



Hey with Zion Primary School – Safe Sleep Protocol

Purpose

Sleep is not a typical part of the EYFS provision at Hey with Zion Primary School. The children currently accessing our EYFS provision are aged three and above and, in general, do not require a routine daytime sleep.

However, we recognise that a child may occasionally become tired and fall asleep during the school day. This protocol sets out the arrangements that will be followed to ensure that, should this happen, the child is cared for safely and in accordance with the EYFS Statutory Framework (effective from 1 September 2026).

Where a child has an identified or regular need for daytime sleep, this will be discussed with parents/carers and, where appropriate, considered as part of the child's individual needs and provision.

Where will sleep take place?

As sleep is not a routine part of our provision, Hey with Zion does not have a dedicated sleep room.

If a child unexpectedly falls asleep, staff will move the child, where practicable, to a designated quiet area within the EYFS classroom, away from busy activity and potential hazards. The EYFS lead will identify a 'EYFS Quiet / Sleep Area' at the start of the year that all staff are aware of. For 2026-27, the area will be the reading area within Oak Classroom.

The area must be:

- within the EYFS classroom or another appropriate supervised area;
- quiet and away from the main flow of activity;
- free from hazards and objects that could obstruct the child's breathing;
- within the sight and hearing of staff at all times.

When a child is actually sleeping, remove the cushions, soft toys and other soft furnishings from around the child in the area and use a designated firm, flat sleep mat/mattress.

Equipment

A suitable firm, flat, clean and waterproof sleep mat is available for use if a child unexpectedly falls asleep and is located behind the storage unit in Oak Classroom.



For children over 12 months, the DfE guidance states that a separate sleep space may be a cot, bed or suitable mattress on the floor, provided the surface is clear, flat and firm.

The mat used must be an early-years sleep mat. The following must not be used:

- a yoga mat;
- a thin exercise mat;
- a beanbag;
- a cushioned play mat;
- a soft foam cushion.

Bedding

A lightweight blanket may be provided where appropriate. Pillows, duvets, cushions and other unnecessary soft items will not be placed within the child's sleep space.

If a child requires a covering, Hey with Zion will use clean, lightweight bedding appropriate to the child and room temperature.

Bedding will:

- be clean and in good condition;
- be washed regularly and whenever soiled;
- be stored clean and dry;
- not cover the child's head or face;
- not be excessive or likely to cause overheating.

Supervision

A child who falls asleep will always remain within the sight and hearing of EYFS staff.

Staff will:

- check the child regularly while they are sleeping;
- ensure the child remains in a safe position and on the designated sleep surface;
- check that the child is not too hot or cold;
- ensure that the child's face and head remain uncovered;
- remain alert to any changes in the child's condition.

Unexpected Sleep

If a child unexpectedly falls asleep during the school day:

1. The child will be allowed to settle rather than being unnecessarily disturbed.



2. Staff will assess whether the child can be safely moved to the EYFS Quiet/Sleep Area.
3. The child will be placed on the designated firm, flat sleep mat/mattress.
4. Cushions, soft toys and other unnecessary items will be removed from the immediate sleep area.
5. The child will remain within the sight and hearing of EYFS staff.
6. Staff will check the child regularly while asleep.
7. Parents/carers will be informed, particularly if the sleep is unusual, prolonged or appears to indicate that the child may be unwell or unusually tired.
8. If there is a concern about the child's health or wellbeing, the school's normal first-aid, medical and safeguarding procedures will be followed.

Where a child regularly requires a daytime sleep, this will be discussed with parents/carers so that the child's individual needs can be understood and appropriate arrangements agreed.

Sleep Record

If a child falls asleep, the sleep record which is stored with the sleep mat, must be completed with the following information:

- Child's name
- Date
- Time child fell asleep
- Time child woke
- Where child slept
- Staff member supervising
- Checks made
- Any concerns noted
- Parent/carer informed
- Additional action taken, if required

(See Appendix 1)

Communication with Parents/Carers

Parents/carers will be informed where their child has slept during the school day.

For an unexpected or brief sleep, this may be communicated through the school's usual communication arrangements, such as ClassDojo, and/or verbally at collection, depending on the circumstances.

Where a child:

- sleeps for a prolonged period;



- regularly falls asleep during the school day;
- appears unusually tired;
- appears unwell; or
- requires additional support around sleep, staff will speak directly with parents/carers and consider whether further information, advice or support is required.

Cleaning and Hygiene

The sleep mat/mattress will be:

- cleaned in accordance with the manufacturer's instructions;
- cleaned immediately if visibly soiled;
- covered with a clean, washable waterproof cover where appropriate;
- checked regularly to ensure it remains clean, intact and suitable for use;
- stored appropriately when not in use.

Any blanket used by a child will be removed after use and washed. Bedding will not be shared between children without being washed.

Individual Needs

Where a child has an identified medical, developmental, sensory or other need that affects their sleep, Hey with Zion will work with parents/carers and relevant professionals where appropriate to understand the child's needs and agree suitable arrangements.

Any individual sleep arrangements will be informed by relevant medical or professional advice and reflected in the child's individual risk assessment or support plan where required.

Concerns or Safeguarding Issues

Any concern about a child's health, welfare, sleeping arrangements or response to sleep will be discussed with the EYFS Lead and/or DSL, as appropriate.

Where a concern relates to:

- a child's health or wellbeing, appropriate first-aid/medical procedures will be followed;
- an individual child's needs, this will be discussed with parents/carers and relevant professionals where appropriate;
- safeguarding, the school's Child Protection and Safeguarding Policy and local safeguarding procedures will be followed;
- the suitability or safety of the environment or equipment, the equipment will be removed from use until the concern has been addressed.



Any serious safeguarding concern will be reported immediately to the DSL.

Staff Responsibilities

All EYFS staff will:

- be familiar with this Safe Sleep Protocol;
- understand the school's arrangements for unexpected sleep;
- ensure children remain within sight and hearing while sleeping;
- use only the designated sleep surface;
- remove unnecessary soft items from the sleep space;
- monitor the child's comfort and wellbeing;
- record sleep where required;
- communicate appropriately with parents/carers; and
- report any concerns promptly.

Staff will also familiarise themselves with current NHS safer-sleep advice, as required by the EYFS Statutory Framework.

Review

This protocol will be reviewed regularly and whenever there are significant changes to statutory guidance, the EYFS provision, equipment or the needs of children attending the setting.



Appendix 1 – Sleep Record



**Hey with Zion
Primary School**



Sleep Record

A safe, calm and caring place to rest



Child's name:			
Date:			
Time child fell asleep:		Time child woke:	
Where child slept (e.g. room/area):			
Staff member supervising:			
Observations (e.g. position, breathing, temperature, appeared comfortable):			
Checks made during sleep (include times if appropriate):			
Any concerns noted:			
Parent/carer informed (who and how):			
Additional action taken (if required):			

Appendix Two – Sleep Protocol for Display



Hey with Zion Primary School

Hey with Zion Safe Sleep Protocol

A calm, safe and caring place to rest



Rest
Recharge
Ready to learn

zzz



Sleep is not a typical part of our EYFS provision. However, we recognise that a child may occasionally become tired and fall asleep during the school day. This protocol sets out how we ensure children are kept safe, comfortable and well cared for, in line with the EYFS Statutory Framework (2026).

Where?

- Children who fall asleep are cared for in our designated Sleep Area within the EYFS classroom.
- A quiet, calm space away from busy activity and potential hazards.
- Always within the sight and hearing of EYFS staff.
- Cushions, soft toys and unnecessary items are removed when a child is sleeping.

Equipment

- We use a suitable, firm, flat and waterproof sleep mat for children aged 12 months and above.
- The mat is clean, in good condition and stored hygienically when not in use.
- A lightweight blanket may be provided if needed.



Example of a suitable sleep mat (firm, flat, waterproof and wipe-clean)

Bedding

- Only a lightweight blanket is used if required.
- Pillows, duvets, cushions and other soft items are not used.
- Bedding is clean, in good condition and stored safely.
- Blankets are washed after each use and immediately if soiled.



Supervision

- Children are always within the sight and hearing of EYFS staff.
- Staff check the child regularly while they are sleeping.
- We ensure the child is comfortable, not too hot or cold, and their face and head remain uncovered.

If a child falls asleep unexpectedly

- 1 Allow the child to settle.
- 2 Move them (where practicable) to the designated Sleep Area.
- 3 Place them on the sleep mat.
- 4 Remove cushions and soft items.
- 5 Supervise and check regularly.
- 6 Record the sleep (see Sleep Record).
- 7 Inform parents/carers.

Sleep Record

A sleep record is completed each time a child sleeps. This includes:

- date and times
- where the child slept
- observations (e.g. breathing, position, temperature, appeared comfortable)
- checks made
- any concerns
- parent/carer informed
- additional action taken (if required).

Communication with Parents/Carers

- Parents/carers are informed if their child has slept during the school day.
- This may be via Sensesaw and/or verbally at collection, depending on the circumstances.
- If a child regularly falls asleep, or if we have any concerns (e.g. appears unwell or unusually tired), we will speak directly with parents/carers to discuss their individual needs.

Cleaning and Hygiene

- The sleep mat is cleaned in accordance with the manufacturer's instructions.
- Cleaned immediately if soiled.
- A washable cover is used where appropriate.
- Bedding is washed after each use.
- The mat and bedding are stored clean and dry when not in use.

Concerns

If we have any concerns about a child's health, wellbeing or sleeping arrangements, we will:

- speak to parents/carers
- seek advice from relevant professionals where appropriate
- follow first-aid or medical procedures
- follow the school's safeguarding procedures and inform the DSL, if required.



Believe • Achieve • Shine 



A nurturing start for a brighter tomorrow