
Aspiring Beginnings Early Learning Centre

Supervision of Sleeping Children Procedure

Reference: Regulations 36,21,[4] and the Third Schedule

RATIONALE:

Aspiring Beginnings ELC supports and believes that the need to supervise sleeping and resting children within the centre is of paramount importance.

OBJECTIVE:


The Management, Teachers and Staff at Aspiring Beginnings will aim to ensure that a high standard of care and safety is implemented during the supervision of sleeping and resting children and is maintained at all times.

IMPLEMENTATION:

1. If a child is asleep or resting there will be a Teacher within the Under Two area, and the monitor will be on out in the room. The sleep room teacher will carry the baby monitor when necessary.
2. If a young infant is asleep in the hammock a teacher will always be in the sleep room if there are any older children awake.
3. The O2's teachers will communicate with the U2's teachers if they are leaving the sleep room for any reason, and there are children still awake.
4. A teacher will monitor all children while asleep or resting at no more than ten minute intervals. This will be determined each day depending on daily circumstances, i.e. young babies, new children etc. The teachers will use their professional judgment to make the decision. All checks will be recorded.
5. When a child falls asleep when not in the sleep room, they will be transferred to a bed as soon as possible. Teachers will use their discretion when an O2's child falls asleep on the couch.
6. There will be no bottles/drinks/food in bed with children at any time.
7. At no time is a distressed child to be left alone during settling for sleep. Teachers will consult with Head Teacher or colleagues when a child remains unsettled.
8. Teachers re encouraged to swap with another teacher if a child remains unsettled.
9. Teacher's hands are always to be on top of the sheet or blanket when settling children. Children must be visible at all times. A sheet may be placed to cover half of the 'bars' when putting a child to sleep or to avoid light on the child's face.
10. The Kowhai Room will be used as an alternative Sleep Room depending on operational needs and the individual children. The room will also be monitored at no more than ten minute intervals. These checks will be recorded.
11. Each child's individual linen will be washed on a 'ten sleep cycle' that must be completed on the roster in the sleep room.
12. Written permission will be obtained from parents, via the children's enrolment form, that they understand and agree with the supervision arrangements.
13. A teacher will remain in the sleep room if a parent or visitor is required to be in the sleep room also.

14. All Teachers will adhere to the following procedure when putting children to bed.
- Check children's individual routines for sleep positions and preferences.
 - Check child's nappy - change if necessary - remove outer clothing and place in cubby or basket.
 - Fill in the sleep chart and sign.
 - Stay with child until asleep or settled, according to individual needs and caregivers requests.
 - Fill in the sleep chart and sign.
 - When the child wakes record the time on the sleep chart.
 - Check child's nappy, change if necessary, dress and offer refreshment.
15. Associate teachers will use their discretion with regards to final year EC students. If appropriate students may put children to bed or supervise sleep room routines but always observed by a permanent AB's teacher.

END

Signed:		Next review:	August 2010	_____
Role:	Head Teacher		August 2011	_____
Date:	August 2009		August 2012	_____