

Sleeping Children Policy

Rational:

Tamariki will experience an environment where they are kept safe from harm when resting and sleeping.

Objective:

To ensure a system is in place for monitoring resting and sleeping tamariki, which supports their comfort, safety and well-being.

Policy:

1. All beds, cots and mats are spaced to ensure hygiene, safety, adequate means of ventilation and access to ensure an undisturbed rest for tamariki.
2. Furniture or items intended for tamariki to sleep on (such as cots, beds and stretchers) are arranged and spaced when in use so that:
 - a. Kaiako have clear access to at least one side (meaning the length, not the width)
 - b. The surrounding area for each tamariki allows sufficient air movement to minimise the risk of spreading illness; and
 - c. Tamariki who are able to sit or stand can do so safely as they wake.
 - d. To respect tikanga Māori, tamariki are not to be placed in their stretcher/cot – feet to head
3. The Centre Manager will look at the conditions of bed and bedding every 2 years (or earlier if needed) and replace if needed.
4. All sleep rooms used by tamariki are kept at a comfortable temperature - no lower than 18°C. Kaiako will check the sleep room prior to tamariki entering to ensure that we are meeting the minimum of 18 degrees and we will regularly assess the temperature during the day. The temperature may fluctuate for brief periods below 18, we will make the necessary adjustments to our heating to manage this when needed. The thermometer will be stored out of reach of tamariki at least 1500mm above the floor, and the temperature will be assessed at 500mm above the floor.
5. Resting and sleeping tamariki will be located in an area, which at that time is designated as a sleeping/resting area.
6. Where possible whānau instructions in regards to tamariki sleep routines will be followed, however tamariki may be given a sleep at the discretion of Kaiako.
7. Kaiako will engage in regular discussions with whānau about tamariki' sleep routines and document these discussions. Information will be gathered from whānau about preferred sleep and rest routines for tamariki, including any cultural considerations or specific needs (e.g., comfort items from home).
8. If using blankets (under 12 months), they should be lightweight and securely tucked in, with pepi placed at the foot of the cot to prevent slipping under covers.
9. All jewellery (including teething necklaces, greenstones, etc.) worn by tamariki will be left on while sleeping unless specified by whānau. Kaiako will remove hair ties and hair clips before settling tamariki to sleep.
10. All tamariki will have their outer clothing removed prior to being settled to sleep e.g. sweatshirts, hoodies (on colder days this also ensures children have something warm to wear once they wake)
11. For tamariki who require a dummy, it is the whānau's responsibility to ensure it is not a potential choking hazard. The whānau will be asked to provide a named container for the dummy to be stored hygienically when not being used.
12. Tamariki are prepared for rest in a calm and relaxed manner by Kaiako.

13. Where possible rooms will have half doors and/or large viewing windows to allow tamariki and kaiako to be viewed at all times.
14. Kaiako will actively supervise the sleep area and will ensure tamariki do not disturb others who are trying to sleep.
15. If needed Kaiako will be present when tamariki are settling or resting.
16. When tamariki are sleeping Kaiako will have a system in place (best practice is to set a timer) to ensure:
 - a. Over two year olds: checked every ten minutes.
 - b. Under two year olds: checked every five minutes.
17. Sleep checks will include monitoring of tamariki for breathing, warmth and general well-being. These checks will be recorded and signed by the kaiako completing the check using the "Sleep Monitoring Sheet".
18. Sleep monitoring sheets will record:
 - The time tamariki started to rest.
 - The time tamariki went to sleep.
 - The time of each sleep check.
 - The initials of the kaiako completing each check.
 - The time tamariki woke or rest ended.
19. Sleep monitoring sheets are available to whānau. *Sleep records are kept for the current year plus one additional year.*
20. Tamariki will not have access to any food or liquids while in bed.
21. Items whose primary purpose is transportation such as slings, backpacks, prams, buggies and car capsules cannot be used for tamariki to sleep on as they are not intended for that purpose or allow tamariki to lie flat.

Beds and Bedding:

1. Beds will allow the tamariki to stretch out full length without exceeding both ends.
2. Beds shall be at safe and secure heights from the ground, and cots have a barrier to prevent tamariki from falling.
3. Will have a surface, which is waterproof and can be cleaned by wiping with bleach solution.
4. Will allow Kaiako to see tamariki from a reasonable monitoring position.
5. Will be kept in good and safe repair and hygienically stored whilst not in use.
6. Pepi who attend regularly have their own cot each day and linen is changed weekly or as needed.
7. Tamariki will have fresh linen weekly or as needed.
8. Tamariki will not be able to share a bed at the same time.

Parent/Whānau involvement – this policy will be included in our enrolment packs. We will review this policy annually with BECC Board of Trustees, teaching team and Whānau.

Policy Category	Health and safety
Licensing Criteria	HS 101, 107, 118 and PF 124, 125, 126, 127, 129
Introduction Date	25 th August 2008
Policy ratified	23 rd June 2026
Automatic review date	June 2027

This policy will be reviewed to ensure it remains appropriate and effective. Review may occur: if any statutory requirements change • if any roles are amended • if any part of the policy becomes ineffective or problematic • if suggestions for improvement are received • when the policy is scheduled for automatic review

Chairperson: Antonia Faulkner

Signature:  Date: 23 June 2026