



Preschool sleep and rest 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		
ACECQA 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. 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.</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 changes are communicated with families and communities via our Preschool Facebook page and displayed on notice board at the preschool entrance. all staff are informed 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

Meeting the needs for sleep and rest

All children have individual sleep and wellbeing requirements. Each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, wellbeing and relaxation. In taking reasonable steps to ensure children's needs for sleep and rest are met, children will not be required to lie down or sleep.

The preschool will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs and as advised by the child's parents / carers.

- Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children (Regulation 81). Consult with families about children's sleep and rest requirements. Educators will be sensitive to each child's needs so that sleep and rest times are a positive experience.
- Respect family preferences regarding sleep and 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 sleep nor prevented from sleeping.
- Use a range of practices to manage sleep, rest and relaxation needs. Children sleep, rest and relax in a range of different ways. Some children may prefer to quietly rest and read; some may enjoy relaxation activities like guided meditation or yoga; some may need to be more active in order to then sleep and/or relax. Children have choice in these activities.
- Ensure that children who do not require sleep have opportunities to engage in a range of appropriate quiet play experiences such as relaxation stones, listening to a story/music, sensory fidget toys, completing a puzzle or reading a story.
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required whilst they are sleeping e.g. 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.
- Ensure that areas for sleep and rest are well ventilated and have natural light.
- Ensure that if beds/mattresses are used, they are clean and in good repair. Bed linen is for use by an individual child only and will be washed before use by another child. Light bedding is encouraged, as opposed to doonas and heavy blankets. If beds are used, ensure they are low to the ground to prevent falls.
- All children will be encouraged to lie on their backs before they fall asleep. A child may then turn over whilst the resting / sleeping to find a comfortable position.
- Ensure children sleep and rest with their face uncovered. If a child's face becomes covered, by the bed linen whilst they are resting / sleeping, the staff/carer will immediately uncover the child's face. In addition, children should be asked to remove jumpers with hoods and cords and scarves etc. whilst resting and/or sleeping, to reduce the risk of choking or strangulation.
- Maintain adequate and direct supervision and educator to child ratios throughout the rest / sleep period.
- Closely monitor sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular intervals, and ensuring they are always within sight and

	<p>hearing distance of sleeping and resting children so that they can assess a child's breathing and the colour of their skin.</p> <ul style="list-style-type: none"> • Places are provided outside so that children who choose to rest there are able to do so comfortably by utilising our quiet, restful areas. • How the environment might best be used to provide children who need to sleep a quiet space without distraction. • How the environment might best be used to provide children who do not sleep a space and opportunity to do alternate activities.
--	---

Record of procedure's review
Date of review and who was involved
19/03/2022 Aimee Vincent, Cathy Banister, Jordan McPhail, Beth Cameron, Andrea Lundy, Natalie O'Donnell, Julie Greedy
Key changes made and reason/s why
Added in a list of resources for children to play with during rest times for casual staffing.
Record of communication of significant changes to relevant stakeholders
A copy displayed at entrance of Preschool and a copy can be made available for preschool families to take home if they wish. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting. School website displays full list of procedures for viewing

Copy and paste a new table to record each occasion the procedure is reviewed