



## Sleep and rest for children procedure

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p><b>NQS: 2.1</b></p> <p><b>Regulations: 84A, 84B, 84C</b></p>	<p><a href="#">Leading and operating department preschool guidelines</a></p>	<p><a href="#">ACECQA – sleep and rest practices</a></p> <p>ACECQA’s policy and procedures guidelines – <a href="#">Sleep and rest for children [PDF 254 KB]</a></p> <p><a href="#">Sleep and rest for children - Procedure guidelines for early childhood education and care services [PDF 682 KB]</a></p> <p><a href="#">Regulatory guidance: Children’s safe sleep and rest [PDF 1,400 KB]</a></p> <p><a href="#">RedNose</a></p>

## Responsibilities

<p><b>School principal</b></p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> </ul>
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	<ul style="list-style-type: none"> <li>• all staff involved in the preschool are familiar with and implement this procedure</li> <li>• all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<b>Preschool supervisor</b>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<b>Preschool teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>

## Procedure

<b>Introduction</b>	<p>Our approach to supporting and promoting children's health and physical activity, including safe sleep, is informed by current recognised guidelines and up-to-date information.</p> <p>Children enrolled at Sefton Infants Preschool are aged between 3 and 5 and they don't generally require or request a day-time sleep. No child is ever forced to lie down or sleep at Sefton Infants Preschool.</p>
<b>Risk assessment and management plan</b>	<ul style="list-style-type: none"> <li>• A site-specific risk assessment and management plan for sleep and rest are conducted at least every 12 months or as needed when circumstances change that may affect the safety, health or wellbeing of children during sleep and rest periods.</li> <li>• These procedures should be read and understood in conjunction with the Sefton Infants Preschool Sleep and Rest Risk Management Plan, which is available in the preschool office in the Risk Management Plan folder.</li> </ul>

<p><b>Communication of sleeping/rest needs</b></p>	<ul style="list-style-type: none"> <li>• Information from families about their child’s sleep and rest routines is collected during the preschool orientation process. An individual interview with the families is conducted in the fortnight before the start of preschool to document individual sleep needs. These sleep and rest needs are carried out at the service where possible and safe to do so, in line with current safe sleep practices recommended by Red Nose Australia.</li> <li>• Parents/carers can communicate a change in their child’s sleep or rest needs on arrival at preschool. For example, a parent may let staff know that their child had disrupted sleep and so they may need a sleep that day.</li> <li>• Children’s individual sleep and rest needs are communicated with all staff, including any change in their needs on a class list as well as a staff communication book when new information is provided.</li> <li>• If a child sleeps during the day, the timeframe and duration of their sleep is recorded on prepared template and distributed to the parent when the child is collected from preschool.</li> <li>• Information on sleep and rest procedures is provided verbally and in written form during the induction of new staff during their induction, including the practice that no child is ever be forced to lie down or sleep.</li> </ul>
<p><b>Supervision and safety</b></p>	<ul style="list-style-type: none"> <li>• Educators, staff and management have a shared duty of care to ensure all children are provided with a high level of safety when sleeping and resting.</li> <li>• Children sleeping and resting will always be adequately supervised to ensure each child’s safety and wellbeing. We follow Red Nose Australia’s safe sleeping practices including that sleeping children to be always within sight and hearing. Educators need to be able to visually check the child’s sleeping position, breathing, the colour of the child’s lips and skin, body temperature, head position, airway and the child’s head and face, ensuring they remain uncovered.</li> <li>• Only staff registered on the “Record of staff working directly with the preschool children” are to supervise children who are sleeping or resting.</li> <li>• Required staff: children ratio (1:10) maintained at all times.</li> <li>• Staff to communicate to preschool teacher if child has requested sleep/rest. Preschool teacher to assign SLSO to constantly monitor sleep area so that all children sleeping/resting can be seen and heard at all times.</li> <li>• If supervision of other children not sleeping/resting is compromised, preschool teacher to move current play boundaries to enable adequate adult supervision of all. If required, preschool teacher contacts principal immediately to organise additional staff for all preschool supervision requirements.</li> <li>• A higher-level of supervision and constant monitoring is provided when a sleeping child has: <ul style="list-style-type: none"> <li>— a cold</li> <li>— respiratory or chronic lung disorder</li> <li>— a specific health care need</li> <li>— a high temperature</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>– vomited</li> <li>– minor trauma to their head</li> <li>– taken medication</li> <li>– recently received a vaccine</li> <li>– a history of sleeping issues.</li> </ul> <ul style="list-style-type: none"> <li>• Before a child requests a sleep or rest, educators need to check the child is not wearing any choking hazards. For example, jumper hoods, cords or ties, scarves, necklaces are removed and placed in the child’s bag before the sleep/rest.</li> <li>• Children are encouraged to sleep on their backs before they fall asleep and then turn to a comfortable position once asleep.</li> <li>• As part of the constant monitoring of children sleeping or resting, educators need to ensure sleeping children’s faces are not covered by clothing or linen.</li> </ul>
<p><b>Environment</b></p>	<ul style="list-style-type: none"> <li>• Comfortable, quiet areas are provided, both inside and outside and that a child can retreat to these at any time of the day to rest. When requested or required, the mobile stretchers (located in the preschool storage area for large equipment) are collected and set up in the book area.</li> <li>• Quiet rest areas in the preschool include the indoor reading cubby house and the outdoor cubby areas.</li> <li>• All sleep and rest areas are kept clean and free from hazards that may pose a choking risk, including toys that could be rolled onto and window dressings.</li> <li>• Natural lighting, adequate ventilation with open windows (or mechanical ventilation with air conditioning during intense heat or periods of poor outdoor air quality) and a comfortable temperature are maintained in indoor sleep and rest areas. Staff to check suitable temperature of sleep rest area and children throughout sleep/rest period to ensure safe environment and personal temperature levels.</li> <li>• Natural window lighting to be maintained to ensure adequate supervision visibility.</li> <li>• Daily safety check of preschool environment.</li> </ul>
<p><b>Equipment</b></p>	<ul style="list-style-type: none"> <li>• If children request or require a sleep or lie down, a thin vinyl covered stretcher (located in the preschool storage area for large equipment) is provided and set up in the indoor book area.</li> <li>• The stretchers are spaced apart and need to be placed away from any potential hazards such as any curtains/blinds, strings, cords, soft toys, other furniture.</li> <li>• The stretchers are cleaned after each use by wiping down with water and detergent.</li> <li>• If a child requires or uses a pillow or linen as part of their sleep or rest routine, these are provided and maintained by individual families. The bedding linen needs to be washed by family each week.</li> </ul>
<p><b>Quiet or rest time</b></p>	

	<ul style="list-style-type: none"> <li>Sefton Infants Preschool does not include a dedicated quiet or rest period in the daily timetable. However, there is flexibility in the daily routine to cater for children's changing sleep, rest and/or relaxation needs.</li> </ul>
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### Record of procedure's review

<b>Date of review</b>	26 September 2023
<b>Who was involved</b>	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
<b>Key changes made and reason why</b>	<ul style="list-style-type: none"> <li>- Addition of more specific information on sleep/rest environments and sleep and rest risk management plan in accordance with NQF October 2023 legislative requirements.</li> <li>- Reference and addition of Red Nose guidelines and links.</li> </ul>
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: 9 October 2023</p> <p>Staff: 9 October 2023</p> <p>Parents: 9 October 2023</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>