example, If a child is sleeping in on a floor bed or if one or more children are unsettled, there will always be a staff member available to cover him/her in these instances.

**Health and Safety**

Hygiene (See Health and Safety Policy)

Individual bed linen is provided for each child – it is hygienic, easily accessed, labelled for each child and must be reserved for that child’s sole use.

Each child’s bed linen is laundered weekly and when soiled or if there is an outbreak of an infectious disease.

Separate storage is provided for clean linen and linen that is due for washing. Clean and dirty linen must be kept separate.

Position of cots

Ensure that no cot is adjacent to a heater, a window or a door, to curtains or anything that may help a child to climb out, or to any blind cords or other cords.

Items that are hanging from the cot or the ceiling above the cot are prohibited for all babies under 12 months.

There must be a 50cm space between cots.

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**Sleep Monitoring Rota**

Staff Member Responsible for Safety Checks and Risk Controls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member responsible for checking the children every ten minutes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checks must be made of each sleeping child in the room, in person, at least every 10 minutes**.

Staff Member responsible for Sleep Logs: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member responsible for bed linen changes and recording changes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

