



## Sleep Area Procedure

- Each child has a named cot/bed
- Children **must never be put to bed with food or drink.**
- Each child will be designated their own linen
- Children are changed and guided to their cot ready for sleeping
- Ensure bedtime toys that have been brought from home are in their bed or easy accessible from the children's bags as well as any sleep sack for child's comfort
- Ensure you have followed family's desires for their child sleeping
- Place child in bed, covering with blankets/sheets
- Pull side of cot down and secure so the child is unable to get out and is safe and secure
- Put sleep music on for a calm atmosphere
- Write the child's name, their times on chart when put into bed, when asleep, when awake
- Monitor children for their warmth and wellbeing when doing 5 minute checks
- Put timer on between getting children for or from bed to ensure correct timing procedures
- Stay in room monitoring sleeping children when there are 4 children in the sleep room.

Review: May 2017