The Croft Preparatory School

Little Crofters Sleep Policy

Policy Reviewed (AW)	02 October 2026
Peer Review Completed	6 November 2026
Ratified by SLT	18 November 2026
Next Review	November 2027

The legal responsibility for ensuring that the Croft Preparatory School adheres to all relevant statutory regulations, as issued by the DfE, lies with the Proprietors. At their discretion, the Proprietors may delegate the monitoring of the efficacy with which the school discharges its statutory duties to the Board and the Governing Committee.

Notwithstanding the above delegation, the Proprietors retains ultimate responsibility for how the statutory functions are executed.

Purpose:

To ensure all children sleep safely and comfortably, with individual needs met, while supporting EYFS welfare requirements and best practice in early years care.

Safe Sleep Environment

- Children will sleep in a designated sleep room using clean pull-out mattresses.
- Bedding is individual to each child and washed weekly or as needed.
- A baby monitor will be in use at all times.
- Staff will check children every 10 minutes and record this on the Sleep Chart.
- A staff member is not required to stay in the room, but must be within sight and hearing range of the sleeping child(ren) and perform in person visual checks regularly.
- Lighting is kept low to encourage restful sleep, and the room is well-ventilated. We aim to keep the sleep room 16-20˚C.

Comforters, Dummies & Individual Needs

- Children may bring comforters, teddies, or dummies from home to support emotional comfort.
- Children are allowed to sleep in positions they choose (back, side, etc.), provided there are no medical concerns, and they are able to reposition themselves.
- Parents are asked to share sleep routines, preferred sleep times, and comfort items with staff.
- Children's individual sleep needs, such as wearing a nappy or sleeping with a dummy, are respected and recorded.

Sleep Checks

- Every child is checked visually every 10 minutes while sleeping.

- Staff will monitor:
    - Position and comfort
    - Breathing
    - Temperature (touch check if needed)
- All checks are logged using the Sleep Chart with initials and time.

Fire Alarm

In the event of the Fire Alarm being sounded, we will follow the procedure below as directed by our Health & Safety Manager:

- Adults must wake sleeping children.
- Put shoes on waking children so they can walk out of the building.
- Additional staff from the main school will help Butterflies staff walk the children to the fire evacuation point.

Severe Incident & Lockdown

In event that the Lockdown alarm is sounded, in the line with the Severe Incident and Lockdown Policy, sleeping pupils will remain in the (blackout) sleep room with a member of staff.