



Sleeping Children Arrival Policy

Policy Statement

The safety, wellbeing, and dignity of all children are paramount within Pippins Pre-school and Nursery. To ensure safe handover procedures, effective safeguarding practices, and accurate assessment of children's wellbeing on arrival, staff will not accept responsibility for children who are asleep during drop-off.

Parents and carers are required to wake their child before handover to a member of staff. Responsibility for the child remains with the parent or carer until a successful handover has taken place and the child is awake and has been received by a member of staff.

Rationale

This policy is in place to:

- Ensure staff can complete a meaningful handover with parents and carers.
- Enable staff to assess the child's wellbeing, health, and emotional state upon arrival.
- Reduce risks associated with carrying and transferring sleeping children.
- Support safe sleep practices within the setting.
- Promote children's emotional security through a conscious and positive transition from home to the setting.
- Ensure safeguarding responsibilities are met from the point of handover.

Procedure

1. Parents and carers should wake their child before entering the setting or before the handover takes place.
2. Staff will greet the child and parent or carer and obtain any relevant information regarding the child's wellbeing, sleep, medication, food intake, or any other significant information.

3. Once the child is awake, responsibility for the child will transfer from the parent or carer to the setting through a verbal handover with a member of staff.
4. If a child remains tired on arrival, staff will support them to settle and, where appropriate, follow the setting's sleep and rest procedures.
5. In exceptional circumstances, the manager or designated person may make an individual risk-assessed decision regarding a sleeping child, taking into account the child's age, needs, staffing levels, and health and safety considerations.

Parent and Carer Responsibilities

Parents and carers are expected to:

- Allow sufficient time for arrival and transition into the setting.
- Wake their child prior to handover.
- Inform staff of any unusual sleep patterns, illnesses, medication, accidents, or concerns.
- Remain responsible for their child until a member of staff has accepted the handover.

Staff Responsibilities

Staff will:

- Apply this policy consistently and respectfully.
- Communicate the policy clearly to all families during registration and induction.
- Carry out an arrival wellbeing check for every child.
- Support children who may be upset or tired following waking.
- Record and report any concerns regarding a child's health, wellbeing, or presentation on arrival.

Equality and Inclusion

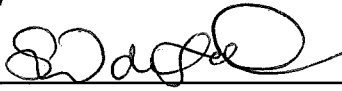
The setting recognises that some children may have individual medical, developmental, or additional needs. Reasonable adjustments will be considered on a case-by-case basis following discussion with parents, carers, relevant professionals, and the setting manager.

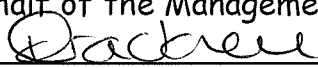
Monitoring and Review

This policy will be reviewed annually or sooner if changes occur in legislation, guidance, or operational practice.

Policy adopted on: 9th July 2026

Review date: 9th July 2027

Manager signature: 

Signed on behalf of the Management Trustee
Directors: 

Name: Kathy Crocker

Role of Signatory: _____ Chair

Date: 10/7/26