

Policy/Procedure Title	APN002 Sleeptime Policy	
Review Cycle (*Delete as appropriate)	Triennial	
Responsible Department	Science & Public Sector Services – Applewood Nursery	
Procedure *Owner (*Overall responsibility)	Head of Faculty – Science & Public Sector Services	
Responsible *Person (if different to above) *responsibility for communicating changes and staff training where appropriate	Nursery Manager	
Types of provision this procedure applies to: (delete as appropriate)	Support Department	
Revision Record		
Rev. No.	Date of Issue	Details and purpose of Revision:
0	September 2020	New Procedure
1	February 2026	Review and update
2	September 2026	Review and update

Equality Impact Assessment

Whenever a policy is reviewed or changed, its impact assessment also must be updated. The Equality Act 2010 seeks to simplify discrimination law and introduced statutory duties to promote equality whereby The College of West Anglia must, in the exercise of its functions, pay due regard to the need to promote equality in relation to the protected characteristics.

Could any staff or students be adversely impacted by this policy/process? If yes give details and how this will be mitigated:

Date:	Action and Monitoring:
20.2.26	Review and update
15.9.26	Update after government guidelines changed on 1/9/26

E, D & I Statement

This procedure has been reviewed in line with the Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual Orientation and Disability. We will continue to monitor this procedure to ensure that it allows equal access and does not discriminate against any individual or group of people.

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1 Information

At Applewood Nursery, staff understand that rest and sleep are an important part of children's health, growth, development and routine. The children's welfare is always paramount.

2 Purpose

At Applewood Nursery our aim is to ensure all children can reflect their home routines at Nursery. We understand that to enable this it is important our facilities reflect the needs of children who need to sleep whilst at Nursery. We aim to ensure each child's sleeping patterns can be reflected at Nursery and are a relaxing experience for the child.

3 Scope

Applewood Nursery staff and children.

4 Actions and Responsibilities

Parents/carers will inform staff when and how their child sleeps, what sort of comfort object they use and the signs that their child is tired. The child's key person will use this information on the 'all about me,' which is on Tapestry. The key person will then use this information and settle the child to sleep in the Nursery environment where the parents/carers have suggested. The key person will ensure the room is the correct temperature (between 16-20°C), each child has their own bed linen, and they are safely positioned at the bottom of their bed/mattress. We will write the time the child has slept from and inform parents/carers on collection.

Whilst the child is asleep, staff will check them every 5 minutes to make sure they are breathing, are a good colour, the correct temperature and remain in a safe position and that the room is the correct temperature. In Bumblebees, we record this on the sleep sheet, which is displayed in the room.

Children will be left to sleep as long as they need to, or until the parents/carers wishes would require us to wake them. When they wake, they will be given time to wake up properly before being dressed and returned to play.

At Applewood Nursery, we do not put children in cots or buggies with bottles, or cups of drink, or bibs. This is a choking hazard. If parents use this method at home, we explain why we cannot do it at Nursery and discuss alternative arrangements.

5 Settling to Sleep on a Mattress

1. Make sure the bedroom is the correct temperature (between 16-20°C) and adjust by using heater or fan as required.
2. Pull down the blinds and turn on the white noise speaker in the quiet sleep area of the room.
3. Make up a mattress for the child. Do not fold blankets, as this will overheat the child. If the child is going to sleep in a sleeping-bag a top sheet and blanket will not be needed.
4. Tell the child it is time for their sleep and what is going to happen to them. Check that their nappy is dry or almost dry and is on comfortably. Remove the child's shoes and cardigan/jumper. NEVER PUT A CHILD TO BED WEARING A BIB OR CLOTHING WITH HOODS OR CORDS ROUND THE NECK.
5. If child wears a sleeping bag put this on them.
6. Children are no longer allowed any comfort toys. Children are allowed a dummy/comfort to go to sleep while an adult is in the room, but then this must be removed when they are asleep.
7. If a child is 6 months or less an adult must always be in the sleep room.
8. Lay the child on their mattress on their back. Cover with a light blanket if required. Talk to the child gently and quietly as you do this.



9. Sit beside the child and allow them to settle. Using the parent's guidance, either leave the child or sit and settle them down.
10. If the child keeps getting up, gently and calmly lay them down again and repeat settling strategies.
11. Write the child's name and the time they went to sleep on the sleep sheet (if in Bumblebees) or on the white board (if in Ladybirds or Grasshoppers).
12. While the child is asleep, return to the bedroom every 5 minutes to check that they are breathing, are a good colour, the correct temperature and lying in a safe position in the cot. Record the time of your check on the sleep sheet located near the bedroom in Bumblebees or whiteboard in the other rooms.
13. Record the child's sleep time on Tapestry and/or verbally feedback to parent/carer at pick up.