

# Sleep and Rest Policy

## Preschool



<b>Introduction</b>	<p>All children have individual sleep and rest requirements. Children require a comfortable relaxing environment to enable their bodies to rest and recuperate. The environment must be safe and well supervised to ensure children are safe, healthy and secure.</p>
<b>Outcome Area</b>	<p>National Quality Standards/ Elements: 2.1.2, 2.3.1, 2.3.2, 3.1</p>
<b>Eligibility</b>	<p>Learning Links Preschool Staff. The term staff also applies to students, trainees and volunteers.</p>
<b>Policy</b>	<p>The Preschool provides children with the opportunity to have either quiet time or sleep and rest time.</p> <p>Our approach to supporting and promoting children’s health and physical activity, including safe sleep and nutrition, is informed by current recognised guidelines and current information.</p> <p>The Preschool ensures that all children have appropriate opportunities to sleep, rest and recuperate in accordance with their individual needs.</p> <p>Preschool staff consult with families about children’s individual needs in order that they are aware of the differing values, parenting beliefs and/or cultural considerations that are associated with sleep and rest.</p> <p>The risk of Sudden Infant Death Syndrome (SIDS) occurring during Preschool hours is minimised by following practices and guidelines set out by health authorities.</p>
<b>Strategies</b>	<p><b><u>Supervision</u></b></p> <p>Educators are required to maintain adequate supervision and monitoring, and not undertake programming and/or administrative tasks that take their attention away from children who are sleeping or resting.</p> <p>Staff must ensure that spaces used for sleep and rest have adequate light and ventilation to ensure supervision and children’s safety and wellbeing.</p> <p><b><u>Sleep Equipment</u></b></p> <p>Sleep mats in the Preschool must comply with Australian Safety Standards. No other form of bedding can be used.</p> <p>Exceptions apply to accommodate individual children’s needs as required.</p> <p><b><u>Systems to monitor the implementation of the policy</u></b></p> <ul style="list-style-type: none"> <li>• Transitioning to quiet time occurs after lunchtime. Children are given the choice to have sleep and rest time if preferred.</li> <li>• Preschool provides sleeping mat that comply with Australian Safety Standards.</li> <li>• The Preschool maintains a safe sleeping and rest environment for the children in our care. All potential and/or real dangers are removed to provide children with a safe space to sleep free of hanging cords and removed from proximity to blinds/ curtains and electrical appliances.</li> <li>• Physical spaces are deigned to support supervision, with consideration given to how educators may position themselves within the physical space.</li> <li>• Children sleeping and resting are always adequately supervised so that educators can supervise children’s safety and wellbeing.</li> <li>• Educators must be able to visually check children’s sleeping position, breathing and colour.</li> <li>• Visual checks are conducted at regular intervals by staff and observations are recorded in the Safe Sleep and Rest Physical Checks Template</li> </ul>

	<p><b><u>Procedures to be followed are listed below:</u></b></p> <ul style="list-style-type: none"> <li>• Procedure for Cleaning Sleep Mats and Bed Linen</li> <li>• Procedure for a child falling asleep NOT on a sleep mat</li> </ul> <p>Procedures can be located on the staff intranet, Story Park, Policy Folder and on display.</p> <p><b><u>Staff Induction</u></b></p> <p>All staff during the on-boarding process receive policy packs to read prior to and during the first week of commencing at the Preschool. A member of the Preschool Leadership team will mentor new staff and advise on process and procedures. Staff are part of the review process for safe sleep and rest policy and procedures and annual policy packs are read by individual staff members.</p>
<p><b>Roles and Responsibilities</b></p>	<p><b><u>Approved Provider</u></b></p> <p>The Approved Provider of an education and care service must ensure that a sleep and rest risk assessment is conducted in accordance with Regulation 84C as follows:</p> <ol style="list-style-type: none"> <li>at least once every 12 months; and</li> <li>as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest.</li> </ol> <p>The Approved Provider must ensure the following:</p> <ul style="list-style-type: none"> <li>• The Nominated Supervisor schedules completion of the Best Practice Sleep and Rest Audit Tool for Education and Care settings every 6 months.</li> <li>• Take reasonable steps 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 the children.</li> <li>• The service retains a record of each risk assessment conducted under this regulation.</li> <li>• There are no bassinets on the premises at any time</li> <li>• All sleep and rest equipment and the environment are free from substance contamination e.g., tobacco, vapes, substances.</li> <li>• Copies of the policy and procedures are readily accessible to the Nominated Supervisor, educators, staff and volunteers and are available for inspection.</li> <li>• Each child has access to the equipment, materials and developmentally appropriate equipment appropriate to their individual needs.</li> </ul> <p>As soon as practicable after conducting a risk assessment under this regulation, the Approved Provider of an education and care service must make any necessary updates to the sleep and rest policies and procedures.</p> <p><b><u>Nominated Supervisor</u></b></p> <ul style="list-style-type: none"> <li>• Ensure the needs for sleep and rest of children being educated and cared for by the preschool are met, having regard to the ages, developmental stages and individual needs of the children</li> <li>• Ensure sleeping spaces have sufficient light to allow supervision</li> <li>• Ensure sleep practices, environments and equipment continue to be safe and in line with best practice guidelines</li> <li>• Ensure that bassinets are not at the preschool at any time</li> <li>• Ensure educators understand and follow the service’s policies and procedures</li> <li>• Ensure procedures are tailored to the preschool and children’s needs</li> <li>• Ensure educators understand their legal roles in the implementation of the policies and procedures</li> <li>• Ensure children are supervised during periods of sleep and rest. This includes ensuring clear procedures are in place for checks of children and documenting of all checks at the time they occur.</li> </ul> <p><b><u>Educators and Staff</u></b></p> <ul style="list-style-type: none"> <li>• Ensure procedures are relevant to the preschool. If not, discuss with the Nominated Supervisor</li> <li>• Have a good understanding of the preschool’s policy and procedures, and embed practices that support safe sleep</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify and suggest any potential improvements to preschool procedures and practice</li> <li>• Identify and remove potential hazards from sleep environments</li> <li>• Ensure that bassinets are not at the Preschool</li> <li>• Document children’s sleep and rest needs and provide information to families about their child’s sleep and rest patterns</li> <li>• Consult families to gather information about individual children’s needs and preferences</li> <li>• Model and promote safe sleep practices and make information available to families</li> <li>• Ensure the needs for sleep and rest of the children being educated and cared for are met, considering the ages, developmental stages and individual needs of the children</li> <li>• Maintain supervision of sleeping and resting children including regular physical bed-side checks including visual inspection of the child’s: <ul style="list-style-type: none"> <li>○ Sleeping position</li> <li>○ Skin and lip colour</li> <li>○ Breathing</li> <li>○ Head position</li> <li>○ Head and face, ensuring they remain uncovered</li> </ul> </li> <li>• Ensure sleeping spaces have adequate light to allow supervision</li> <li>• Ensure children’s clothing is appropriate during sleep times and does not have any items that are loose and could get tangled and restrict breathing (including jewellery)</li> <li>• Report issues with day-to-day sleep practice, environment and equipment to the nominated supervisor or provider</li> </ul> <p><b>Families</b></p> <ul style="list-style-type: none"> <li>• Regularly update the service on their child’s sleeping routines and patterns</li> <li>• Provide informal updates on the previous night’s sleep to assist with sleeping during the day (if required)</li> <li>• Provide specified bedding if required by the service</li> <li>• Dress child appropriately for the weather conditions and provide additional clothing</li> <li>• Review the service’s policies and procedures relating to sleep and rest.</li> </ul>
<p><b>Related Legislation, Standards, Documents</b></p>	<p><b>Links to:</b>  Education and Care Services National Regulations: 82, 84, 84A, 84B, 84C, 84D, 87, 103, 105, 106, 107, 110, 115, 170, 171</p> <p><b>Statutory Legislation and Considerations</b></p> <ul style="list-style-type: none"> <li>• Education and Care Services National Regulations</li> <li>• ACECQA – Safe Sleep and Rest Practices</li> <li>• ACECQA – Guide to National Standards</li> <li>• Red Nose – Safe Sleep Practices: <a href="http://www.rednose.org.au">www.rednose.org.au</a></li> </ul>
<p><b>Review</b></p>	<p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.</p> <p>This policy is owned by: Preschool</p> <p>Policy updated on: 12 October 2023  Policy updated by: Director, Preschool  Version number: 2.0  This version approved by: GM, Service Quality, Risk and Compliance  This document can be viewed on: SharePoint, Learning Links Preschool Website, Story Park</p> <p>Policy due for review: 12 October 2024</p>