### Preschool sleep and rest procedure

### Reviewed 13 May 2024

| **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** |
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| **NQS: 2.1**    **Regulations: 84A, 84B, 84C** | Leading and operating department preschool guidelines | [ACECQA – sleep and rest](https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices) [practices](https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices)    ACECQA’s policy and procedures guidelines – [Sleep](https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_Sleep%26RestForChildren_August.pdf) [and rest for children [PDF 254](https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_Sleep%26RestForChildren_August.pdf) [KB]](https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_Sleep%26RestForChildren_August.pdf)    [Sleep and rest for children -](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/media/ece-resources/safe-sleep/sleep-and-rest-for-children-procedure-guidelines-for-ecec-services-28_July_2022.pdf) [Procedure guidelines for early](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/media/ece-resources/safe-sleep/sleep-and-rest-for-children-procedure-guidelines-for-ecec-services-28_July_2022.pdf) [childhood education and care](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/media/ece-resources/safe-sleep/sleep-and-rest-for-children-procedure-guidelines-for-ecec-services-28_July_2022.pdf) [services [PDF 682 KB]](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/media/ece-resources/safe-sleep/sleep-and-rest-for-children-procedure-guidelines-for-ecec-services-28_July_2022.pdf)    [Regulatory guidance: Children’s](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/media/ece-resources/Regulatory_Guidance_Note_Childrens_Safe_Sleep_and_Rest_-_28_July_2022.pdf) [safe sleep and rest [PDF 1,400](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/media/ece-resources/Regulatory_Guidance_Note_Childrens_Safe_Sleep_and_Rest_-_28_July_2022.pdf) [KB]](https://education.nsw.gov.au/content/dam/main-education/early-childhood-education/whats-happening-in-the-early-childhood-education-sector/media/ece-resources/Regulatory_Guidance_Note_Childrens_Safe_Sleep_and_Rest_-_28_July_2022.pdf)    [RedNose](https://rednose.org.au/) |
| **Pre-reading and reference documents** | | |
| [ACECQA sleep and rest practices](https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices) | | |
| **Staff roles and responsibilities** | | |
| School principal  (These tasks may be delegated to other members of the preschool team, but responsibility sits with the principal.) | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.  The principal is responsible for ensuring:   * 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. * 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 | |
| Preschool educators | The preschool educators are responsible for working with leadership to ensure:   * 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. * 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. | |
| **Procedure** | | |
| **Meeting the needs for sleep and rest** | * The preschool educators ensure the individual sleep and rest requirements of each child are met, as advised by their family. * Children are not forced to lie down or sleep. * There is a comfortable, quiet area, both inside and outside, that a child can retreat to at any time of the day to rest. Children have access to the rest area if needed. This area is located in Room A in the preschool. * There is a designated rest / quiet period included in the daily routine / timetable. Rest time takes place after lunch. Timetable varies throughout the year due to weather and variations in routine. * During relaxation children engage in a variety of relaxation and/or breathing techniques, including shared reading, yoga and meditation. * Adequate supervision is maintained while some children rest and others engage in activities. Educator to children ratio is in place during rest time * 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. ECT verbally communicates to caregiver when child is delivered home. * If children wish to, they are able to lie down with a cushion. Cushions are supplied by the preschool. Cushions are sprayed with disinfectant each day after children have left the premises. Cushion covers are also washed on a weekly basis to maintain hygiene standards. | |

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| Date of review | 13/05/2024 - Preschool Team Meeting |
| Who was involved | ECT in consultation with the preschool supervisor and preschool educator team.  The principal approved changes and access to current procedures is available via Teams to the executive team and anyone who may relieve in the preschool. |
| Key changes made and reason why | Update from Room B to Room A to reflect current practice. |
| Record of communication of significant changes to relevant stakeholders | Principal: 13/05/2024  Staff:13/05/2024  Parents:16/05/2024 Kinderloop  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. |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 10/03/23 Cara Becroft |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
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