



Education (Early Childhood Services) Regulations 2008.

Licensing Criteria for Centre-based Education and Care Services 2008 (as amended May 2016):

HS9: A procedure for monitoring children's sleep is displayed and implemented and a record of children's sleep times is kept.

Documentation required:

1. A procedure for monitoring children's sleep. The procedure ensures that children;
 - Do not have access to food or liquids while in bed; and
 - Are checked for warmth, breathing, and general well-being at least every 5-10 minutes, or more frequently according to individual needs.
2. A record of the time each child attending the service sleeps and check are made by adults during that time.

HS10: Furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are arranged and spaced when in use so that:

- adults have clear access to at least one side (meaning the length, not the width);
- the area surrounding each child allows sufficient air movement to minimise the risk of spreading illness; and
- children able to sit or stand can do so safely as they wake.

HS11: If not permanently set up, furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) and bedding is hygienically stored when not in use.

Item	Procedure
1.0	Monitoring & Recording
1.1	a) Regular physical checks (warmth, breathing and general well-being) will be made by the attending whānau member or nominated person at least every 5-10 minutes. An alarm reminder should be set if there is any chance the nominated adult may forget. b) Children will not be given any fluids or foods while in a cot or other sleeping/resting place.
1.2	Details of every physical check of a sleeping child will be recorded in a book, digitally or on a form. Details will include; <ol style="list-style-type: none"> a) Name of child b) Start and finish time of sleep c) Record of checks conducted during this period (time and by who) Records to be held on site at the Centre for two years.
1.3	Procedures for monitoring sleeping tamariki will be displayed, implemented and recorded at the Centre. <i>See Sleeping Children Procedure – Sign.</i>
2.0	Sleeping Environment
2.1	Sleeping areas will be no less than 16°C with minimal fluctuations in temperature, minimised noise and appropriate lighting levels.
2.2	Whānau will be provided with options to sleep their child in a cot/bed/stretcher or mattress ('bed'). <ol style="list-style-type: none"> a) Centres will have one 'bed' for every five (or part there of) under two year old children attending on each session available for use. b) Centres will have a safe and comfortable place to sleep ('bed') available for children aged two and over to sleep or rest during a session.



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	c) Any 'beds' provided must be kept in good repair and free of hazards.
2.3	Centres will ensure that furniture or items intended for tamariki to sleep on (such as cots, beds, stretchers or mattresses) are arranged and spaced when in use so that: <ul style="list-style-type: none"> a) Adults have clear access to at least one side (length not the width). b) The area surrounding each child allows sufficient air movement to minimise the risk of spreading illness. c) Tamariki able to sit or stand can do so safely as they wake. d) These are of a size that allows children using them to lie flat and are of a design to ensure their safety.
3.0	Sleeping Surfaces
3.1	Mattresses must have a non-porous, waterproof cover that is smooth and easily cleaned and disinfected and will not present a suffocation hazard to tamariki.
3.2	<ul style="list-style-type: none"> a) Individual bedding can be provided either by the Centre or whānau . b) Bedding provided must be sufficient to keep the tamariki warm. c) All bedding will be removed between use and laundered following the Laundering Procedure. d) If bedding is to be used for the same child over the course of a week it will be labelled with the tamariki name or placed in a clean labelled bag. e) Centres need to ensure there is adequate hygienic storage for this purpose such as wall hooks for linen bags. A cupboard or area which tamariki cannot access is useful. Ensure that storage <ul style="list-style-type: none"> i. does not create hazards to tamariki but is easily accessible to adults. ii. is not in the toilet or nappy changing area.
3.3	If not permanently set up, furniture or items intended for children to sleep on and bedding is hygienically stored when not in use.
4.0	OTHER SLEEP AREAS
	<p>Due to the ECE regulations and the risk of young tamariki suffering harm or death, whānau are <u>not permitted</u> to sleep their infants:</p> <ul style="list-style-type: none"> a) in car capsules; or b) on uneven sleeping surfaces. <p>Please note this is not an exhaustive list of places infants cannot sleep at Playcentre</p>

GUIDELINES

1. There may be instances where whānau make the choice not to use the provided sleeping space when they are present with their tamariki. When whānau choose to use a sling or baby carrier:
 - tamariki may only sleep in slings worn or carriers attached to their whānau member or delegate
 - slings and baby carriers must comply to specified requirements
 - manufacturer's instructions must be complied with



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- tamariki must be positioned in a way that allows for the child's face to be visible, chin up, nose and mouth free, spine is straight
 - whānau wearing slings must remain available to supervise other tamariki, where their presence is part of the adult ratio.
 - Sleep monitoring and recording still apply when these alternative sleep places are selected
2. In an emergency, tamariki are to be woken and taken to the emergency evacuation/meeting place.

The following guidelines are a reference from Licensing Criteria for Centre-based Education and Care Services 2008 (as amended May 2016)

3. The space between sleep furniture/items needs to allow adults to:
- a) easily check on tamariki,
 - b) ensure they are not too hot or cold,
 - c) check their breathing
 - d) move between them quickly in an emergency.
 - e) allow space within the sleep room for door opening and adult supervision (e.g. an armchair for an adult).
4. If multi-level cots are used:
Centres must ensure that tamariki who sit or stand when they wake have room to do so. Tamariki who can pull themselves to a standing position should not be placed in the top cot for safety reasons.
- a) Centres should consider the age of the tamariki attending the Centre and ensure there are sufficient low-level cots for them to move into as they grow.
 - b) Further information around multi-level cots is given in [PF29 Design of Sleep Provisions](#).
5. Furniture, such as cots, beds, stretchers or mattresses and bedding used periodically needs to be hygienically stored when not in use in order to prevent cross-infection.
6. Spraying and wiping cots, beds and mattresses with a suitable cleaning agent is needed before storage.
7. Linen must be removed from the mattresses and not stacked in between mattresses.

RESOURCES

Sleeping Children Procedure - Sign
Sleeping Children Checks – Record Form

REFERENCES

Playcentre Aotearoa's Health and Safety Policy
Laundering Procedure
Licensing Criteria for Centre-based Education and Care Services 2008 HS1, HS2, HS9, HS10, HS11, HS24, PF12, PF29-32, PF35-36.
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