



John Wilkinson Primary School and Nursery Out of School Hours Provision

Statement of the procedure staff would follow in the instance of a child falling asleep whilst attending the setting.

Updated – Autumn Term 2025

STATEMENT OF INTENT

John Wilkinson nursery and out of school hours provision believes the safety and comfort of all our children to be of paramount importance. This policy covers the procedure to follow in the event of a child falling asleep whilst in our setting.

AIM

If staff are aware of a child coming into the setting who would normally sleep during the day, staff would ensure they gather relevant information from the parent/carer including what time the child would sleep; how long they would sleep for; and if they require any comforters when sleeping. This information would be acquired during home visits or pre-start visits to the setting. Information on children's development stages and sleep patterns would be offered to parents, as would signposting to their health visitor and any other specialist support should it be required or requested. We would try as far as possible to adhere to parents' wishes. For example, if their preference were that their child did not sleep during their time at John Wilkinson nursery and out of school hours provision, then every effort would be made to support those wishes.

PROCEDURE

If a child falls asleep whilst within the setting the key person (where possible) would care for the child by lifting and putting the child into the den area near to the circle area. A clean blanket would be placed over the child to ensure their comfort. The key person or another member of staff would regularly monitor the child to ensure they were comfortable, by physically checking every 5 minutes and recording this on a sleep record. The child's sleep pattern during the day would be passed onto parents on collection of their child.

Because of the nature of the premises, it would be difficult to ensure the room is silent throughout the child's sleep. However, staff would talk to the rest of the children in the room and ask them to be aware and respectful of the child, asking them to try to be quiet in their play, and avoid playing too close to the sleeping child.

Staff would ensure that the child does not get too hot or cold by adjusting the air conditioning and preventing any draughts.

When the child awakes the key person / member of staff would comfort the child if they needed it until they are fully aware of where they are. They would ensure the child was not unwell in any way and check that they were happy to resume their play.

If a child becomes overtired, then they too would be encouraged to rest in the den if needed.



John Wilkinson Primary School and Nursery / Out of School Hours Provision

Child Sleep Record

Practitioners to check on children every 5 minutes once asleep and record below. Any comments and notes should be made under the chart and all information reported to parents/carers and leaders.

DATE:

NAME	SLEEP START TIME	STAFF INITIALS	TIME CHECKED	STAFF INITIALS	TIME CHECKED	STAFF INITIALS	TIME CHECKED	STAFF INITIALS	TIME CHECKED	STAFF INITIALS	TIME CHECKED	STAFF INITIALS	WAKING TIME

COMMENTS / NOTES: