



## SLEEP AND REST POLICY

All children have individual sleep and rest requirements. Our objective is to meet each child's need for sleep, rest and relaxation by providing a comfortable, relaxing and safe space to enable their bodies to rest. This environment will also be well supervised ensuring all children feel secure and safe at our Service.

### NATIONAL QUALITY STANDARD (NQS)

| QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY |                       |  |
|--|-----------------------|--|
| 2.1  | Health                | Each child's health and physical activity is supported and promoted  |
| 2.1.1  | Wellbeing and comfort | Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation. |
| 2.2  | Safety                | Each child is protected.   |
| 2.2.1  | Supervision           | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.                                  |

| QUALITY AREA 3: PHYSICAL ENVIRONMENT |        |   |
|--------------------------------------|--------|---|
| 3.1                                  | Design | The design of the facilities is appropriate for the operation of a service. |
| 3.1.2                                | Upkeep | Premises, furniture and equipment are safe, clean and well maintained.      |

| EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW |  |
|---|--|
| Section 165   | Offence to inadequately supervise children                             |
| Section 167   | Offence relating to protection of children from harm and hazard        |
| 81  | Sleep and Rest   |
| 82  | Tobacco, drug and alcohol-free environment                             |
| 87  | Incident, injury, trauma and illness record                            |
| 103   | Premises, furniture and equipment to be safe, clean and in good repair |
| 105   | Furniture, materials and equipment                                     |
| 106   | Laundry and hygiene facilities   |



|     |  |
|-----|--|
| 107 | Space requirements-indoor space                              |
| 110 | Ventilation and natural light                                |
| 115 | Premises designed to facilitate supervision                  |
| 168 | Education and care service must have policies and procedures |
| 170 | Policies and procedures to be followed                       |
| 171 | Policies and procedures to be available                      |
| 172 | Notification of change to policies or procedures             |
| 176 | Time to notify certain information to Regulatory Authority   |

[please check with your individual state/territory relevant legislation if applicable]

## RELATED POLICIES

|  |  |
|--|--|
| Administration of First Aid Policy<br>Child Safe Environment Policy<br>Enrolment Policy<br>Death of a Child at the Service Policy<br>Dental Health Policy<br>Emergency and Evacuation Policy<br>Family Communication Policy<br>Furniture and Equipment Safety Policy | Health and Safety Policy<br>Interactions with Children, Family and Staff Policy<br>Physical Environment Policy<br>Respect for Children Policy<br>Staffing Arrangements Policy<br>Tobacco, Drug and Alcohol-Free Policy<br>Work Health and Safety |
|--|--|

## PURPOSE

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place for children’s sleep and rest. Our *Sleep and Rest Policy* will assist management, educators and other staff to ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs whilst attending the service.

Our policy sets out quality practice and is informed by recognised and evidence-based principles. Safe Sleep practices are informed by Red Nose and guidance from ACEQCA.

If a family’s beliefs and requests are against current recommended evidence-based guidelines, our Service will need to determine if there are exceptional circumstances that allow for alternate practices. Our Service will only approve an alternative practice if the service is provided with written advice from, and the contact details of a registered medical practitioner accompanied by a risk assessment and risk minimisation plan for individual children.



# Yongala Pre-School Inc

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We have a duty of care to ensure children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm and hazard. In meeting the Service's duty of care, it is a requirement that all educators implement and adhere to this policy and associated procedures to ensure we respect and cater for each child's specific needs and ensure all risks are appropriately addressed at all times.

## SCOPE

This policy applies to children, families, educators, staff, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

## IMPLEMENTATION

'Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns that Nominated Supervisors and educators need to consider within the Service. As per Standard 2.1 (Element 2.1.1) of the National Quality Standard, each child's comfort must be provided for and there must be appropriate opportunities to meet each child's sleep, rest and relaxation needs.'  
(ACECQA).

Our Service defines 'rest' as a period of inactivity, solitude, calmness, or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of children's day, we feel that it is important for children to participate in a quiet/rest period during the day in order to rest, relax, and recharge their body. Effective rest strategies are important factors in ensuring a child feels secure and safe in an early childhood environment.

Our Service will consult with families about their child's individual needs, ensuring all parties are aware of the different values, cultural, and parenting beliefs and practices, or opinions associated with sleep requirements.

## THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- every reasonable precaution has been taken to protect children from harm and from hazards likely to cause injury. Hazards posing a risk of suffocation, choking, crushing or strangulation risk to children must be removed from the sleep and rest environment. (Sec. 167)



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- reasonable steps are taken to ensure that the needs for sleep and rest of children being educated and cared for by the Service are met, having regard to the ages, developmental stages and individual needs of each child
- all educators and new employees are provided with a copy of this policy as part of their induction program
- up to date knowledge regarding safe sleeping practices is maintained and information communicated to educators and families
- ongoing training is provided on safe sleep practices for all educators and keep a record of all such training yearly
- opportunities are provided for educators to participate in Red Nose professional training
- to provide appropriate opportunities to meet each child's need for sleep, rest and relaxation including providing children with comfortable spaces away from the main activity area for relaxation and quiet activities
- that all sleeping children are within hearing range and observed. This involves physically checking/inspecting sleeping children at **regular intervals [e.g., 10 minutes]** and ensuring that they are always within sight and hearing distance of sleeping and resting children so they can easily monitor a child's breathing and the colour of their skin. It is recommended that educators will not perform administrative duties that would take their attention away from sleeping/resting children- (Note: CCTV, audio monitors or heart monitors **do not** replace the need for physical checking/inspecting sleeping children)
- to provide children with safe sleeping equipment and environment, including adequate ventilation and adequate lighting to enable effective supervision
- to negotiate sleep and rest routines and practices with families to reach agreement on how these occur for each child at the Service
- they receive information and training to fulfil their role effectively, including being made aware of the sleep and rest policies, their responsibilities in implementing these, and any changes that are made over time
- the child's safety is always the first priority
- children who are sleeping or resting have their face uncovered at all times
- the sleep and rest environment is free from cigarette or tobacco smoke
- to provide information to parents and families about Safe Sleep practices (see [Red Nose](#))
- educators, staff and volunteers follow the policy and procedures
- all equipment and furniture used are safe, clean and in good repair (Reg. 103, 105)



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- a safe indoor environment is provided for children that is well ventilated, has adequate natural light and can be maintained at a temperature that ensures children's safety and wellbeing (Reg.110)
- risk assessments are conducted at least annually to ensure all potential hazards are controlled in sleep areas in line with Red Nose and ACECQA guidelines
- sleep and rest environments will be safe and free from all hazards including cigarette and tobacco smoke
- areas for sleep and rest are well ventilated and have natural lighting
- the supervision window (or similar) will be kept clear to ensure safe supervision of sleeping children
- safe sleep practices are documented and shared with families. Nominated Supervisors and educators are not expected to endorse practices requested by a family if they differ from [Red Nose](#) safe (formerly SIDS and Kids) sleeping recommendations
- if any requirements differ from Red Nose sleeping recommendations, written authorisation from a medical practitioner will be required and shared with educators

## EDUCATORS WILL:

- have a thorough understanding of the Service's policy and practices and embed practices to support safe sleep into everyday practice
- consult with families about children's sleep and rest needs
- be sensitive to each child's needs so that sleep and rest times are a positive experience
- ensure there are appropriate opportunities to meet each child's need for sleep, rest and relaxation
- ensure that each child's comfort is provided for
- create a relaxing environment for sleeping children by playing relaxation music, reading stories, cultural reflection, turning off lights, and ensuring children are comfortably clothed
- ensure there are no loose aspects of clothing that could entangle the child during sleep/rest (including bibs)
- ensure any soft items are removed, such as loose blankets, pillows or toys
- ensure the environment is tranquil and calm for both educators and children
- sit near children who are resting and encourage them to relax and/or listen to music.
  - Remember that children do not need to be "patted" to sleep. By providing a quiet, tranquil environment, children will choose to sleep if their body needs it.
- maintain adequate supervision and maintain educator ratios throughout the sleep period
- supervision is active, effective and frequent

[Yongala supervision plan for Children of all ages, reviewed yearly]



- Two staff to be present with the children
- Children should sleep and rest with their face uncovered.
- A quiet place should be designated for rest and sleep, away from interactive groups. If designated for rest, the space should allow for a calm play experience.
- Children's sleep and rest environments should be free from cigarette or tobacco smoke.
- Sleep and rest environments and equipment should be safe and free from hazards.
- Supervision planning and the placement of educators across a service should ensure educators are able to adequately supervise sleeping and resting children.
- Educators should closely monitor sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular intervals, and ensuring they are always within sight and hearing distance of sleeping and resting children so that they can assess a child's breathing and the colour of their skin. Service providers should consider the risk for each individual child, and tailor Sleep and Rest Policies and Procedures (including the frequency of checks/inspections of children) to reflect the levels of risk identified for children at the service. Factors to be considered include the age of the child, medical conditions, individual needs and history of health and/or sleep issues.
- ensure they are not engaged in other duties (e.g., administrative duties) that will take their attention away from actively supervising sleeping and resting children
- physically check that the child is breathing by checking the rise and fall of the child's chest and the child's lip and skin colour
- ensure physical checks of a sleeping child occur at least every **10 minutes** (Note: CCTV, audio monitors or heart monitors **do not** replace the need for physical checking/inspecting sleeping children)
- consider higher levels of supervision and conduct more frequent checks on children with colds, chronic lung disorders or specific health care needs
- if the child's face/body appears blue and the child is not breathing, initiate first aid immediately including calling an ambulance and beginning resuscitation
- ensure a record is maintained recording the time and observation of each physical check immediately after checks are made on the **Safe Sleep Record [include children of all age groups on Sleep/Rest record]**
- ensure sleeping spaces are not dark- there needs to be sufficient light to allow supervision and to physically check children's breathing, lip and skin colour
- ensure that all sleeping children are within hearing range and observed



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- assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required
- communicate with families about their child's sleeping or rest times and the Service policy regarding sleep and rest times
- respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. **[Any sleep requirements that differ from Red Nose recommendations must be supported by a medical certificate]**. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping. Sleep and rest patterns will be recorded daily for families.
- encourage children to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing.
- monitor the room temperature to ensure maximum comfort for the children
- ensure that children who **do not** wish to sleep are provided with alternative quiet activities and experiences, whilst those children who **do** wish to sleep are allowed to do so, without being disrupted. If a child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there should be a comfortable, safe area available for them to rest. It is important that opportunities for rest and relaxation, as well as sleep, are provided.
- consider a vast range of strategies to meet children's individual sleep and rest needs- consider inclusion of all children and adjustments that may need to be implemented
- respond to children's individual cues for sleep (yawning, rubbing eyes, disengagement from activities, crying etc).
- acknowledge and support children's agency, emotions, feelings and fears in regard to sleep/rest time
- develop positive relationships with children to assist in settling children confidently when sleeping and resting
- record sleep and rest patterns to provide information to parents/families.

## EDUCATORS WILL:

- observe children at 10-minute intervals while they sleep in these rooms. Educators must go into the rooms and physically observe breathing and check the colour of their skin. The educator will then officially record this on a **Safe Sleep Record**
- turn off wall-mounted heaters before children use the room for sleeping
- participate in staff development about safe sleeping practices



- be respectful for children’s individual sleep and rest requirements
- discuss children’s sleep and rest needs with families and include children in decision making (children’s agency)
- provide a tranquil and calm environment for children to rest by turning off lights, playing relaxing music, reading stories, cultural reflection
- ensure children are comfortably clothed
- encourage children to rest their bodies and minds for 20-30 minutes
- introduce relaxation techniques into rest routine- use of a relaxation tape
- ensure children sleep with their face uncovered
- closely monitor sleeping and resting children
- provide quiet activities for children- puzzles, books, drawing if they do not fall asleep
- record sleep and rest patterns to provide information to parents/families **[Sleep Record]**

## PARENTS/FAMILIES WILL:

- be informed during orientation of our *Sleep and Rest Policy* and procedure
- be informed that if any requirements for sleep for their child differs from Red Nose sleeping recommendations, written authorisation from a medical practitioner will be required
- be requested to provide educators with regular updates on their child’s sleeping routines and patterns
- **be required to provide specific bedding for their child each day (as detailed in enrolment information)**
- be provided with regular information about Safe Sleep practices from Red Nose.

## CONTINUOUS IMPROVEMENT/REFLECTION

Our *Sleep and Rest Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

## Key terms

| Term   | Meaning   |
|--|---|
| ACECQA- Australian Children’s Education and Care Quality Authority | The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children. |
| Adequate supervision   | Adequate supervision means:   |





|                          |   |
|--------------------------|---|
|                          | <ul style="list-style-type: none"> <li>that an educator can respond immediately, particularly when a child is distressed or in a hazardous situation;</li> <li>knowing where children are at all times and monitoring their activities actively and diligently</li> </ul> |
| Rest                     | A period of inactivity solitude, calmness or tranquility and can include a child being in a state of sleep.   |
| Relaxation               | Relaxation or other activity for bringing about a feeling of calm in your body and mind.  |
| <a href="#">Red Nose</a> | Red Nose is Australia’s leading authority on safe sleep and safe pregnancy advice.  |

## CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

|   |                   |
|---|-------------------|
| Rest Time Procedure<br>Safe Sleep Audit | Safe Sleep Record |
|---|-------------------|

## SOURCES

ACECQA. (n.d.). Safe sleep and rest practices: <https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices>

Australian Children’s Education & Care Quality Authority. (2014).

Australian Competition and Consumer Commission (ACCC). (2013). Find out more: [Keeping baby safe](#)

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

Education and Care Services National Regulations. (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2017). (Amended 2020).

NSW Department of Education. (2022). *Sleep and rest for children-Policy guidelines for early childhood education and care services. (updated)*  
<https://education.nsw.gov.au/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/resource-library/safe-sleep-red-nose>

Red Nose: <https://rednose.org.au/section/safe-practices>

Red Nose: Cot to bed safety [https://rednose.org.au/downloads/RN3356\\_Cot\\_Bed\\_DL\\_Oct2018\\_Online.pdf](https://rednose.org.au/downloads/RN3356_Cot_Bed_DL_Oct2018_Online.pdf)

Revised National Quality Standard. (2018).

Standards Australia – <https://www.standards.org.au/>

*The NSW Work Health and Safety Act 2011*

The NSW Work Health and Safety Regulation 2011

[Western Australian Education and Care Services National Regulations](#)

## AUTHORISATION

This policy was adopted by the approved provider of [Company] on **06/03/2023**.

**REVIEW DATE: 06/03/2026**