



Sleep & Comfort Routines Policy

Policy Statement

Woodlands recognises the importance of sleep and emotional comfort for babies and young children. We are committed to providing a calm, safe, and nurturing environment where children's individual sleep and comfort needs are respected and met.

Purpose

To ensure that all children are supported to rest and sleep according to their individual routines, promoting wellbeing, emotional security, and development.

Procedures

Individual Sleep Routines

- Each child's sleep routine is discussed and agreed with parents.
- Information recorded includes:
 - Sleep times
 - Duration
 - Comfort methods
- Staff follow individual routines rather than a fixed schedule.
- Routines are reviewed regularly with parents.

Comfort and Emotional Support

- Staff respond promptly and sensitively to children's needs.
- Babies are comforted using appropriate methods such as:
 - Gentle reassurance
 - Holding or rocking (where appropriate)
 - Soft voice interaction
- Children are not left to cry for prolonged periods.
- Comfort items (e.g. blankets, dummies) are used where agreed and safe.

Settling to Sleep

- A calm and consistent approach is used to settle children.
- Sleep environments are quiet, soothing, and appropriately lit.
- Staff remain attentive and responsive throughout the settling process.

Sleep Environment

- Children sleep in a safe, clean, and comfortable environment.
- Sleep areas are regularly checked and maintained.
- Bedding is clean and appropriate for the child's age and needs.

(This policy works alongside the Safe Sleep Policy.)

Supervision

- Sleeping children are monitored regularly and remain within sight and/or hearing of staff at all times.
- Staff are deployed effectively to ensure continuous supervision.
- Sleep checks are recorded in line with setting procedures.

Transitions and Changes in Routine

- Changes to sleep routines are managed gradually and in partnership with parents.
- Staff support children through transitions (e.g. reducing naps, moving rooms).
- Children's cues are observed and respected.

Health & Wellbeing

- Children who are unwell or unsettled may require additional comfort and monitoring.
- Any concerns about a child's sleep patterns are discussed with parents.
- Staff remain alert to signs of distress, discomfort, or illness.

Staff Responsibilities

- All staff must follow agreed routines consistently.
- Staff must be attentive, calm, and responsive at all times.
- Mobile phone use is strictly prohibited in sleep areas.
- Any concerns regarding a child's wellbeing must be reported immediately.

Parent Partnership

- Parents provide information about their child's sleep routine.
- Daily feedback is given, including:
 - Sleep times
 - Duration
 - Settling behaviour
- Any changes or concerns are discussed promptly.