

Procedure

Safe Sleep and Rest

Loxton Preschool Centre is required to follow the Department for Education's [safe sleeping and resting for infants and young children procedure](#) (department procedure) which aims to ensure appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation.

Loxton Preschool Centre Safe Sleep and Rest Procedure must be read alongside the department procedure. Together, these procedures address the requirements in regulation 168 of the National Regulations for education and care services to have sleep and rest procedures in place for children.

A copy of this procedure and the department procedure will be kept in the Policies and Procedures folder in the Parent Library.

NQS

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| QA2 | 2.1.1 | Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation |
| QA2 | 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |

NATIONAL REGULATIONS

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|------|-----|--|
| Regs | 84A | Sleep and rest |
| | 84B | Sleep and rest policies and procedures |
| | 84C | Risk assessment for purposes of sleep and rest policies and procedures |
| | 84D | Prohibition of bassinets |

EYLF

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| LO1 | Children feel safe, secure and supported |
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Who is affected by this policy?

- Children
- Families
- Educators/Employees
- Governing Council

Aims

To ensure the safety, health and wellbeing of children attending our service and that appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation, having regard to each child's age, development and needs.

Purpose/Objectives

The objectives of this procedure are to ensure that staff and educators:

- protect children from risks during sleep and rest
- are aware of and comply with current evidence-based safe sleep practices and safe sleep environments to reduce the risk of sudden unexpected death in infancy (SUDI).
- promote and model safe sleeping practices and environments to families with infants and young children.
- are aware of where to access resources to build their knowledge about recommended safe sleep practices.
- comply with the Education and Care Services National Law and Regulations.

Rationale

Sleep is extremely important for children as it directly impacts mental and physical development. Safe sleep and rest for children has the proven benefits of increases in growth, health, attention span and learning.

It is important to note that Red Nose (formerly SIDS and Kids) is considered the recognised national authority on safe sleeping practices for infants and children. Red Nose Australia resources should be consulted when reviewing and updating sleep and rest policies and procedures. Nominated supervisors and educators need to consider that children have different sleep, rest and relaxation needs. Children of the same age within their service can have different sleep patterns.

Implementation

How children will be protected from risks

To protect children from risks during sleep and rest, educators will follow the 'safe sleep and rest practices' outlined in the department procedure.

To ensure educators are aware of and follow the safe sleep and rest practices:

- The site leader will ensure that the department's safe sleep practices are incorporated in induction and training for educators, including for casual and relief staff.

- The site leader will ensure that educators engage in refresher training every year, which will cover safe sleep and rest practices and risk assessment requirements as part of Week 0.

Risk assessment

A Risk assessment will be undertaken in accordance with the department procedure, which addresses requirements under regulation 84C of the National Regulations. Risk assessments will be conducted using the [template for sleep and rest risk assessment](#).

Site leaders will ensure that, as soon as practicable after a risk assessment is completed, any necessary updates to this procedure will be made.

A copy of all completed risk assessments will be kept by the service.

Meeting sleep and rest needs

To ensure children's individual sleep and rest needs are met, educators will:

- if a child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there should be a comfortable, safe area available for them to rest (if required). It is important that opportunities for rest and relaxation, as well as sleep, are provided.
- ensure that children who do not wish to rest are provided with alternative quiet activities and experiences, while those children who do wish to rest are allowed to do so, without being disrupted. If a child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there should be a comfortable, safe area available for them to rest (if required). It is important that opportunities for rest and relaxation, as well as sleep, are provided.
- consider that there are a range of strategies that can be used to meet children's individual sleep and rest needs.
- look for and respond to children's cues for sleep (e.g. yawning, rubbing eyes, disengagement from activities, crying, decreased ability to regulate behaviour and seeking comfort from adults).
- avoid using settling and rest practices as a behaviour guidance strategy because children can begin to relate the sleep and rest environment, which should be calm and secure, as a disciplinary setting.
- minimise any distress or discomfort.
- acknowledge children's emotions, feelings and fears.
- understand that younger children settle confidently when they have formed bonds with familiar carers.

Meeting health care needs

To ensure children's health care needs are met:

- as required by the department procedure, educators will ensure that, for a child who has a medical condition or additional needs which relates to their sleep or rest, a health care plan authorised by a medical practitioner

is in place which outlines the safest sleep and rest practices to be implemented

- families will be asked to answer questions about their child's health care needs through questions in enrolment documents and a phone call home the first time a child falls asleep to clarify the families current sleep requests in case information previously gathered is out of date.

Partnership with families

To implement the procedures for facilitating 'a collaborative partnership with families' and for addressing 'requests to vary sleep practices', as set out in the department procedure:

- Upon enrolment, educators will inform families of the service's sleep and rest policy and procedures and will provide families information about safe sleep recommendations.
- The service's sleep and rest procedures and policy will be made available to families in hard copy upon request, and in the policies and procedures folder in the parent library and via the website.
- Educators will make a record of any parent communication concerning requests to vary sleep practices, and decisions made in relation to such requests and share it with the staff team.
- Upon collection of children, families will be notified of the length of sleep the child had at preschool. They will be given a copy of the completed Safe Sleep & Rest Physical Checks template on their child.

To implement the department's procedures for 'promoting and modelling safe infant care practices':

- The site leader will ensure safe sleeping information is displayed and available for families, including by providing resources in different languages and using easy-to-read posters.

Supervision and monitoring

To ensure all children are appropriately supervised and monitored, educators will follow the 'supervision and monitoring' procedures in the department procedure.

To implement the department procedure:

- the site leader will ensure that supervision and monitoring requirements for sleep and rest are incorporated into induction and training for educators, including casual and relief staff.
- supervision planning and the placement of educators across the preschool service should ensure educators are able to adequately supervise sleeping and resting children.
- sleep and rest environments and equipment are safe, clean and free from hazards.
- educators should closely monitor sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular 15 minute intervals, and ensuring educators are always within sight

and hearing distance of sleeping and resting children so that they can assess a child's breathing and the colour of their skin. Service providers will consider the risk for each individual child, and tailor sleep and rest to reflect the levels of risk identified for children at the service. Factors to be considered include the age of the child, medical conditions, individual needs and history of health and/or sleep issues.

- Educators will complete a daily record of sleeping and resting 'Safe Sleep & Rest Physical Checks Template' at 15 minute intervals when a child is asleep which will include the time the child is checked, and details regarding the child's sleep position, breathing, skin and lip colour, head position, body temperature, airway and state. This will be kept in the Incident and Injury Folder in the First Aid area and a copy will be given to the family when the child is departing the preschool.
- Educators will ensure that playing children are supervised in close proximity to sleeping children to allow supervision of both groups.
- Educators will monitor the sleeping children – monitoring breathing and healthy skin colour every fifteen minutes and record their check on a sticker that is kept in the staff diary.
- Educators will ensure that the physical environment facilitates effective supervision (ie windows not blocked and adequate space to move around to physically check on individual children)

Sleep and rest environment

To ensure all children are provided with a safe sleep and rest environment, educators will follow the 'providing a safe sleeping environment' procedures in the department procedure.

To implement the department procedures:

- The site leader will ensure that requirements for ensuring a safe sleep and rest environment are incorporated into induction and training for educators
- Create a relaxing atmosphere for resting children by such activities as – playing relaxation music, reading books, mindfulness activities, etc.
- Ensure a safety check of sleep and rest environments is undertaken on a regular basis.
- If hazards are identified, lodge a report as instructed in the service's policies and procedures for the maintenance of a child safe environment.
- Ensure hanging cords or strings from blinds, curtains, mobiles or electrical devices are away from sleeping children.
- Ensure children are not sleeping in walkways or in a place where access to resources and equipment is obstructed.

Sleep and rest equipment

To ensure all children are provided with safe sleep and rest equipment:

- site leaders will ensure that periodic work health and safety checks are undertaken of the physical environment, furniture and resources of the service

Prams, pushers and bassinets

From 1 October 2023, the National Regulations prohibit the presence of bassinets on education and care services' premises.

As required by the department procedure, all staff will ensure that prams, pushers, bouncinettes and rockers are not used unsupervised, and are not used as a sleeping environment for children.

The presence of bassinets at the service is prohibited under the National Regulations. All staff will ensure that bassinets are not present at the service for any purpose.

Reviewing sleep and rest practices

To ensure sleep and rest practices of the service remain current and implement best practices:

- the site leader will ensure sleep practices and environments are reviewed every twelve months.
- educators will ensure that any changes to service procedures are discussed as a regular meeting agenda item

Training and induction for educators

To ensure best practices and recommendations for safe sleep and rest are met:

- the site leader will ensure that training and induction for educators (including casual and relief staff) covers the requirements in the department procedure and the procedures in this document and will use relevant tools for ensuring compliance (ie checklists)

Sources

- Early Years Learning Framework (v2.0, 2022)
- National Quality Standard
- Department for Education Safe Sleeping and Resting for Infants and Young Children Procedure October 2023 ([Safe sleeping for infants and young children procedure \(edi.sa.edu.au\)](https://www.edi.sa.edu.au/))
- [PolicyGuidelines Sleep&RestForChildren August.pdf \(acecqa.gov.au\)](https://www.acecqa.gov.au/policy-guidelines/sleep-and-rest-for-children)
- [Sleep and rest legislative requirements | ACECQA](#)
- [template for sleep and rest risk assessment](#)
- Queensland Government's resource – [Sleep and rest physical environment considerations](#)
- SIDS and Kids SA [SIDS & KIDS | Safe sleep education and counselling \(sidssa.org.au\)](https://www.sidssa.org.au/) phone 83321066
- Red Nose [Early Childhood Educators | Red Nose Australia](https://www.rednose.com.au/) phone 1300 998 698 email: info@rednose.com.au
- Kidsafe SA phone 81616318
- Red Nose guidance – [What is a safe room temperature for sleeping baby](#)
- [Safe Infant Sleeping Standards | SA Health](#)
- ACCC product safety resource [Your First Steps](#)
- Red Nose [Cot to Bed Safety brochure](#)
- APPENDIX A: Extract of regulations 84B and 84C of the National Regulations [Education and Care Services National Regulations \(2011 SI 653\)](#)
- Consultation process completed and feedback included from children, staff, families and Governing Council members

Review

The policy will be reviewed bi-annually.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

| Document History | Version | Approved Date | Description of Change | Next Review Date |
|------------------|---------|---------------|--|------------------|
| | 1.0 | 30/07/2019 | Policy Developed | 30/07/2021 |
| Reviewed | 2.0 | 29/06/2021 | Updated in line with Department For Education policy changes Updated sections; Sources | 29/06/2023 |
| Reviewed | 3.0 | 31/12/2023 | All links have been verified Updated to reflect changes to NQF, commencing 1 October 2023, EYLF(v2.0, 2022) | 31/12/2025 |

Approved by Governing Council 31/12/2023 Director's Signature 

APPENDIX A: Extract of regulations 84B and 84C of the National Regulations
[Education and Care Services National Regulations \(2011 SI 653\)](#)

84B Sleep and rest policies and procedures

The sleep and rest policies and procedures required under regulation 168(2)(a)(v) must address—

- (a) how children will be protected from any risks identified in a risk assessment conducted under regulation 84C
- (b) how the sleep and rest needs of children being educated and cared for by the service are met, including how the ages, developmental stages and the sleep and rest needs of individual children are considered
- (c) how the health care needs of individual children being educated and cared for by the service are met
- (d) how requests from families about a child's sleep and rest and cultural preferences are considered
- (e) supervision and monitoring during sleep and rest periods, including –
 - (i) the method and frequency of checking the safety, health and wellbeing of children during sleep and rest; and
 - (ii) the documentation of sleep and rest periods
- (f) how the sleep and rest practices at the service are consistent with any current health guidelines on the best practices to adopt to ensure the safety of children during sleep and rest
- (g) the induction, training and knowledge of staff who educate and care for children at the service in relation to best practices for children's sleep and rest
- (h) the location and arrangement of sleep and rest areas at the service and how this meets the sleep and rest needs of children being educated and cared for by the service
- (i) safety and suitability of cots, bedding and bedding equipment, having regard to the ages and developmental stages of children who will use the cots, bedding and bedding equipment
- (j) management of potential hazards –
 - (i) in sleep and rest areas; and
 - (ii) on a child during sleep and rest periods
- (k) management of physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation)
- (l) communication of the sleep and rest policies and procedures to a parent.

84C Risk assessment for purposes of sleep and rest policies and procedures

(1) The approved provider of an education and care service must ensure that a sleep and rest risk assessment is conducted in accordance with this regulation—

- (a) at least once every 12 months; and
- (b) as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest.

Penalty: \$2200.

Note - A compliance direction may be issued for failure to comply with subregulation (1).

(2) a risk assessment must consider the following:

- (a) the number, ages and developmental stages of children being educated and cared for –
 - (i) by the education and care service; or
 - (ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
- (b) the sleep and rest needs of children being cared for (including health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest) –
 - (i) by the education and care service; or
 - (ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
- (c) the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods
- (d) the level of knowledge and training of staff supervising children during sleep and rest periods
- (e) the location of sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas
 - (i) at the education and care service; or
 - (ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
- (f) the safety and suitability of any cots, beds and bedding equipment, having regard to the ages and developmental stages of children who will use the cots, bed and bedding equipment
- (g) any potential hazards
 - (i) in sleep and rest areas; or
 - (i) on a child during sleep and rest periods;
- (h) the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation) –
 - (ii) at the education and care service; or
 - (iii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
- (i) in the case of a family day care service that provides overnight care to a child, any risks that the overnight care provided at the family day care residence or approved family day care venue of the service may pose to the safety, health or wellbeing of the child.

- (3) As soon as practicable after conducting a risk assessment under this regulation, the approved provider of an education and care service must make any necessary updates to the sleep and rest policies and procedures.
- (4) The approved provider must keep a record of each risk assessment conducted under this regulation.