



Sleep and Rest for Children Procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation 81	Leading and Operating Department Preschool Guidelines Preschool sleep and rest guidelines
Pre-reading and reference documents		
ACECOA sleep and rest practices		
Staff roles and responsibilities		
School principal	<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> <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. 	
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 includes:</p> <ul style="list-style-type: none"> · analysing complaints, incidents or issues and what the implications are for the updates to this procedure · reflecting on how this procedure is informed by relevant recognised authorities · planning and discussing ways to engage with families and communities, including how changes are communicated 	

	<ul style="list-style-type: none"> · developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> · all staff in the preschool and daily practices comply with this procedure · storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers · being actively involved in the review of this procedure, as required, or at least annually · ensuring the details of this procedure's review are documented.
Procedure	
Communicating with Families	<ul style="list-style-type: none"> · The preschool educators ensure the individual sleep and rest requirements of each child are met, as advised by their family. Information regarding children's sleep and rest patterns and preferences is gathered at enrolment via the 'Get to Know You' Sheet and through verbal conversations with families on the first day and throughout enrolment. · If there is a change to a child's sleep or rest the staff member notified will inform each staff member present and the Preschool Teacher will record the change on Sentral for all staff to read. · If a child sleeps during the day the sleep and checks are recorded in the 'sleep register' and also the period slept is recorded in the 'Delivery and Collection Register'.

Meeting the needs for sleep and rest

- At Coonamble Public School Preschool we take a flexible approach to supporting children's need for rest and relaxation by not having a designated sleep period and supporting individual family and cultural practices.
- Children are not forced to lie down or sleep.
- There is a comfortable, quiet area, in the reading area both inside and outside, that a child can retreat to at any time of the day to rest.
- There is a designated rest / quiet period included in the daily routine / timetable. This occurs between 1pm-1.30pm and includes quiet activities and optional rest pillows.
- If a child doesn't want to rest during the designated rest / quiet period, they are able to engage with quiet activities such as puzzles, yoga or reading.
- Adequate supervision is maintained while some children rest and others engage in activities. When children are resting a staff member must be within sight and sound of the resting children, while the other staff members engage in activities with the other children.
- Sleeping children must be recorded on the sleeping register, with checks recorded every 10 min, which assess breathing. This is to ensure children are all individually checked and their breathing has not been obstructed.
- Each child's circumstances will be assessed and current health to determine whether higher supervision levels and checks may be required whilst they are sleeping. For example, children who are unwell will need to be monitored constantly whilst sleeping especially if they have a high temperature, vomited or received minor trauma to their head. In addition, children who are taking medication or have recently received a vaccine may experience increased drowsiness (or restlessness) and this will also need to be taken into consideration
- Children are encouraged to sleep on their backs before they fall asleep and then turn to a comfortable position once asleep.
- If a child sleeps during the preschool day, their family is informed of the length of time they slept. This is recorded in the delivery and departure register by the Preschool Teacher.
- If children wish to, they are able to lie down on a preschool bed with a pillow and sheet and / or blanket. These are supplied by the preschool. Beds are washed down with soapy water and put away

	after every use. Bed linen is placed in the washing machine once a child has finished their rest.
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Record of procedure's review
Date of review and who was involved
23/8/2021 Carolyn Jones, Leanne McMaster, Natalie Kenny and Shiralee Robinson
Key changes made and reason/s why
Format was changed to make the procedure more comprehensive.
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Anette Thomson and added to Kinderloop for parents/carers to view.