



P-2.2 Sleep and Rest

POLICY STATEMENT

We aim to take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for at DEBASCA are met, having regard to the ages, development stages and individual needs of the children.

While the majority of children who access our service may never need to sleep or rest during their time at the service, it is important that educators can accommodate the rest needs of all children regardless of their age if it is needed. Examples of when this may be necessary are when children are feeling unwell, if they are tired from an excursion or if they have additional needs and their rest requirements are greater than their peers.

We will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. It is a requirement that all educators implement and adhere to this policy to ensure we respect and cater for each child's specific needs. We will also meet these needs 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.

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 NATIONAL REGULATIONS

165	Offence to inadequately supervise children
167	Offence related to protection of children from harm and hazards
82	Tobacco, drug and alcohol-free environment
84A	Sleep & Rest
84B	Sleep and rest policies and procedures
84C	Risk assessment for purposes of sleep and rest policies and procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
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 kept 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 Providing a Child Safe Environment Policy Death of a Child at the Service Policy Emergency Procedures Policy Furniture and Equipment Safety Policy	Physical Environment Policy Staffing Arrangements Policy Work Health and Safety
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DEFINITIONS	
DEBASCA	Denistone East Before and After School Care Association
Rest	The service defines 'rest' as a period of inactivity, solitude, calmness or tranquility and is considered different to a child being in a state of sleep in regards to the school age care of children.

PURPOSE
<p>The <i>Education and Care Services National Regulations</i> 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 <i>Sleep and Rest Policy</i> 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.</p> <p>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.</p>

SCOPE
This policy applies to all DEBASCA stakeholders.

RESPONSIBILITIES
Responsibility for implementation of this policy lies with the Director or other authorised representative approved by the Director and the Management Committee.

TRAINING REQUIREMENTS
Personnel having responsibilities under this procedure will be appropriately trained.

1. IMPLEMENTATION

- 1.1 '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)
- 1.2 Our service defines 'rest' as a period of inactivity, solitude, calmness or tranquility, and can include a child being in a state of sleep. Considering the busy and energetic nature of a child's day, we feel that it is important for children to participate in a quiet/rest period after school if required, to rest, relax and recharge their body.
- 1.3 Our Service will consult with families about their child's individual needs, ensuring they are aware of the different values and parenting beliefs, cultural or opinions associated with sleep/rest requirements.

2. SLEEP AND REST SPECIFIC RISK ASSESSMENT

- 2.1 The approved provider, in conjunction with educators of the service, will conduct a comprehensive risk assessment in order to identify any potential risk/s or hazards and ensure the safety of all children during sleep and rest.
- 2.2 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.
- 2.3 Our risk assessment will consider and include the following information:
 - 2.3.1 the number, age, developmental stages and individual needs of children
 - 2.3.2 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)
 - 2.3.3 the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods

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- 2.3.4 the level of knowledge and training of staff supervising children during sleep and rest periods
- 2.3.5 the location of sleep and rest areas, including the arrangement of beds within the sleep and rest areas
- 2.3.6 the safety and suitability of beds and bedding equipment, having regard to the ages and developmental stages of the children who will use the cots, bed and bedding equipment
- 2.3.7 any potential hazards
 - 2.3.7.1 in sleep and rest areas
 - 2.3.7.2 on a child during sleep and rest periods (such as jewellery, clothing)
- 2.3.8 the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation) (ACECQA 2023)

PROCEDURE

3. A Nominated Supervisor / Responsible Person will:

- 3.1 take reasonable steps to ensure that children’s needs are being met by giving them the opportunity to rest, having regard to the ages, developmental stages and individual needs of each child
- 3.2 ensure the service consults with families, as required, about their child’s individual needs and is aware of the different values and parenting beliefs, cultural or otherwise that are associated with rest
- 3.3 if a family’s beliefs and practices are in conflict with the evidence-based practice recommendations, then the service will not endorse an alternative practice, unless the service is provided with written advice from a medical practitioner
- 3.4 ensure safe supervision of children while they rest their bodies
- 3.5 maintain adequate supervision and maintain educator ratios throughout the rest time period
- 3.6 ensure the area for rest is clean, comfortable, well-ventilated and has natural lighting
- 3.7 ensure the child’s safety is always the first priority
- 3.8 conduct a sleep and rest specific risk assessment at least annually to ensure all protentional hazards are controlled in sleep or rest areas in line with Red Nose and ACECQA guidelines
- 3.9 ensure children who are sleeping or resting are closely monitored and that all sleeping or resting children are within hearing range and observed. This involves physically checking/inspecting sleeping children at regular intervals 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)
- 3.10 ensure educators, staff and volunteers follow the policy and procedures
- 3.11 ensure sleep and rest environments will be safe and free from all hazards including cigarette and tobacco smoke

4. Educators will:

- 4.1 consider a vast range of strategies to meet children’s individual sleep and rest needs
- 4.2 ensure quiet, solitary play experiences are available for children who request the need for a rest or time away from their peers
- 4.3 be sensitive to each child’s needs so that rest times are a positive experience
- 4.4 respond to children’s individual cues for sleep (yawning, rubbing eyes, disengagement from activities, crying etc.)
- 4.5 if a child shows an unusual level of tiredness or requirement for rest, staff will monitor and may record the child’s temperature if necessary, and alert the appropriate authorities if required
- 4.6 assess each child’s circumstances and current health to determine whether higher supervision levels and checks may be required
- 4.7 respect family preferences regarding 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 rest nor prevented from resting
- 4.8 consult with select individual families about children’s rest needs, if necessary
- 4.9 ensure that when children rest, they do so laying head to toe to minimise cross infection
- 4.10 all children will be instructed to be on their back to rest when they settle for a rest. If a child turns onto their side or stomach during sleep, then allow them to find their own sleeping position
- 4.11 ensure children who are sleeping or resting have their face uncovered at all times
- 4.12 if necessary, children’s clothing items may be checked prior to them sleeping to ensure it doesn’t present any hazards to them while asleep
- 4.13 encourage children to dress appropriately for the room temperature when resting. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing

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- 4.14 monitor resting children at regular intervals and supervise the rest environment. An educator is always within sight and hearing of sleeping and resting children so they can be monitored (breathing patterns, colour of skin)
- 4.15 have a thorough understanding of the OSHC Service’s policy and practices and embed practices to support safe sleep/rest into everyday practice

5. Families will:

- 5.1 be informed of our *Rest Policy* and procedure
- 5.2 be requested to provide educators with updates on their child’s individual need for rest (or sleep) routines if applicable

6. Facilities and Environment

- 6.1 If a child requests a rest then there is a designated area for the child to be inactive and calm, away from the main group of children.
- 6.2 The designated rest area may be a cushion, mat or seat in a quiet section of the care environment.
- 6.3 Ensure that rest areas are clean and in good repair.
- 6.4 Hygiene standards will be maintained when children use the rest/sleep area and equipment, such as regularly washing pillow cases and blankets, particularly when a child is unwell.
- 6.5 Arrange children’s rest areas to allow easy access for children and staff.
- 6.6 Monitor the room temperature to ensure maximum comfort for the children.
- 6.7 Ensure the environment is tranquil and calm for resting/sleeping children.
- 6.8 Ensure the environment is free from cigarette or tobacco smoke
- 6.9 Light bedding will be provided for children as required.

7. Continuous Improvement/Reflection

- 7.1 This policy will be reviewed regularly in consultation with children, families, staff, educators and management.

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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 Competition and Consumer Commission (ACCC). (2022). Find out more: [Your First Steps to help parents keep their 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)*

CHANGE HISTORY	Version	Amendment Details	Date Amended
	New	New policy P-2.30	May 2018
	1	Policy statement – last sentence added Reference to Red Nose amended	Aug 2020
	2	Added Background Added Legislative Requirements. Added Sec 165 & 167; Removed Reg 81; Added Reg 82, 84A, 84B, 84C, 170, 171, 172, 176 Added NQS – 2.1.1, 2.2.1, 3.1, 3.1.2 to Associated Documents Added ACECQA Fact Sheets to Associated Documents Added Related Policies Added 1. Implementation Added 2. Sleep & Rest Risk Assessment Added 3.8, 3.9, 3.10, 3.11 Added 4.1.4 (added second sentence), 4.15 Added 5. Families will Added 6.8 and 6.9 Added 7. Continuous Improvement/Reflection	Sep 2022
	3	Adopted NEW DEBASCA policy format Policy Statement re-worded Added National Quality Standard Added Education and Care Services National Law and Regulations Added Related Policies Removed Associated Documents as it has been separated above categories Added Definitions: Rest Added Purpose Added Implementation Added sub-titles <i>The Approved Provider/Nominated Supervisor/Responsible Person Will</i> Added Sources Added Continuous Improvement/Evaluation	Feb 2024

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