

Ko Taku Reo Preschool:

Supervision of Sleeping Children Procedure

The following procedure should be used for children requiring a sleep:

- For children who sleep regularly; the child will be provided a bed in the sleep room. The beds available are low, child sized and covered in a non-porous material.
- For children who require a rest or sleep as needed; we will cover the sofa with a non-porous cover.
- Each child will be provided bedding, consisting of a sheet and blanket. Bedding is kept in individually named bags and stored in a cupboard in the sleep room. All bedding will be laundered at the end of each week.
- Children will not have access to any food or liquids while in bed.
- The children will be physically checked every 10 minutes. The physical check time may be reduced depending on the circumstances, for example if the child is sick. This check will be recorded on the Playground/Xplor app.
- Sleep records will be kept in Playground/Xplor indefinitely.

If the child slept due to illness, the record of sleep checks will be recorded on the playground app form as well as an incident record.

Associated procedures:

- “Child illness” procedure

Reviewed	December 2022
Review partners	Lead Teacher, Staff, Parents
Next review date	December 2025
Signed:	
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