



## 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 LAW AND REGULATIONS	
Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazard
82	Tobacco, drug and alcohol-free environment
84A	Sleep and Rest
84B	Sleep and rest policies and procedures
84C	Risk assessment for purposes of sleep and rest policies and procedures



84D	Prohibition of bassinets
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

#### RELATED POLICIES

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

The *Education and Care Services National Regulations* requires approved providers and nominated supervisors to ensure their services have policies and procedures in place for children’s sleep and rest having regard to the ages, developmental stages and individual needs of the children. 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.



The risk of Sudden Infant Death Syndrome (SIDS) for infants will be minimised by following practices and guidelines set out by the national authority on safe sleeping practice for infants and children- Red Nose (formerly SIDS and Kids). 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.

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.

#### **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.



## SLEEP AND REST SPECIFIC RISK ASSESSMENT

The approved provider, in conjunction with educators of the Service, will conduct a comprehensive risk assessment to ensure all protentional hazards are identified and specify how any risks identified are managed and minimised in sleep and rest areas in line with Red Nose and ACECQA guidelines (reg. 84A).

The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised during sleep or rest. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our service. If a risk concerning a child's safety during sleep and rest is identified during the risk assessment, the approved provider must update the *Sleep and Rest Policy* and procedure as soon as possible. The risk assessment must be stored safely and securely and kept for a period of 3 years.

Our risk assessment will consider and include the following information:

- the number, age, developmental stages and individual needs of children
- the sleep and rest needs of individual children being educated and cared for (including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest)
- the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods
- the level of knowledge and training of staff supervising children during sleep and rest periods
- the location of sleep and rest areas, including the arrangement of beds within the preschool room.
- the safety and suitability of bedding equipment, having regard to the ages and developmental stages of the children who will use the bedding equipment.
- any potential hazards
  - in sleep and rest areas
  - on a child during sleep and rest periods (such as jewellery, clothing)
- the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation)



THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR/LEAD EDUCATOR WILL ENSURE:

- that obligations under the *Education and Care Services National Law and National Regulations* are met
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure
- all new employees are provided with a copy of this policy as part of their induction process
- families are aware of this *Sleep and Rest Policy*
- a sleep and rest specific risk assessment is conducted at least annually to ensure all protentional hazards are controlled in sleep or rest areas in line with Red Nose and ACECQA guidelines
- 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).
- up to date knowledge regarding safe sleeping practices is maintained and information communicated to educators and families
- opportunities are provided for educators to participate in Red Nose professional training
- reasonable steps are taken to ensure that each child's need for sleep, rest and relaxation are provided
- consideration is given to the ages, developmental stages and individual needs of children
- a safe indoor environment for sleep and rest 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 and is free from all hazards including cigarette and tobacco smoke (Reg.110)
- that sleeping children are closely monitored and that all sleeping children are always within hearing distance and observed. This involves physically checking/inspecting sleeping children every 10 minutes and ensuring that educators 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)
- children who are sleeping or resting have their face uncovered at all times
- information is provided to parents and families about Safe Sleep practices (see [Red Nose](#))



- all equipment and furniture used for sleep and rest is safe, clean and in good repair (Reg. 103, 105)
- to negotiate sleep and rest routines and practices with families to reach agreement on how these occur for each child at the Service
- 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 follow the *Administration of First Aid Policy* 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
- an *Incident, Injury, Trauma and Illness Record* is completed in its entirety
- the parent and the regulatory authority are notified as soon as possible and within 24 hours of a serious incident.

#### EDUCATORS WILL:

- have a thorough understanding of the Service's policy and procedure and embed practices to support safe sleep into everyday practice
- ensure children's safety is paramount
- communicate with families about their child's sleeping or rest times and the Service's 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. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping.
- record sleep and rest patterns daily and provide information to parents/families
- 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
- ensure there are appropriate opportunities to meet each child's need for sleep, rest and relaxation
- 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



- 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.
- 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]
- ensure there are no loose aspects of clothing or jewellery that could entangle the child during sleep/rest
- ensure children are not put in cots or in beds with bottles as per the *Dental Health Policy*
- create a relaxing environment for sleeping children by playing quiet relaxation music, reading stories, cultural reflection, turning off lights, and ensuring children are comfortably clothed
- monitor the room temperature to ensure maximum comfort for the children
- turn off wall-mounted heaters before children use the room for sleeping.

## SUPERVISION

### PRE-SCHOOL AGE CHILDREN

#### EDUCATORS WILL:

- 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 quiet 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



- ensure a record is maintained recording the time and observation of each physical check immediately after checks are made on the Safe Sleep Record
- record sleep and rest patterns to provide information to parents/families
- Provide a safe space for children to sleep by partitioning off an area of the room. This will provide a space to sleep that is free from children playing.
- 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. Some children may request to be patted and this is fine.

#### USE AND MAINTENANCE OF COTS/BEDDING

- ensure all equipment and furniture is safe, clean and in good repair (Reg. 103, 105)
- banned/recalled products are removed immediately from the Service if required
- beds and mattresses are wiped over with Sanisafe between each use
- children's beds are stored safely in the room
- bed linen is used by an individual child and is washed before use by another child

#### PARENTS/FAMILIES WILL:

- be informed during orientation of our *Sleep and Rest Policy* and procedure
- be provided with regular information and communication about safe sleep practices from Red Nose and any changes to our policies or procedures
- 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
- Inform the preschool if their child's sleep and rest needs, including their routines at home.
- Inform the preschool of any beliefs or socio-cultural background information that influences a child's sleep and rest routines and/or needs.



## 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>
Continuous supervision	Ensure an educator is in sight and hearing of a sleeping child at all times- representing best practice (Red Nose Australia)
Infant	A young child between the ages of birth and 12 months
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.
Sudden and Unexpected Death in Infancy (SUDI)	A broad term used to describe the sudden and unexpected death of a baby for which the cause is not immediately obvious- (SIDS or Fatal sleeping accident)
Sudden Infant Death Syndrome (SIDS)	The sudden and unexpected death of an infant under one year of age with an onset of a fatal episode occurring during sleep, that remains unexplained after a thorough investigation including performance of a complete autopsy and review of the circumstances of death and the clinical history.



## CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Sleep and Rest Procedure Safe Sleep Audit	Sleep/rest record -Preschool children Safe Sleep Practices Risk Assessment Action Plan
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## SOURCES

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

ACECQA. (2023). [Sleep and Rest for Children. Policy Guidelines.](#)

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

Australian Children’s Education & Care Quality Authority. (2023). [Guide to the National Quality Framework.](#)

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 2023).

Education and Care Services National Regulations. (Amended 2023)

NSW Department of Education. (2022). [Sleep and rest for children-Policy guidelines for early childhood education and care services. \(updated\)](#)

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. (Amended 2023).

## REVIEW

POLICY REVIEWED BY	Jemimah Savins Sonya Mcpherson	Teacher Nominated Supervisor	27/11/24 03/02/25
POLICY REVIEWED	Feb 2025	NEXT REVIEW DATE	Feb 2026
VERSION NUMBER	VFEB25		
MODIFICATIONS	<ul style="list-style-type: none"> <li>thorough review to delete repeated dot points in different sections</li> <li>rearranged content within policy for ease of implementation and relevance to stakeholders</li> <li>merged some areas for ease of implementation and understanding by educators and staff</li> <li>added statement regarding amber necklaces and bracelets not to be worn at the Service</li> <li>sources checked for currency</li> <li>addition of Sanisafe disinfectant</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	

FEB/OCT 2023	<p>OCTOBER</p> <ul style="list-style-type: none"> <li>New information added regarding regulation changes effective October 2023</li> </ul> <p>FEBRUARY</p> <ul style="list-style-type: none"> <li>annual policy review</li> <li>NS/RP section merged into AP/NS section to reduce repetition</li> <li>maintenance of cots and bedding section added</li> <li>Parent/Family section updated</li> <li>Hyperlinks checked and repaired if needed</li> </ul>	FEBRUARY 2024
SEPTEMBER 2022	<ul style="list-style-type: none"> <li>Additional information added following release of NSW Regulatory Authority Safe Sleep and Rest Regulatory Priority Program</li> <li>Added Childcare Centre Desktop Resources box and continuous improvement sections</li> <li>link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> </ul>	FEBRUARY 2023
FEBRUARY 2022	<ul style="list-style-type: none"> <li>Additional information added to policy to reflect best practice as requested by AO-NSW regulatory authority</li> </ul>	FEBRUARY 2023
JUNE 2021	<ul style="list-style-type: none"> <li>policy reviewed to align with ACECQA policy guidelines (June 2021)</li> <li>Additional legislative requirements added</li> <li>Additional section added 'Families'</li> <li>Additional section added- Key Terms</li> </ul>	FEBRUARY 2022
FEBRUARY 2021	<ul style="list-style-type: none"> <li>rearranged content- Information re: Babies and Toddlers and other specific procedures for educators related to babies and toddlers</li> <li>added section specifically for pre-school aged children</li> <li>checked currency of information from sources</li> <li>additional related policies added</li> </ul>	FEBRUARY 2022
FEBRUARY 2020	<ul style="list-style-type: none"> <li>Referenced appropriate content to ACECQA</li> <li>Sources checked for currency</li> <li>Red Nose link added</li> </ul>	FEBRUARY 2021



FEBRUARY 2019	<ul style="list-style-type: none"> <li>• Grammar, punctuation and spelling edited.</li> <li>• Additional information added to points.</li> <li>• Sources checked for currency – many links now unavailable: deleted and updated as required.</li> <li>• Sources/references corrected and alphabetised.</li> </ul>	FEBRUARY 2020
FEBRUARY 2018	<ul style="list-style-type: none"> <li>• Added 'related policies' list</li> <li>• Improvement to opening statement</li> <li>• Minor terminology adjustments</li> </ul>	FEBRUARY 2019
OCTOBER 2017	<ul style="list-style-type: none"> <li>• Merged Rest Time Policy with Sleeping Requirements Policy. Changes made to comply with changes to National Regulations and revised National Quality Standard and safe sleeping practice.</li> </ul>	FEBRUARY 2018
FEBRUARY 2017	<ul style="list-style-type: none"> <li>• Minor adjustments made with the addition of the National Quality Standard requirements for sleeping.</li> </ul>	February 2018