



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 Regulations: 84A, 84B, 84</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>Red Nose</p>

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. <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

	<ul style="list-style-type: none"> ▪ 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.
<p>Preschool teacher(s) and educator(s)</p>	<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

<p>Introduction</p>	<p>The children are between the ages of 3 to 5. The majority do not require regular time to sleep or rest.</p>
<p>Communication</p>	<ul style="list-style-type: none"> ▪ <i>During the Entry Point Interview</i>, prior to commencing preschool, parents/carers share their child’s sleep/rest needs. ▪ If a child’s sleep/rest needs change the parent/carer can notify an educator face-to-face, through a message on ClassDojo or in writing. This is also noted on the <i>Daily Arrival and Departure Register</i>. ▪ If a child has had disrupted sleep the night before the parent/carer notifies an educator on arrival to alert them that their child may need a sleep that day. This is also noted on the <i>Daily Arrival and Departure Register</i>. ▪ A class list records any child who has been identified as requiring sleep/rest during the day as identified by the parent/carer during the <i>Entry Point Interview</i>. This list is kept in the casual folder. ▪ If a parent/carer indicates a permanent change to their child’s sleep/rest needs, this will be updated on the class list in the casual folder and communicated to all preschool educators through the Coota Gulla Preschool teams group. ▪ If a parent/carer indicates change to their child’s sleep/rest needs for that day, the information is noted on the <i>Daily Arrival and Departure Register</i> and communicated to all preschool educators through the Coota Gulla Preschool teams group. ▪ An <i>Eat/Sleep Register</i> is used to record if a child has eaten during Break 1 and 2, if they have had a sleep (including times) and/or they have had a rest (including times). These sheets are on a clipboard near the bag area. ▪ When a parent/carer picks up their child an education will inform the if their child has had sleep/rest on that day. Additionally, this information can also be communicated as a message through ClassDojo. ▪ If a child is tired they can talk to an educator who will organise sleep/rest time.

	<ul style="list-style-type: none"> ▪ Information regarding sleep and rest, including the practice that no child is ever be forced to lie down or sleep, is available in the casual folder.
<p>Supervision</p>	<ul style="list-style-type: none"> ▪ The sleeping/resting area is within the main classroom, therefore there is a clear line of sight between educators and children sleeping/resting. ▪ If a child has any of the conditions below and are asleep one of the educators will be nominated on the day to check on them every 10 minutes. <ul style="list-style-type: none"> – a cold – respiratory or chronic lung disorder – a specific health care need – a high temperature – vomited – minor trauma to their head – taken medication – recently received a vaccine – a history of sleeping issues. ▪ Whether sleeping, resting or playing, all children are within line of sight. ▪ Children are encouraged to sleep on their backs before they fall asleep and then turn to a comfortable position once asleep. ▪ The educator organising the space for sleep/rest will ensure children are not wearing any choking hazards, for example jumper hood cords or ties, scarves, necklaces. ▪ As part of the supervision process educators will ensure sleeping children's faces are not covered by clothing or linen.
<p>Environment</p>	<ul style="list-style-type: none"> ▪ There is a carpeted area near the IWB. This is where children sleep/rest when indoors. ▪ There is a real grass area near the tree. This is where children sleep/rest when outdoors. ▪ These areas are checked for any hazards that may pose a choking risk, for example toys that could be rolled onto, window dressings prior to setting up for sleep/rest. ▪ The sleep/rest space is open with natural lighting, windows for ventilation and the air conditioning system automatically adjusts the temperature.
<p>Equipment</p>	<ul style="list-style-type: none"> ▪ Vinyl covered mats are available for children to use when sleeping/resting. ▪ The vinyl covered mats are kept in the classroom storerooms. ▪ After use, the educators wipe them down with antiseptic wipes. Once dry, they are returned to the storerooms. ▪ Parents/carers provide linen and/or pillows. At the end of every week (Wednesdays for Goannas Wagul and Bula; Friday for Gynea Lilies) these are sent home for the parents/carers to launder and return the following week.

Quiet or rest time

- There is no dedicated quiet or rest period.
- There is flexibility in the daily routine to cater for children's changing sleep, rest and/or relaxation needs.
- During quiet or rest time, children who do not want to lie down can read a book, complete a puzzle or participate in relaxation activities with an educator.

Record of procedure's review

Date of review	20/5/24
Who was involved	Preschool educators
Key changes made and reason why	Updated to the new template and new preschool site
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.

Date of review	6/12/23
Who was involved	Preschool Staff
Key changes made and reason why	Updated and reviewed to reflect the new preschool space. (6/12/23)
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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.

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