



Sleep and rest for children

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>NQS: 2.1</p> <p>Regulations: 84A, 84B, 84C</p>	<p>Leading and operating department preschool guidelines</p>	<p>ACECQA – sleep and rest practices</p> <p>ACECQA’s policy and procedures guidelines – Sleep and rest for children [PDF 254 KB]</p> <p>Sleep and rest for children - Procedure guidelines for early childhood education and care services [PDF 682 KB]</p> <p>Regulatory guidance: Children’s safe sleep and rest [PDF 1,400 KB]</p> <p>RedNose</p>

Responsibilities

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

Procedure

Introduction	<p>Children aged between 3 and 5 don't generally require a day-time sleep, however in order to cater to individual children's needs, we provide quiet areas in each room with bedding if a child indicates that he/she is tired or would like a sleep/rest.</p>
Meeting the needs for sleep or rest	<ul style="list-style-type: none"> During induction, staff will be referred to the Sleep and Rest Risk Assessment and this procedure. The preschool educators ensure the individual sleep and rest requirements of each child are met, as advised by their family.

- Children are not forced to lie down or sleep. This creates independence and gives the child autonomy to choose when they wish to sleep.
- The suitability of sleep and rest areas will be considered for physical safety, including temperature, lighting and ventilation.
- There is a comfortable, quiet area, both inside and outside, that a child can retreat to at any time of the day to rest. These are located in the reading areas and includes cushions if children need a place to sleep. Staff will be made aware of management of potential hazards in the Sleep and Rest Risk Assessment.
- If a child sleeps during the preschool day, their family is informed of the length of time they slept. A staff member will note this for parents to view on the comments section of the sign-on sheet.
- If children wish to, they can lie down in our rest areas at any time. If child starts to fall asleep a staff member will offer the child a blanket (depending on temperature) which will immediately be added to the preschool laundry after use.
- Educators check children if they rest or sleep to ensure they are not wearing any choking hazards, for example, jumper hood cords or ties, scarves, necklaces and carefully remove these if deemed a hazard.
- As recommended by Red Nose Australia, sleeping children to be always within sight and hearing.
- A higher-level of supervision and constant monitoring is provided when a sleeping child has:
 1. a cold, respiratory or chronic lung disorder
 2. a specific health care need
 3. a high temperature
 4. vomited
 5. minor trauma to their head
 6. taken medication
 7. recently received a vaccine
 8. a history of sleeping issues.
- Where there are concerns, they will wake the child up to see how they are feeling. Staff may also measure the child's temperature and call parents where there are concerns. If emergency symptoms present, an ambulance will be called.
- Staff may talk to families at drop-off time about sleeping patterns the night before. This may help them better understand children's needs for that day.

Record of procedure's review

Date of review	10/11/23
Who was involved	Preschool Staff, families, children
Key changes made and reason why	Changed to new DoE template
Record of communication of significant changes to relevant stakeholders	Principal: Helen Te Rata Staff: all preschool staff read, reflected, and signed off. Procedure also posted on Sentral for K-6 staff to engage with. Emailed to P&C representatives. Parents: notified via Seesaw. 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.