

SAFE SLEEP AND REST PROCEDURE

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Overview

Cumberland Kindergarten 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. Children will be encouraged to listen to their own bodies and find activities that suit their individual energy levels. Spaces are provided both indoors and outdoors to encourage children to participate in quiet or relaxing play. Children will have opportunities to participate in learning different ways to rest and relax, like yoga, quiet music, meditation, stories, sensory play and breathing exercises for example.

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 & Procedures folder onsite and be available on our website.

Procedures

The following procedures address matters required under regulations 84B and 84C of the National Regulations. An extract of those regulations is at Appendix A.

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

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](#).

The Director 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:

- Seek information from families about children's wellbeing, physical comfort, or personal needs through the 'About Me' child questionnaire, discussion during Parent Educator Conversation (early in 1st term) or on an as needs basis via phone or email
- Spaces will be always available where children can choose to rest/sleep if they need
- Families' cultural preferences relating to sleep and rest will be sought and addressed through shared conversations between families and educators as they arise

Opportunities for rest and relaxation will be provided by:

- Quiet spaces both indoors and outdoors will be available for children at any time of day
- Children who appear to be tired or needing rest/sleep will be encouraged to access a safe sleep place (sleep mat in quiet area indoors)
- Wellbeing time (relaxation) included in end of day routine

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, eg. enrolment form and 'About Me' child questionnaire.

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) or on the service's website
- Educators will make a record of any parent communication concerning requests to vary sleep practices, and decisions made in relation to such requests
- Site leaders will ensure that educators have appropriate training to address families' requests which are contrary to the safe sleep guidance

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 Director will ensure that supervision and monitoring requirements for sleep and rest are incorporated into induction and training for educators, including casual and relief staff
- Educators will complete a daily record of sleeping and resting which will include the time the child is checked (10 minute intervals), and the initial/signature of the educator
- Once completed, educators will file the daily record in the child's individual file
- Educators will ensure that playing children are supervised in close proximity to sleeping children to allow supervision of both groups
- Educators will ensure that the physical environment facilitates effective supervision (eg. 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 Director will ensure that requirements for ensuring a safe sleep and rest environment are incorporated into induction and training for educators
- Educators will use a safe sleep environment checklist to ensure that:
 - There is adequate lighting of sleep and rest areas to enable effective supervision
 - Sleep and rest areas are well ventilated
 - There is an unobstructed gap between sleep mats to allow free movement by an educator and to ensure children cannot physically disturb one another while sleeping and resting
 - Sleep mats are positioned away from heaters to avoid overheating
 - Sleep mats are kept away from hanging cords and electrical appliances

Sleep and rest equipment

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

- Directors will ensure that periodic work health and safety checks are undertaken of the physical environment, furniture, and resources of the service
- Educators will ensure folding sleep mats are covered with a well-fitting sheet, which is washed after use

Reviewing sleep and rest practices

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

- The Director will ensure sleep practices and environments are reviewed every 12 months
- Educators will ensure that safe sleep practices and 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 Director will ensure that training and induction for educators (including relief staff) covers the requirements in the department procedure and the procedures in this document and will use relevant tools for ensuring compliance (eg. checklists)
- The Director will ensure that training and induction for educators addresses knowledge and understanding of risks of sudden infant death syndrome (SIDS)
- The Director will ensure educators are provided with opportunities to attend formal training courses on safe sleep and rest at least once in a 12-month period

Procedure creation and revision record

Version:	1
Approved by site leader:	Melissa Slater
Date of approval:	28/05/24
Date of next review:	November 2024 (in preparation for next intake)
Amendments(s):	Changed to fit department template for sleep and rest local procedures