



Overleigh St Mary's CE Primary School

Sleep (Rest) Policy

Date policy last reviewed: July 2026

Signed by:

Headteacher

13/07/2026

Date:

13/07/2026

Chair of governors

Date:

Purpose

This policy sets out Overleigh St Mary's approach to providing safe rest/sleep opportunities for pupils (particularly Nursery, Reception, Inclusion Base and other pupils where sleep during the school day is required). It reflects our duty to keep pupils safe and to follow best practice for sleeping children.

Scope

Applies to all staff, volunteers and governors involved in the care and supervision of pupils who may sleep or rest on the school premises.

Principles

- Children who sleep at school will be kept safe, comfortable and warm, and their dignity respected.
- Sleeping arrangements will be agreed with parents/carers in advance if possible and recorded.
- The designated sleeping space will be maintained to reduce risk (no loose bedding, toys or obstacles).
- Any sleep is recorded and parents/carers informed.
- Staff will remain able to see and hear the sleeping child at all times and will carry out frequent checks.

Procedures

- Parents will be informed on the same day if their child has slept at school and provided with details from the sleep record at collection (see Recording below).

Designated sleeping area

- Sleep mats will be provided in a quiet, well-ventilated area designated for resting/sleeping.
- The designated space will be kept free of obstacles, loose bedding, pillows, soft toys, cot bumpers, unsecured items or anything a child could pull over themselves.
- Mats will be low to the floor and spaced so staff can access both sides of each child easily.
- Room temperature will be maintained at a comfortable level and monitored regularly.

Safe sleep environment and equipment

- Only school-provided sleep mats are used. Cushions, beanbags or other soft items are not to be used for sleeping unless risk-assessed and agreed with parents.
- Sleeping children must not be left alone in rooms where staff cannot see or hear them.

Supervision and checks

- A member of staff will keep the sleeping pupil within sight and hearing at all times.
- Frequency of documented checks 15 minutes (or more frequently if the child is poorly).
- Checks will include: visual breathing check, position, skin colour/temperature and any signs of distress. Staff will intervene promptly if concerned.

Recording sleep

- All sleeps will be recorded on the school's Sleep Log including: pupil name, date, start and end times, initial position on lying down and any change, times and initials for each check, staff member supervising, any incidents or concerns, and time/means of parent notification.
- Records will be retained in the Reception, Inclusion Base and Nursery Classrooms and made available to parents on request.

Health, medication and medical needs

- Any pupil with a known medical condition that may affect sleep (e.g. epilepsy, breathing difficulties, sleep apnoea) will have an individual health care plan and risk assessment that sets out additional supervision, medication and emergency arrangements.
- If medication is required during sleep periods, this will follow the school's supporting pupils with medical conditions procedures and be recorded.

Infection control and laundry

- Mats and any sleep linen will be cleaned and stored in line with infection-control procedures. Mats will be wiped down between uses .

Incidents and emergencies

- If a staff member is concerned about a sleeping child (poor colour, difficulty breathing, unresponsive), staff will act immediately: attempt to rouse and assess, call for first-aider, and call emergency services (999) if required.
- All incidents will be recorded on the school's incident/accident forms and parents informed promptly. Safeguarding procedures will be followed where appropriate.

Staffing, training and ratios

- Staff supervising sleeping pupils will be a Pediatric first aider.
- Decisions about appropriate staffing levels for sleep periods will be made via a dynamic risk assessment and in line with statutory requirements for the relevant age group.

Risk assessment and review

- Individual risk assessments will be completed for pupils with additional needs.
- This policy and sleep risk assessments will be reviewed annually or sooner if practice or guidance changes.

Responsibility

- Headteacher: overall responsibility for implementation and review of this policy.
- EYFS leads: ensures individual plans and risk assessments are in place.
- All staff: follow this policy and report concerns to the designated lead.

Compliance

This policy should be read alongside Overleigh St Mary's safeguarding policy, health & safety policy and our procedures for supporting pupils with medical conditions.

Review

This policy will be reviewed annually by the leadership team and governors (or sooner if there are changes in statutory guidance or local circumstances).

Sources

- Early Years Foundation Stage statutory framework (Section 3: Safeguarding and welfare requirements Updates Safer Sleep — April 2026, to be in place in settings September 2026).

July 2026

Overleigh St Mary's CE Primary School — Parent information: Sleep / Rest during the school day

At Overleigh St Mary's we recognise some pupils in Nursery, Reception or the Inclusion Base may need a short rest or sleep during the school day. Our aim is to keep pupils safe, comfortable and well looked-after while they rest.

What we will provide

- A quiet, designated rest area with school sleep mats
- Staff who can see and hear your child at all times while they are sleeping, with frequent checks.
- Records about any sleep kept in your child's file and shared with you.

What you need to do (parent/carer)

- Tell us about any medical conditions, medication or specific sleep requirements so we can complete an individual health care plan or risk assessment if needed.
- Expect staff to contact you on the same day if your child has slept at school and to give you a copy of the sleep record on request.

How we keep pupils safe while sleeping

- The designated space is kept free from obstacles, loose bedding, toys or anything a child could pull over themselves.
- Sleep mats are low to the floor and spaced so staff can access each side of the pupil.
- Staff carry out frequent, recorded checks (frequency determined by age and individual risk, and detailed in our sleep records).
- If a pupil has a known medical condition affecting sleep, we use an individual plan and increased supervision.
- Any concerns or emergencies are acted on immediately; parents and emergency services will be contacted if required.

Recording and confidentiality

- We keep a Sleep Log for every sleep episode (date, start/end times, checks, staff initials, observations). Records are stored securely and shared with parents. They form part of the pupil's confidential file.

If something happens

- If staff are concerned about a sleeping pupil (difficulties breathing, unresponsiveness, unusual colour), we will attempt to rouse the pupil, follow first-aid procedures, call emergency services if needed and inform you straight away. We will also record the incident and follow safeguarding procedures where appropriate.

Questions or concerns

Contact: EYFS Leads: Sheila Edwards Rebecca Evans via the school office. We will be happy to discuss your child's needs and provide a copy of the Sleep Log or individual risk assessment on request.

Sources / Legal basis

- Early Years Foundation Stage: safeguarding & welfare requirements (Safer Sleep requirements, sleep checks, safe bedding, designated baby rooms) — Published April 2026, implemented September 2026.
- Keeping Children Safe in Education — record-keeping requirements — 2026.



Sleep Log template (use for recording each rest/sleep episode)

Pupil name:

Class / Group:

Date:



Start time (when laid down):

End time (when woke/collected):

Usual sleep position noted on arrival:

Any medical needs / medication administered: (detail and time)

Checks (record each check with time, staff initials & brief observation)

- Check 1 — time: **initials:** observation: ____
- Check 2 — time: **initials:** observation: ____
- Check 3 — time: **initials:** observation: ____

(Continue as required — include minimum frequency per individual risk assessment)

Incident / concern recorded? (Y/N) — details:

Parent/carers notified? (same day) Y/N — time/method (phone/face-to-face/email):

Record completed by (name & role):

Date/time record completed:

Stored in pupil file on cpoms : Y/N / Copy given to parent: Y/N