Rest and Sleep Policy and Procedure

Ysgol Y Foel Out of School Club | November 2026

Purpose and scope

This policy applies to all staff, volunteers, students, agency and sessional workers and anyone working on behalf of Ysgol Y Foel Out of School Club. Our term-time provision cares for children aged 2–11. Children may rest or sleep whenever they need to, in a safe, supportive environment. Their welfare, dignity and individual preferences are paramount.

Rest areas and equipment

A quiet, supervised area or partitioned space will be available for rest, quiet play and sleep. Mrs Napper, Person in Charge, will ensure that the area and equipment are suitable and risk assessed before use.

- Provide age-appropriate, clean, firm, flat sleeping equipment and individual clean bedding. Keep sleeping areas ventilated, comfortably warm and free of hazards, cords and obstructed exits.
- Soft cushions, blankets and toys may be used for supervised quiet play or comfort where safe; keep the child's face and airway clear during sleep. Do not use unsuitable seating or equipment as a sleeping surface.
- Clean sleep equipment after use and launder bedding when soiled and between children. Follow the Health and Hygiene Policy.

Comforters and parental wishes

Parents may provide a familiar dummy or comfort item from home. Dummies must be individually identified and stored in a clean container; do not attach cords or clips during sleep. The club does not introduce dummies to children who do not already use them. Staff agree individual sleep routines with parents and respect preferences where consistent with safety and welfare.

Toddlers, preschool and school-age children

Children aged two and three may be offered a nap after lunch or at other times when tired. Familiar staff will help them settle. If a child does not fall asleep within around 20 minutes, offer quiet play or another activity; no child is forced to sleep. Where agreed with parents, a sleep nappy may be used in accordance with the intimate care policy. Preschool and older children may rest, read or sleep when needed in the designated area.

Supervision and sleep checks

Mrs Napper will allocate a named member of staff to supervise sleeping children and ensure adequate staffing and ratios for the whole provision. Staff must maintain effective supervision, with direct visual checks; being within earshot alone is not sufficient.

- As a proposed setting procedure, carry out and record physical visual checks at least every 10 minutes, or more frequently according to the child's individual risk assessment or healthcare plan. Maintain continuous effective supervision between checks.
- Check breathing, colour, position, comfort and signs of overheating or distress. Keep the face uncovered and airway clear. Never rely solely on an audio or video monitor.
- If a child is unusually difficult to wake, has abnormal breathing or appears seriously unwell, immediately summon first aid assistance and call 999 where indicated. Follow the Accident and First Aid and Medication policies; inform parents and record the incident.
- Maintain safe evacuation arrangements for sleeping children and children who need mobility or other assistance.

Sleep records and communication

For each sleep episode, record the child's name, sleep start and finish times, each check time, observations, staff initials and any action taken. Inform parents of the duration of sleep and any concerns at collection. Store records securely in accordance with the Privacy and Confidentiality Policy.

Individual needs, training and review

Agree adjustments and individual care plans with parents and relevant professionals where needed, including for children with additional learning needs or medical conditions. Staff receive induction and instruction in safe sleep, supervision, infection control and emergency response. The Person in Charge monitors practice and records; the committee retains oversight and reviews the policy annually or following changes or incidents.

Regulatory references

Welsh Government National Minimum Standards for Regulated Childcare (June 2026, updated October 2026): Standard 22 (Environment), including 22.9 (DC), and Standard 24 (Safety), including 24.5.

www.gov.wales/national-minimum-standards-regulated-childcare

The Lullaby Trust: www.lullabytrust.org.uk (safer sleep guidance, where age appropriate).

Policy approval record

Previous approval / version	6 July 2026
Date revised	24 November 2026
Name / position	Mrs Napper – Person in Charge
Approval authority	Out of School Club Committee (delegated authority)
Date approved	_____
Signature on behalf of provider	_____
Next scheduled review	July 2027