



Safe sleep and rest procedure

Overview

Morgan Preschool 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.

Morgan Preschool's 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 Policy Compliance folder in the Administration Office.

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 during staff meetings, which will cover safe sleep and rest practices and risk assessment requirements

For sleeping children, educators will protect children against overheating by ensuring:

- Child's face and head are uncovered.
- Children are placed on their back to sleep. If older children move during sleep, allow them to find their own sleeping position.
- Children are dressed according to whether it is summer or winter and whether there is heating or cooling.
- Prams, pushers, bouncinettes and rockers must not be used unsupervised or as a sleeping environment for children.



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:

- Communication with families during enrolment process to understand child's wellbeing, physical comfort or personal needs.
- Ask families to provide information about their cultural preferences relating to sleep and rest.
- Respect children's agency, including children's need or want to sleep or rest.

Opportunities for rest and relaxation will be provided by:

- Offering guided, supervised relaxation time each day.
- Offering children a variety of other supervised quiet spaces for rest and relaxation, for them to access at any time during the day.

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

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 / 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 site leader will ensure that supervision and monitoring requirements for sleep are 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, and the initial/signature of the educator
- Once completed, educators will file the daily record in the folder.
- Educators will ensure that playing children are supervised in close proximity to sleeping children to allow supervision of both groups
- Educators will monitor child's breathing
- 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
- 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 children to allow free movement by an educator and to ensure children cannot physically disturb one another while sleeping and resting
 - Children are positioned away from heaters to avoid overheating
 - Children are kept away from hanging cords, mobiles, electrical appliances and curtains

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
- Site leaders will check manufacturer standards of sleep and rest equipment upon purchasing, including for cots (which must comply with AS/NZS 2172) and folding or portable cots (which must comply with AS/NZS 2195)



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 annually.
- 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 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)

Procedure creation and revision record

Version:	1
Approved by site leader:	Carol Colbert
Date of approval:	Oct 2024
Date of next review:	Oct 2025
Amendments(s):	Nil



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.