

# Sleep and Rest Procedure



## 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.
- Sleeping spaces for children should not be too dark to ensure educators can physically check on each individual child.
- 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/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.
- 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.
- Educators must not be involved in any other administrative duties while

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- Rooms must not be completely dark which prevents educators from being able to see the children properly during their physical checks.
- Educators must ensure that children are dressed appropriately for sleeping by not having any loose be sleeping with anything that would pose a strangulation risk.
- Have conversations with families regarding their children if and when their child has had sleep/ rest eg: vacation care excursion.

## Procedure

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- Have clearly defined roles and responsibilities
- Consider shift descriptions and or checklists that include the responsibilities
- Service to conduct semi regular 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.
- Conduct ratio checks throughout the day.

## Related Policies, procedures and plans

Supervision Policy

Hazard Identification Checklist

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

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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

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## Sources

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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)

**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.)*

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## Version Control

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Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	September 28	ACA NSW		January 2024