



Sleep and Rest for Children Procedure

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> <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>
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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

The following procedure describes the steps the preschool will take to ensure children's needs for sleep and rest are met in a way that protects their health and wellbeing. This procedure identifies, addresses, and records the strategies taken to implement the sleep and rest assessment plan which mitigates identified risks.

Introduction	<p>At Coonamble Public School Preschool the children are aged between 3 and 5 years old. Most children who attend CPS preschool do not generally require day-time sleep.</p>
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Communication

- 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 are gathered at enrolment via the 'Get to Know You' sheet and through verbal conversations with families on the first day and throughout enrolment.
- Parents/carers are encouraged to communicate any changes in their child's needs through verbal conversations with staff. For example, if a child had a disrupted sleep and they may need a sleep that day, parents can inform staff verbally upon arrival.
- 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'.
- All staff during induction are informed about the sleep and rest processes and that no child is ever forced to lie down or sleep.
- Parents/carers are invited to share any of their children's sleep needs, in respect to cultural preferences. The staff will support these needs within the guidelines of the child safe standards.
- Any changes to the sleep and rest procedures are shared with parents via Kinderloop and parents are invited to make suggestions or raise concerns via Kinderloop or via Parent and Community Meetings.

Supervision

- Adequate supervision is maintained at all times while some children rest and others engage in quiet activities. When children are resting a staff member will stay in a position that is within sight and sound of the resting children, while the other staff members engage in activities with the other children.
- When a child has fallen asleep, an educator must record that the child has fallen asleep in the 'sleeping register'. The educator must stay in sight and sound of the child and complete breathing checks every 10 minutes, recording these in the 'sleep register'. This is to ensure children are all individually checked and their breathing has not been obstructed.
- If the supervising educator needs to leave for any reason, they are to communicate this with another educator, update the incoming educator in the checks and when the next check is due, before leaving.
- Each child's circumstances and current health will be assessed 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, have 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 who have specific health care needs or a history of sleeping issues may also require more regular checks and monitoring.
- Children are encouraged to sleep on their backs by all staff before they fall asleep and then turn to a comfortable position once asleep
- If a child has identified that they would like to sleep, staff check children to ensure they are not wearing any choking hazards, for example, jumper hood cords or ties, scarves, necklaces. If the child is wearing something that is a choking hazard, staff, with children's consent, will remove the item or will have the child remove the item and place it in a safe place for them to get later. If a child falls asleep wearing an item that could be a choking hazard, staff will remove the item while the child sleeps.
- The staff member supervising sleeping children will remove any items covering children's faces while they sleep, so they have a clear view of their faces.

<p>Environment</p>	<ul style="list-style-type: none"> ● Quiet areas which provide pillows and comfortable furnishings are provided both indoors and outdoors, so children can rest at any time during the day. These areas are the reading space indoors, the gunya, the reading areas and the circle outdoors. If a child communicates that they would like to rest or sleep, these areas are offered. However, a bed or an additional quiet space can be supplied at the child's request, such as under a tree, as they may feel more comfortable in another area. ● Prior to children sleeping, the sleep areas are checked for any potential hazards and any identified hazards are removed. The floors are vacuumed daily to remove any potential debris. ● When the children are resting the window covers are up to provide natural lighting and the windows are open to provide ventilation (if the weather is appropriate). The reverse cycle air conditioner maintains a comfortable temperature for all children.
<p>Equipment</p>	<ul style="list-style-type: none"> ● Raised beds are supplied by the preschool for any child who wishes to sleep. Beds are washed down with soapy water and put away after every use. The beds are arranged in the reading area in a line. ● Bed linen is supplied by the preschool and is placed in the washing machine once a child has finished their rest.
<p>Quiet or rest time</p>	<ul style="list-style-type: none"> ● There is a designated rest / quiet period included in the daily routine / timetable. This occurs between 1pm-1.30pm and includes quiet activities and the option to sleep. ● Rest time is flexible at CPS Preschool. Children can request a rest/sleep at any point during the day. ● If children do not want to sleep, they are able to read, complete puzzles, play with blocks, draw or complete any activity they would like to if they can do so quietly. ● Quiet rest activities such as yoga and mindfulness activities are offered to children during rest time and also when children request or a need is recognised.

Record of procedure's review

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 Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
7/9/2022 Carolyn Jones, Leanne McMaster, Miriam McKeown, Annette Thomson and Shiralee Robinson
Key changes made and reason/s why
No changes made
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
30/8/23 Carolyn Jones, Miriam McKeown, Annette Thomson and Shiralee Robinson

Key changes made and reason/s why
Editing and formatting
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Date of review	9/10/23
Who was involved	Carolyn Jones, Shiralee Robinson, Miriam McKeown and Leanne McMaster
Key changes made and reason why	Changes made regarding the recommendations from the Child Safety Standards.
Record of communication of significant changes to relevant stakeholders	<p>Principal: Emailed to Annette Thomson – 9/10/23</p> <p>Staff: Communicated to staff during a reflection meeting 9/10/23</p> <p>Parents: Communicated to parents via Kinderloop 9/10/23.</p> <p>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.</p>