

STANDARD OPERATING PROCEDURES



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**SOP_08_2024_EY_Sleep and
Rest EY settings**

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SOP_08_2024_EY_Sleep and Rest EY settings References:
[Sudden infant death syndrome \(SIDS\) - NHS \(www.nhs.uk\)](#)
[How to reduce the risk of SIDS for your baby - The Lullaby Trust](#)

1. Introduction

This SOP outlines the regulations for safe sleep and rest in DCS EY Settings

2. Context

- The aim of this Standard Operating Procedure is to ensure all children have enough sleep for them to develop and to promote best practice for all children in a safe environment. It is an Early Years Foundation Stage requirement to respect parental wishes, but Key Practitioners will work with parents to make decisions based on best practice.
- DCS Schools and Settings adopts a procedure of practice recommended by NHS Sudden infant death syndrome (SIDS) [Sudden infant death syndrome \(SIDS\) - NHS \(www.nhs.uk\)](#) to minimise the risk of Sudden Infant Death. The safety of babies sleeping is paramount and we promote good practice and ensure that we work in partnership with the parents.

3. Scope

- This SOP will take effect from 14th October 2024 for all DCS EY locations, DCS EY Personnel and Contractors

4. procedures to follow

- A child's individual routine/'All About Me' forms, are filled out with the parent and Key Person when they are settling into the Early Years Setting. Updates to be completed on a parent communication form as and when changes happen. If a baby has an unusual sleeping routine or position that we would not use i.e. babies sleeping on their tummies The Early Years Setting team will explain the DCS Safe Sleeping procedure. If there are any medical requirements a Care Plan will need to be completed. Staff should be aware of the individual needs of the babies and children.
- Sleep routines are a very intimate part of a baby's and young child's day. Babies and young children should not be left to cry themselves to sleep or be left for long periods of time to 'drop' off to sleep.
- When getting a baby/ young child ready to sleep the staff need to follow the following procedure.
 - A baby should have a clean and dry nappy,
 - Babies and young children must be clean and dry, with hoodies, outer clothes and shoes removed. Key Practitioners must check that children are not wearing clothes which could be a danger such as cords.
 - Fed and recently had a drink
 - All bibs removed
 - A comforter in the cot/sleep mat/coracles if needed
 - A room temperature between 16-20 degrees centigrade
 - Dummy clips must be removed from pacifiers

STANDARD OPERATING PROCEDURES

Sleep/Rest Safety

- Only Safety approved cots (or other suitable sleeping equipment, i.e. pods or mats) that are compliant with British Standard regulations, and mattress covers are used in conjunction with a clean fitted sheet
- Mattresses must be replaced every 5 years or sooner, if they are unserviceable. Mattresses must be firm, flat and waterproof.
- Every cot/sleep pod/sleep mat must be checked for safety before every sleep.
- Cot bumpers are not used, and sleep areas are kept free of soft toys. Comforters may be used as deemed appropriate by Key Practitioners.
- All spaces around cots and beds clear from hanging objects i.e. hanging cords, blind cords, drawstring bags.
- Ensure cots or sleep pods etc are never left in direct sunlight or next to radiators (when on)
- Ensure each baby/young child is provided with fresh, clean bedding daily and washed after every use.
- Lightweight layers- no duvets, quilts or weighted blankets. Cellular blankets are to be used as they are breathable but also warm.
- Baby sleeping bags can be used but they must be fitted snugly around the shoulders to make sure the baby's head cannot slip down under the bag. An appropriate tog should be used to the temperature of the Early Years Setting.
- If a baby or young child falls asleep during nursing, the Key Practitioners must move the baby/young child to a safe sleeping surface to complete their rest. This is also the case if a baby/child falls asleep during a local outing in the pushchair.
- Baby sleeping bags can be used but they must be fitted snugly around the shoulders to make sure the baby's head cannot slip down under the bag. An appropriate tog should be used to the temperature of the Early Years Setting.
- Every sleeping baby/young child must be physically checked by a Key Practitioner every 10 minutes to ensure that the baby/ young child is breathing normally and is well.
- Checking a child while sleeping should involve:
 - Placing a hand on their chest to check they are breathing or putting the back of their hand near to the child's mouth to feel for breath
 - Ensuring that each child is well
 - Ensuring that each child is not too hot or too cold
 - Ensuring that all sheets or blankets are not wrapped around the child
- Key Practitioners must also check that bedding has not become loose and a hazard and that a safe-sleep temperature has been maintained.
- Sleep charts need to be completed on paper and on the Family App
- It is the Room Leader's/Senior Practitioner's responsibility to ensure that the sleep procedure has been followed and the necessary paperwork has been completed correctly. The sleep monitoring chart is used to record the sleep checks and is signed by the member of staff carrying out the check. A record of each child's daily sleep pattern is recorded too.

Daytime Rest Procedure

- Staff should prepare the baby/young child for bedtime by moving to the sleep room or a quieter part of the nursery, having a story or having a cuddle. Key Practitioners will work with parents and will respond to the baby's/young child's needs to support them to sleep. If the baby/young child has not gone to sleep after 15 minutes the staff member should consider getting them up and maybe trying them later for another sleep.
- The Key Person should discuss this with the parent and establish a time limit for trying to get the baby/young child to sleep which should be communicated to all staff members. If a baby/young child falls asleep in the arms of a staff member they should be placed in the cot so they can continue to sleep. If they have fallen asleep

STANDARD OPERATING PROCEDURES

unexpectedly and it has not been possible to remove their outer clothes or have their nappy changed, the baby's clothes should be loosened. Staff within the area should be made aware that the baby/young child needs their nappy changing when they wake up.

- Sleep charts need to be completed, and staff should regularly check on all babies sleeping every 10 minutes.
- The sleep monitoring chart is used to record the checks and is signed by the member of staff carrying out the check. A record of each child's daily sleep pattern is recorded too.

Babies should sleep:

- On their backs but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer to sleep
- At the bottom of the cot in a "Feet to Foot" position
- In a well-ventilated room
- With sheets or blankets tucked in no higher than their chest, that cannot become tangled
- Mattress that are firm, flat, waterproof, in good condition.
- Without any large soft toys that have the potential to smother a baby
- With a comforter if they normally have one
- With mobiles that are out of reach
- Babies/toddlers will never be put down to sleep with a bottle to self-feed
- Any photos which are not used/ and any photos after they have been downloaded, must be deleted from the ipads that they are stored on (and from the delete folders too) at the end of the week as part of good housekeeping and the DCS Directive.

5. Responsible persons

- The Early Years Setting Manager has overall accountability for ensuring safe-sleeping practices are adopted and assured in the Early Years Setting.