



# IRRAWANG PUBLIC SCHOOL

## PRESCHOOL

### Sleep and Rest for Children Procedure

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
<p><b>NQS: 2.1</b></p> <p><b>Regulations: 84A, 84B, 84C</b></p>	<p>Leading and operating department preschool guidelines</p>	<p><a href="#">ACECQA – sleep and rest practices</a></p> <p>ACECQA's policy and procedures guidelines – <a href="#">Sleep and rest for children [PDF 254 KB]</a></p> <p><a href="#">Sleep and rest for children - Procedure guidelines for early childhood education and care services [PDF 682 KB]</a></p> <p><a href="#">Regulatory guidance: Children's safe sleep and rest [PDF 1,400 KB]</a></p> <p><a href="#">RedNose</a></p>

#### Responsibilities

<p><b>School principal</b></p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>● the preschool is compliant with legislative standards related to this procedure at all times</li> <li>● all staff involved in the preschool are familiar with and implement this procedure</li> <li>● all procedures are current and reviewed as part of a continuous cycle of self-assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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<p><b>Preschool supervisor</b></p>	<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. This could include:</p> <ul style="list-style-type: none"> <li>● analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>● reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <li>● planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>● developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li> </ul>
<p><b>Preschool teacher(s) and educator(s)</b></p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>● all staff in the preschool and daily practices comply with this procedure</li> <li>● this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>● they are actively involved in the review of this procedure, as required, or at least annually</li> <li>● details of this procedure's review are documented.</li> </ul>

## Procedure

<p><b>Introduction</b></p>	<p>Our service caters for children aged between 3 and 5 years of age. During an average day, there is always the potential for a child to present to the service requiring sleep and/or rest. As such, individual sleep and rest requirements of each child are taken into consideration on a daily basis and provisions are always made available.</p>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>● Families can share information about their child's need for sleep and rest during their enrolment meeting. This is a time families can discuss their child's need for sleep and rest in relation to health care needs and cultural preferences. These considerations will be recorded by the educator on the <i>child's interview profile sheet, written on the kitchen whiteboard</i> and shared with staff during the <i>Preschool Induction</i> or as the information changes.</li> <li>● Families can communicate a change in their child's need for sleep and rest during morning check-in at drop off. These considerations are recorded in the <i>Preschool's Communication Book, written on the kitchen whiteboard and shared to preschool staff</i> by the educator before the day's activities commence so that these needs can be considered and met throughout the day where possible.</li> </ul>

	<ul style="list-style-type: none"> <li>● Any communication received from families regarding sleep and rest will be documented in the <i>Preschool Communication Book</i> and communicated to the educator. The educator is responsible for updating the child's profile sheet, if required, writing the daily needs on the kitchen whiteboard and communicating these needs to the staff before the day's activities commence.</li> <li>● Children are not forced to lie down or sleep. Family requests will be considered, but families are reminded that children will neither be forced to sleep/rest or prevented from sleeping/resting. Educators will look for and respond to children's cues for sleep eg yawning, rubbing eyes and disengagement from activities, crying, decreased ability to regulate behavior and seeking comfort from adults. If children are showing clear signs of tiredness, regardless of the time-of-day, children are offered the opportunity for rest or sleep.</li> <li>● If a child sleeps during the day, families will be informed of the length of time the child slept. The educator will record the time and duration of sleep in the Preschool's Sleep Diary (located next to the children's toilet) and this will be communicated to families upon pick up.</li> <li>● As part of a new staff member's induction they will be shown where to locate/record the needs of children's sleep and rest (Child's Profile Sheet, Kitchen Whiteboard/Preschool Communication Book).</li> <li>● Staff will be informed of best practice for sleep/rest as part of the Preschool Induction (beginning of the year- whole school and/or as new staff to the preschool). As regulations/training/information change, staff will be informed through weekly whole school communications (TWCU -Online document).</li> </ul>
<p><b>Supervision</b></p>	<ul style="list-style-type: none"> <li>● Children who wish to engage with a quiet activity will be supervised by a roaming staff member (as communicated between the staff on the floor) in line with the Supervision Plan around activities including books, puzzles, drawing and other quiet play and movement experiences as highlighted in the daily program.</li> <li>● Adequate supervision is maintained by identifying Rest Time as part of the Supervision Plan ensuring that educators are in close proximity to the children who may be sleeping/resting and/or engaging in quiet activities. This allows for adequate and direct supervision and maintenance of educator to child ratios throughout the rest/sleep period.</li> <li>● Children who are sleeping/resting will be closely monitored by a staff member (as communicated between the staff on the floor) every 10 minutes, inclusive of the sleep and rest environment. This is identified in the Supervision Plan ensuring that educators are in close proximity to the children who may be sleeping/resting, allowing for adequate and direct supervision and maintenance of educator to child ratios. Staff will ensure they are always within sight and hearing distance of sleeping/resting children so that they can regularly observe and physically check the rise and fall of a child's chest and the colour of their skin and lips.</li> <li>● When a sleeping child has <ul style="list-style-type: none"> <li>- a cold</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- respiratory or chronic lung disorder</li> <li>- a specific health care need</li> <li>- a high temperature</li> <li>- vomited</li> <li>- minor trauma to their head</li> <li>- taken medication</li> <li>- recently received a vaccine</li> <li>- a history of sleeping issues</li> </ul> <p>Staff will provide a higher-level of supervision and monitoring by positioning themselves within the area designated for sleep/rest. Additional monitoring checks will be carried out by the staff member supervising that particular area.</p> <ul style="list-style-type: none"> <li>● When only one or a small number of children are sleeping or resting while the others are playing, staff will maintain communication and inform the other staff member of their positioning as per the Supervision Plan. A range of quiet activities will be provided for children/or as requested within the environment so as to maintain adequate levels of supervision.</li> <li>● Children are encouraged to sleep as per the Red Nose Safe Sleeping Recommendations: <ul style="list-style-type: none"> <li>- Always encourage children to sleep on their backs before they fall asleep and then turn to a comfortable position once asleep</li> <li>- keep child's head and face uncovered</li> <li>- keep child smoke-free</li> <li>- have a safe sleeping environment</li> </ul> </li> <li>● Before children rest or sleep they will be checked for any choking hazards. Anything identified will be removed or modified so as to not cause a risk.</li> <li>● Whilst a child is sleeping, they will be regularly monitored and any items that may potentially cover their faces will be removed/repositioned.</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>● Preschool educators will conduct a sleep and rest risk assessment at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest.</li> <li>● All outcomes of the risk assessment directly affecting the safety, health or wellbeing of children during sleep and rest will be attended to immediately.</li> <li>● A comfortable, quiet rest space, both inside and outside, are available for children to retreat to at any time of the day to sleep/rest.</li> <li>● Indoors, there is a comfortable rest space available with a stretcher bed, fresh/clean linen and cushions/pillows should a child require sleep/rest (as per Government Recommendations).</li> <li>● Outdoors, there is a comfortable rest space available with 1- 2 stretcher beds, fresh/clean linen and cushions/pillows should a child require a sleep/rest (as per Government recommendations).</li> <li>● The sleep and rest spaces are consistent with current health guidelines from Red Nose Australia on the best practices to adopt to ensure the safety of children during sleep and rest.</li> </ul>

	<ul style="list-style-type: none"> <li>● If children wish to, they can lie down with a cushion/pillow and a sheet. These items are provided by the preschool and are laundered after each use. Linen is stored in the Laundry and additional stretchers are stored in the outdoors storeroom. If a stretcher bed has been used, they will be sanitised with the appropriate cleaning products to maintain hygiene.</li> <li>● Sleep and rest spaces are set up away from high traffic areas, in line of sight to educators and in a safe space that limits the risk of accident/injury caused through play.</li> <li>● Consideration of the management of physical safety and suitability of sleep and rest environments including temperature, lighting and ventilation is also taken into account when providing sleep and rest spaces for the children throughout the day/as required. Sleep spaces may change to adapt to weather conditions or physical environment arrangements as required.</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>● Elevated vinyl stretchers are available with fresh/clean linen and cushions/pillows for children to use if they wish to sleep/rest. They are arranged alongside each other (depending on the number required) with suitable spacing between them to allow for staff to safely walk past.</li> <li>● If a stretcher bed has been used, they will be sanitised with the appropriate cleaning products to maintain hygiene. Stretchers will be stacked in either the indoors or outdoors storerooms and checked daily for any damage or safety concerns.</li> <li>● Any linen cushions/pillows used will be laundered daily or sanitised with the appropriate cleaning products to maintain hygiene. Linen is provided by the preschool and is stored in the preschool's laundry and replaced regularly.</li> </ul>
<b>Quiet or rest time</b>	<ul style="list-style-type: none"> <li>● There is a designated rest/quiet period included in the daily routine/ timetable. This flexible time period occurs during the latter part of the day and involves a range of relaxation activities such as guided meditation and yoga in response to the children's moods.</li> <li>● To adequately cater for children's changing sleep, rest and/or relaxation needs, the relaxation and quiet activities included in the daily routine are fluid in nature and can be adopted into the daily routine/timetable when required.</li> <li>● If children do not want to lie down, the activities they may engage in during the scheduled quiet or rest time may include but are not limited to: books, puzzles, drawing and other quiet play and movement experiences.</li> </ul>

## Record of procedure's review

<p><b>Date of review and who was involved</b></p>	<p><b>24-3-21</b> Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator) <b>30/8/22</b> Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader) <b>01/09/23</b> Michelle Lynch (Pedagogical Leader) <b>07/10/23</b> Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader) <b>12/9/24</b> Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p>
<p><b>Key changes made and reason why</b></p>	<p><b>30/8/22</b> - Explicitly identified Communication Book as Preschool's not individual child's. Identified the laundry as the location where linen for the stretchers are located and the Outdoor Storeroom for the location of the stretcher beds. Specified that sleeping locations are at educator's discretion and relaxation activities are made available based on children's moods. <b>01/09/23</b>- Addition of: -Sleep and Rest Risk Assessment as Per Regulatory Requirements 1st October 2023 -Updates to this procedure informed by the Sleep and Rest Risk Assessment in Meeting the Needs for Sleep and Rest. -Updates added as per Red Nose Australia's Recommendations for Safe Sleep Practices. <b>7/10/2023</b> Updated as per Early Learning Leading and Operating Preschool Guidelines vSept2023 <b>12/9/2024</b> No updates</p>
<p><b>Record of communication of significant changes to relevant stakeholders</b></p>	<p><b>Principal:</b> Email &amp; Acknowledgement Spreadsheet 13/9/24 <b>Staff:</b> Email &amp; Acknowledgement Spreadsheet 13/9/24 <b>Parents:</b> Sentral Parent Portal 12/9/24</p> <p>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.</p>