

Sleep Policy

Coldstream ELC

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Date: September 2024

Review Dates: January 2026

Our policy aligns with **national guidance, Care Inspectorate expectations, and Scottish Borders Council (SBC) procedures**, ensuring safe, supportive, and consistent sleep routines for children in the ELC setting.

Aim

To ensure that children who sleep or rest at ELC are **supported safely**, monitored appropriately, and their individual routines respected.

We aim to:

- Provide a **safe and comfortable environment** for rest or sleep.
 - Respond to tired children in a **warm, reassuring, and supportive manner**.
 - Respect **parental wishes** and established routines whenever possible.
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Parents / Carer Input

- Parents should provide **information about their child's sleep routine**, including times, duration, and any comforters (e.g., dummies, blankets, soft toys).
 - Dummies or comforters from home should be stored in a **hygienic, sealable container**.
 - Discuss any **sleep concerns or difficulties** with child's Keyworker to support continuity between home and ELC.
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What the ELC will do

1. Sleep Environment

- Provide a designated **sleep/rest area** in the ELC, separate from active play areas.
- Sleep mats and bedding are **cleaned and sanitised** after each use.
- Bedding is stored in a **named, sealed bag** and laundered weekly, or sooner if required.
- Maintain a comfortable room **temperature of around 18°C** and ensure **good ventilation**.

2. Supporting Sleep / Rest

- Children may rest or sleep according to **parental instructions and child's needs**.
- Encourage sleep or rest without forcing children to lie down if they do not wish to.
- Provide **comforters or familiar items** from home if requested by parents.

3. Monitoring and Safety

- Staff will **check on sleeping children at least every 10 minutes**, recording observations on the **Sleep Record Chart**.
- Children are positioned safely, following **safe sleep guidance** (on their back unless otherwise advised for medical reasons).
- Remove loose bedding or items that may pose a **risk of suffocation or overheating**.
- Staff will **document duration and quality of sleep** and communicate this to parents/carers at the end of each session.

4. Support for Parents

- Provide advice and guidance for parents **struggling to establish routines**.
- Encourage consistency between **home and ELC routines** for children's well-being.

Staff Responsibilities

- Ensure **all sleep routines are followed according to parental guidance** and safe sleep practices.
- Maintain a **clean and safe sleep environment**.
- **Observe, monitor, and record** sleep/rest patterns.
- Communicate regularly with parents regarding **sleep duration, behaviour, and any concerns**.

Links to National Guidance

- **National Health and Social Care Standards:** 1.24, 3.14, 3.19 [Health and Social Care Standards: My support, my life](#)
- **Realising the Ambition**, Scottish Government 2020 [education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf](#)
- **Care Inspectorate Guidance on Safe Sleep in ELC Settings**

- **Scottish Cot Death Trust Safe Sleep Guidance** (scottishcotdeathtrust.org) [EarlyYears cover](#)
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Key Principles

- Sleep is **voluntary, child-led**, and monitored for **safety and well-being**.
- Comfort items are respected and **hygienically managed**.
- Staff maintain **open communication with parents** regarding routines and any sleep concerns.
- Safe sleep practices are **strictly followed** to minimise risk.

SLT Signature: *Catherine Douglas*

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