



**Birmingham Federation**  
**Maintained Nursery Schools**

*Allens Croft Nursery School*  
*Jakeman Nursery School*  
*Shenley Fields Nursery School*

*Lillian De Lissa Nursery School*  
*Newtown Nursery School*  
*St Thomas Nursery School*

*Adderley Nursery School*  
*Gracelands Nursery School*  
*Highfield Nursery School*

**Executive Head Teachers : David Aldworth, Mandy Cryan and Sharon Lewis**  
**[www.bfmns.sch.life](http://www.bfmns.sch.life)**

# Safe Sleep & Rest Policy

## Glossary

S.G = Safe Sleep Guidance

S.I.D = Sudden Infant death

H.E.Y.C.C = Head of Early Years and Childcare

E.Y.F.S.M = Early Years and Family Support Manager

B.C.C = Birmingham City Council

E.Y.S.O = Early Years Support Officer

L.A = Local Authority

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# Safe Sleeping Guidance

## Working To Minimise the Risk Of SIDs In Early Years Settings.

### Arrangements & Responsibilities

#### Head of Early Years & Child Care

1. To monitor the leadership effectiveness of the Safe Sleep Guidance (SSG) policy & procedures and include in report to Departmental Team (DLT) and in the event of a death to ensure appropriate agencies are informed.
2. Liaise with Early Years & Family Support Manager, regarding implementation of procedures.
3. Ensure that SSG is a regular agenda item at Nursery Safety Committee.
4. Ensure awareness of counselling service for 'Sudden Infant Death Syndrome' (SIDS) incidents and provide funding to support this.

#### Early Years & Family Support Manager

1. To monitor performance of SSG and report issues arising to HEYCC.
2. To be aware of changes in procedures and legislation regarding care of young children.
3. To liaise with Early Years Support Officers/LEA Safety Section and Schools Support.
4. To be aware of media interest in sensitive incidents and to inform and assist BCC Press Office with press releases.
5. Arrange counselling for staff involved in S.I.D or near S.I.D incidents or affected by.
6. To advise HEYCC about potential improvements or difficulties with guidance or procedures implementation.

#### Early Years Support Officer / L.A Safety Section/Schools Support

1. Liaise with representative regarding the effectiveness of the guidance and to resolve issues arising.

2. Ensure nurseries receive SSG documentation and are aware of the reasons for implementing modified procedures.
3. To provide sufficient information to representatives to enable the SSG to be implemented in CDNs / Early Years settings.
4. To monitor the provision and effectiveness of training for care of under 2's. This should include 'Paediatric Life Support ' for Managers, Heads and Staff.
5. Audit annually the performance of maintained nurseries regarding SSG policy and procedures or if change of circumstances.
6. To advise EYFS Manager about potential improvements or difficulties with policy or procedures implementation in CDNs / Early Years settings.

### **Nursery Managers / Heads /Duty Holder**

1. To recommend that all staff caring for children under 2 receive appropriate training in SSG procedures/safe sleeping arrangements and prevention of S.I.D.S ie. School Liaison Nurse.
2. To inform staff and parents/ carers about any changes in legislation or nursery procedures relating to SSG.
3. To ensure that information received from parents/ carers on admissions forms or information from other professionals or agencies will include previous family history of any S.I.D or sleeping concerns.
4. To monitor that procedures are being followed i.e. staff meetings agenda or as and when necessary.
5. To ensure that EYSOs are informed about issues arising from care of young children under 2.
6. To keep parents/carers informed about changes in children's sleep patterns or behaviour.
7. To report S.I.D and suspected S.I.DS type incidents to EYSO/Ofsted/Governors.
8. To advise EYSOs about potential improvement or difficulties with policy or procedures implementation.
9. In the event of a suspected S.I.D.S incident, the representative is responsible for contacting the emergency services. It would then be the responsibility of the police to inform the parent/carer.

### **Early Years Practitioners/Teachers/Teaching Assistants**

1. To Head of School informed about any care related issues arising from under 2's.
2. To follow the laid down policies and procedures.
3. To undertake training as required in care for under 2's particularly regarding S.S.G.
4. To ensure accurate records are kept of sleeping children on a daily and individual basis, using the correctly colour coded form.
5. To keep the Head of School informed about changes in sleep patterns of the under 2's, particularly natural movements off the back onto side or front.
6. To advise the Head of School about potential improvements or difficulties with Guidance or Procedures Implementation.

Dear Parent/ Carer,

Due to new procedures that have been set in place for under 2's, the sleep monitoring system has been reviewed in line with guidance issued by the foundation for the studies of "Sudden Infant Death". It is recommended that, children under 2 should be placed to sleep on their backs in the feet to foot position (feet at the bottom of the cot). However, it is recognised that young babies roll over and move out of this position. Therefore we advise staff that they check the child **every 10mins, and move them back into the original position.**

If you feel that this will disturb or wake your baby up and you wish for us to leave them in the position that they have adopted for themselves, we will require your permission to do this.

Please fill in the section below accordingly

**CHILD'S NAME:** .....

**D.O.B:** .....

Please delete and sign as necessary

- During my child's sleep time at nursery I wish for staff to leave my child in the position that they have adopted for themselves.
- During my child's sleep time at nursery I wish for staff to move my child back into the recommended sleeping position if needed.

**Parent/ Carer Signature:** .....

**Print Name:** .....

**Nursery Rep/ Key Worker Sign:** .....

**Print Name:** .....

**Date:** .....

**Early Years Setting:** .....

# “Safe Sleeping” Guidance For Children Aged 0-2 in An Early Years Settings.

## Safe Sleeping Guidance

We have a duty of care and responsibility as a professional organisation, to ensure as far as reasonably practicable that all children under 2 years of age, who attend an early years setting, will receive appropriate care and attention. This will enable us to minimise the risk of ‘Sudden Infant Death Syndrome’ (S.I.D.S). This will be achieved by putting in place procedures to ensure that all professionals can maintain the well-being of young children.

This policy will be reviewed either on an annual basis or when circumstances, knowledge and legislation require it.

## Sleep Guidelines:

- ❑ To apply to any child sleeping / whether they are sleeping in a cot/ travel cot/ buggy or pram/ sleep mat.
- ❑ Airways to be checked for food etc. before placing child to sleep (without force), if you know the child is tired then do not attempt to feed until after the child has had a sleep.
- ❑ All children must be placed on their back and in the ‘feet to foot’ position (feet at bottom of cot) so that they cannot shuffle down under the covers or alternatively use a recommended baby grow bag.
- ❑ To use a sleep monitoring chart for each child whilst they are sleeping at nursery (see attached example). Children are monitored every 10 minutes during their sleep time. This is signed by the member of staff at each interval. To keep information on child’s information file. **Blue Colour coded for ‘high risk’ children.** (Those children who have had a previous family history of “Sudden Infant Death”). **White colour for children of ‘low risk’.**
- ❑ Room thermometer to be displayed beside each cot or sleeping area (away from radiators etc.)
- ❑ Do not let a child get too hot or too cold. Refer to recommended guidelines attached – ideal room temperature 18 C (65 F) (16 C–20 C) or within a comfortable range.
- ❑ Appropriate bedding should be used – please remember that a folded sheet counts as 2 sheets.
- ❑ Cots/ beds should **not** be placed by direct heat sources i.e. radiators.
- ❑ Mattresses need to be a snug fit, firm / flat and should be waterproof. A mattress protector is recommended and mattresses should be covered with a single fitted sheet and be rotated/ turned on a weekly basis.

- ❑ Cots and mattresses need to be washed weekly with hot soapy water or when a new child starts. They can be washed with a Milton solution once monthly. Mattresses are regularly checked for signs of damage.
- ❑ The gaps between the bars of the cots are less than 6.5cm (SIDS guidance).
- ❑ Only use fitted sheets or lightweight blankets – never use duvets, quilts, baby nests, and wedges, bedding rolls or pillows.
- ❑ Covers should be firmly tucked in and never coming higher than shoulders.
- ❑ Pillows may need to be used in certain circumstances, but they should be placed under the mattress.
- ❑ Children at a certain age roll over whilst sleeping, when doing the 10 min monitoring check place them back into the recommended position – check parents' wishes on admission (see model letter to parent/carer).
- ❑ The lowest mattresses base position is the safest, once a baby can sit up/ stand up.
- ❑ Never leave a child unattended with the drop-side of the cot lowered.
- ❑ Any comforters such as dummies/ teddies should be checked for safety and suitability by a staff member before given to a child.
- ❑ If a comforter dummy/ toy is unsuitable i.e. worn then it is the responsibility of Early Years Practitioner's to make the parent/carer aware that this will not be used at nursery.
- ❑ Any bibs/ shoes/ tight clothing, should be removed before putting a child down to sleep.
- ❑ Do not hang or attach anything to cots other than items that are approved by B.E.A.B i.e. cot mobiles.
- ❑ A home/setting communication book is recommended, to record any relevant information so that any potential medical concerns are known in advance.
- ❑ Children over 2, who wish to sleep, should be placed on a sleep mat. Not beanbags, as these can be dangerous.
- ❑ We have a duty of care to ensure we act as responsible professionals when caring for young children.

## **CHECKING SLEEPING CHILDREN**

You should be checking: -

- Breathing is regular
- Skin temperature (nape of neck) and adjust accordingly
- Position of child in cot



In the event of a medical emergency, follow the Critical Incidence Procedure or your setting's First Aid Procedures.

## **“Safe Sleeping and Rest” Guidance for Children Aged OVER Two (2) Years.**

This policy links to: The Early Years Foundation Stage DfE 2014 Statutory Framework, setting the standards for learning, development and care for children from birth to five, section 3, Safeguarding and welfare requirements.

**IMPORTANT** We recognise that young children get very tired during the day and may need opportunities to rest and sleep within nursery. Every child's needs are different, so we provide flexibility and opportunities for children to take rests and naps as they need and desire. It is very important that young children get the sleep they need and so we facilitate this in the nursery and understand that it is an important part of their personal and developmental needs.

### **COMFORT BLANKETS AND TOYS**

Comfort blankets and toys are welcomed for they bring reassurance to small children, especially when they are new to nursery and during rest and sleep times. **REST AREAS**

Within the nursery room there is a quiet area with soft floor coverings/ seating where children can go to if they wish to rest and relax. Sleep mats and lightweight blankets are provided. These are all in first class condition, clean and fit for purpose. Pillows are not used. Bedding is washed after every use.

## STAFF

Staff are fully aware of the fact that children need to rest and sleep. They appreciate that children have individual needs and routines which vary as they grow and develop. Children are encouraged to indicate if they are tired and need to rest and are also encouraged to take a rest or nap if they appear tired.

## PARENTS' WISHES

The preferences and wishes of parents are always valued and respected and staff work closely with them on a daily basis to ensure each child's individual needs are carefully met. Initially parents complete an "All About Me" form which identifies the child's current sleep routine in order for their child to continue the same routine in nursery.

## SLEEP RECORDS

Sleep records are completed each day, children are monitored and checked every ten (10) minutes throughout their sleep by staff in the room, so confirmation is always available regarding the times each child has slept on any given day. Parents are kept informed verbally at the end of each session if their child has slept.

## SLEEP ROUTINE

A member of staff helps children to settle to sleep and remains in the room within earshot, at all times when children are sleeping.

Date Policy Adopted:

Local Committee: 19.10.2021

Full Governing Body: 15.11.2021

Date for next renewal: Autumn Term 2022

Signed: \_\_\_\_\_

Sean Delaney  
**Chair of Governors**

Signed: \_\_\_\_\_

David Aldworth  
**Executive Head Teacher**