SAFE SLEEP POLICY

Date adopted:	14/09/2026	Last reviewed:	14/09/2026
Review cycle:	Annual	Is this policy statutory?	No
Approval:	CEdO	Author:	Head of Early Years
Local approval*:	Headteacher	Local author*:	Deputy Head Teacher
Next Review Date of Template Policy:		01/09/2027	

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments

1. Introduction

The Good Shepherd Trust is committed to ensuring the safety, health and wellbeing of all children in its care.

It is the intention of the trust that this policy reflects our vision of “Flourishing Together” and our values of kindness, integrity and resilience.

Where children sleep within our school or Nursery provision, arrangements will be implemented in line with current safer sleep guidance and the EYFS Statutory Framework. The Trust recognises its responsibility to minimise risks associated with sleep and promote safe sleeping practices at all times.

2. Purpose

This policy aims to:

- Ensure safe sleeping arrangements for all children
- Reduce the risk of sudden infant death and sleep-related accidents
- Provide consistency across Trust settings
- Clarify staff responsibilities
- Ensure compliance with EYFS safeguarding and welfare requirements.

3. Statutory Requirements

The Trust will comply with:
- EYFS Statutory Framework (September 2026)
- Safeguarding and Welfare Requirements
- Current NHS safer sleep guidance
- Local safeguarding partnership guidance
- Health and Safety legislation

5. Principles of Safe Sleep

The Trust will ensure that:
- Every child sleeps in a safe environment
- Sleeping arrangements are individually considered
- Parents are involved in discussions regarding sleep routines
- Children's welfare remains the priority at all times
- Staff understand safer sleep guidance and procedures

6. Sleep Environment

Children will sleep in an environment that is:
- Safe, clean and well maintained
- Appropriately ventilated
- Comfortable and quiet
- Regularly monitored by staff
- Settings should follow current NHS/Lullaby Trust guidance and monitor the room temperature where appropriate.

8. Bedding and Equipment:

Staff will ensure sleep spaces are free from hazards before use:
- Sleep mats to be placed on the floor. If is very cold a cellular cotton blanket to be placed from waist down
- Sleep mats to be wiped after use.
- Bedding to be stored accessibly and all staff within setting know where they are kept.

9. Monitoring Sleeping Children

If a child presents as unwell before falling asleep First Aid Team/School Office to contact parents to collect.

Sleeping children must remain within sight or hearing of staff at all times and allocated member of staff will undertake regular checks of sleeping children (See Sleep Monitoring Record in Appendix 1).

Checks will include:
- Breathing
- Colour
- Temperature
- Position
- General wellbeing

In Nursery:

Sleep mat to be placed in 'quiet area'. Allocated member of staff to check on sleeping child and complete sleep record. Parents to be advised at the end of session.

In Reception:

Sleep mats to be placed on the floor in the shared space between classrooms. Allocated member of staff to check on sleeping child and complete sleep record. Parents to be advised the end of the day by the class teacher.

10. Sleep Records:

Where children sleep regularly within provision, records may include:

- Time sleep commenced
- Time child woke
- Times checked
- Any concerns
- Staff initials

Records will be retained in accordance with data protection requirements

11. Partnership with Parents

At Ottershaw CofE Infant & Junior Schools, including Nursery, the children are aged 3 and over, so regular 'sleep times' are not included within our general provision. If a child falls asleep in school we will share this with parents/carers at the end of the session/day. If a child falls asleep regularly in school we will work together with parents/carers regarding possible underlying health, developmental or emotional needs.

Any concerns regarding a child's sleep habits or wellbeing will be shared with parents promptly.

12. Children with Additional Needs

Additional risk assessments may be required for children with:

- Medical conditions
- Respiratory conditions
- Physical disabilities
- Complex health needs

Individual healthcare plans (IHP) would identify any special/additional requirements.

13. Staff Responsibilities

All staff must:

- Follow this policy
- Undertake required training
- Report concerns immediately
- Record sleep checks accurately
- Maintain a safe sleeping environment

Staff should challenge unsafe sleep practices and seek guidance where unsure.

14. Staff Training

The Headteacher will ensure relevant staff receive training in:

- EYFS safer sleep requirements
- Safe sleeping guidance
- Safeguarding responsibilities
- Risk assessment procedures
- Emergency response procedures
- Training records will be maintained

15. Emergency Procedures

If a sleeping child:

- Is unresponsive
- Experiences breathing difficulties
- Shows signs of illness or distress

Staff must:

1. Follow emergency procedures
2. Summon a qualified first aider
3. Contact emergency services if required
4. Inform parents immediately
5. Complete appropriate records

16. Risk Assessment

Settings providing sleep opportunities will maintain a risk assessment covering:

- Sleep environment
- Staffing
- Equipment
- Monitoring procedures
- Medical needs
- Emergency arrangements

Risk assessments will be reviewed annually and whenever circumstances change.

17. Monitoring and Quality Assurance

The Headteacher, SLT and EYFS Leader will monitor:

- Safe sleep procedures
- Staff training
- Risk assessments
- Sleep records
- Compliance with EYFS requirements

Monitoring may include:

- Learning walks
- Documentation reviews
- Staff discussions
- Internal audits

This policy must be read in conjunction with:

- EYFS Policy
- Safeguarding and Child Protection Policy
- First Aid Policy
- Health and Safety Policy
- Intimate Care Policy
- Supporting Pupils with Medical Conditions Policy

Related Documents:

EYFS Statutory Framework Sept 2026

Related Guidance Documents:

- NHS Safer Sleep Guidance
- The Lullaby Trust guidance

Safer Sleep Policy Appendix 1:

Sleep Monitoring Record

Child's Name	Time Settled	Sleep Check Times	Time Woke	Staff Initials	Notes