Aspiring Beginnings Early Learning Centre
Supervision/Monitoring of Sleeping Children Procedure
Reference: PF29-PF38, HS9-HS1, Licensing Criteria 2008 & ECEEF

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 Tipu/Seedling area (which includes the nappy room), with the electronic monitor in the room. The sleep room teacher will carry the baby monitor when necessary.

2. If we used a hammock for a young child then a teacher will always be in the sleep room if there are any older children awake.

3. The Kaho/Saplings teachers will communicate with the Tipu/Seedlings 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 on a daily sleep record.

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 a Kaho/Sapling 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 the Senior Teacher, Team Leader or colleagues when a child remains unsettled.

8. Teachers are encouraged to swap with another teacher if a child remains unsettled. Teachers will use their professional judgment in these situations.

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 are also 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 and change if necessary.

    - Remove any loose accessories such as jewellery, belts, hair clips etc and place in basket or cubby. (*Discussion with caregivers will be required to confirm there are no cultural/religious reasons why items should not be removed.*)

    - 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. (the sleep chart is kept for a minimum of twelve months as per MOE recommendations).

    - Check child's nappy, change if necessary, dress and offer refreshment.

15. Associate teachers will use their discretion with regards to ECE students. If appropriate, students may put children to bed or supervise sleep room routines but must always be observed by a permanent AB's teacher.

Signed: _[signature]_

Role:

Date:

Head Teacher

July 2010

Next review: July 2011 _[signature]_

July 2012 _[signature]_

July 2013 _[signature: P.A Hollyer]_