

# Sleep and Rest Procedure

## Avoca Beach preschool

### Background

### Procedure statement

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Having a clear and concise policy and procedure ensures the educators know exactly what is expected of them. The sleep and rest procedure aims to guide best practice for children being educated and cared for by the service. All children who are cared for by the service should be supervised and protected from harm at all times including sleep and rest times.

### Responsibilities

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#### Approved Provider

- Have induction training for all educators to ensure they understand safe sleep
- Reasonable steps are taken to ensure that all responsible persons have read and understood the policies and procedures
- Procedures are in place to ensure that educators supervise children during the sleep and rest periods.
- Ensure that each room that is used by children is well ventilated with natural light. The temperature should be maintained to ensure the children and educators are comfortable.
- All service policies and procedures should be readily available to all educators, staff, and volunteers.
- Families must be notified of any changes to policies or procedures regarding fee, fee collection, access to childcare or any impacts on the services ability to educate and care for children at least 14 days before changes happen.

#### Nominated Supervisor

- Ensure adequate supervision of sleeping and resting children. This includes safe sleep checks of the room and cots as well as physical wellness checks on each child. Refer to the Supervision Policy.
- Sleeping spaces for children should not be too dark to ensure educators can physically check on each individual child.
- Ensure that the rooms and sleep equipment is checked prior to children utilising the spaces.
- Ensure that the procedures are tailored to individual service.
- Ensure that all educators have a solid understanding of their legal roles and responsibilities regarding the implementation of the sleep and rest policies and procedures.
- Ensure that children are provided with sleep and rest and that their needs for these are being met. One must take into consideration the age and development of each child.

#### Educators

- Ensure that during your induction, you ask questions that will assist with understanding your role and responsibilities pertaining to service policies and procedures.
- Ensure you understand and practice safe sleeping practices within the service.

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- Take time to read and understand the policies and procedures of the service. Ask questions to gain further understanding.
- Adequate supervision of sleeping and resting children is to be maintained. Children should be within sight and hearing distance and should each be physically checked to ensure that each child is breathing and that they have the correct skin colour. This should be done every 10 minutes and documented in a sleep and rest time check form or written on whiteboard.
- Rooms must not be completely dark which prevents educators from being able to see the children properly during their physical checks on each child sleeping.
- Educators must ensure that children are dressed appropriately for sleeping by not having any loose items such as bibs or dummy clips. Children should not be sleeping with anything that would pose a strangulation risk.
- Remove all potential hazards from the sleeping area including loose cords, blinds, curtains, any items that can be pulled off the wall or shelving. Ensure the rooms meets Red Nose sleeping recommendations. All hazards should be documented in the Hazard Identification Checklist.
- Suggest any potential improvements to the service procedures and practices.
- Ensure that families have access to the sleep and rest chart. This must be updated at the time children fall asleep and wake.
- Have conversations with families regarding their children and their sleep and rest needs and preferences.
- Information regarding safe sleeping practices, Safe Sleeping Policy and Procedure and Red Nose recommendations should be given to families of the service and posted up in relevant areas for reading. Educators must model and promote appropriate safe sleeping practices to the families whenever appropriate.

## Families

- If at any time the sleeping patterns change for your child, please update the educators who look after your child.
- Update educators on sleep and rest needs for the day should the child, wake early or have a busy weekend etc.
- Provide educators suitable spare clothing for your child and any bedding the child may need.

## Procedure

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- Have clearly defined roles and responsibilities
- Consider shift descriptions and or checklists that include the responsibilities
- Service to conduct semiregular health and safety checklists on physical environment, furniture and other resources.
- Always check manufacturer standards when purchasing new resources for the service to ensure compliance.
- Create supervision plans where/when necessary.
- Conduct ratio checks throughout the day.
- Have your sleep check charts located in a location easy to access often.
- Use a timer to remind supervising educators to check sleeping and resting children every 10 minutes.

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**Related Policies, procedures and plans**

[Supervision Policy](#)  
[Sleep and rest time check form](#)

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## Hazard Identification Checklist

### Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regulation	81	Sleep and rest
Regulation	103	Premises, furniture and equipment to be safe, clean and in good repair
Regulation	105	Furniture, materials and equipment
Regulation	106	Laundry and hygiene facilities
Regulation	110	Ventilation and natural light
Regulation	115	Premises designed to facilitate supervision
Regulation	168	Education and care service must have policies and procedures
NQS	QA 2.1.1	Wellbeing and comfort
NQS	QA 2.2.1	Supervision
NQS	QA 3.1.2	Upkeep
NQS	QA7.1.3	Roles and responsibilities
Law	167	Offence relating to protection of children from harm and hazards

### Sources

Education and Care Services National Regulations

Children (Education and Care Services) National Law (NSW)

Department of Education - [https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/media/ece-resources/safe-sleep/sleep-and-rest-for-children-procedure-guidelines-for-ecec-services-28\\_July\\_2022.pdf](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/media/ece-resources/safe-sleep/sleep-and-rest-for-children-procedure-guidelines-for-ecec-services-28_July_2022.pdf)

Red Nose Safe Sleeping - <https://rednose.org.au/section/safe-sleeping>

**Further reading and useful websites** *(Consistent with the approach of the National Quality Framework, the following references have prioritised efficacy and appropriateness to inform best practice, and legislative compliance over state or territory preferences.)*

### Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	September 22	ACA NSW		
2	3/4/23	Rose Smith/Jessica Adlard	Team meeting 3/4/23	

# Sleep and Rest Procedure

3	5 <sup>th</sup> May 2023	Jessica Adlard Rose Smith	Staff meeting 15 <sup>th</sup> May 2023	May 2024