Quirindi Preschool Kindergarten Inc
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SLEEP AND REST POLICY

All children have individual sleep and rest requirements. Our objective is to meet each child's need for sleep, rest and relaxation by providing a comfortable, relaxing and safe space to enable their bodies to rest. This environment will also be closely and consistently supervised, ensuring all children are safe and feel secure at Quirindi Preschool.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S. 165	Offence to inadequately supervise children
S. 166	Offence to use inappropriate discipline
S. 166A	Offence to subject child to inappropriate conduct Offences relating to inappropriate conduct

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S. 167	Offence relating to protection of children from harm and hazard
82	Environment to be free from tobacco, vaping devices, vaping substances, drug and alcohol
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
87	Incident, injury, trauma and illness record
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
107	Space requirements-indoor space
110	Ventilation and natural light
115	Premises designed to facilitate supervision
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be available
172	Notification of change to policies or procedures
176	Time to notify certain information to regulatory authority

PURPOSE

The Education and Care Services National Regulations require approved providers and nominated supervisors to ensure their services have policies and procedures in place for children's sleep and rest having regard to the ages, developmental stages and individual needs of the children. Our *Sleep and Rest Policy* will assist the approved provider, management, educators and other staff to ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs whilst attending the Service.

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The risk of Sudden Infant Death Syndrome (SIDS) for infants will be minimised by following practices and guidelines set out by the national authority on safe sleeping practice for infants and children- Red Nose (formerly SIDS and Kids). Our policy sets out quality practice and is informed by recognised and evidence-based principles. Safe sleep practices are informed by Red Nose and guidance from ACECQA.

We believe that children's safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions. Quirindi Preschool Kindergarten has a duty of care to ensure children are provided with a high level of safety when sleeping and resting, and every reasonable precaution is taken to protect them from harm and hazard. In meeting the Service's duty of care, it is a requirement that all educators implement and adhere to this policy and associated procedures to ensure we respect and cater for each child's specific needs, and ensure all risks are appropriately addressed.

SCOPE

This policy applies to children, families, educators, staff, management, approved provider, nominated supervisor, students, volunteers and visitors of Quirindi Preschool Kindergarten.

IMPLEMENTATION

'*Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns that nominated supervisors and educators need to consider within the Service. As per Standard 2.1 (Element 2.1.1) of the National Quality Standard, each child's comfort must be provided for and there must be appropriate opportunities to meet each child's sleep, rest and relaxation needs*.' (ACECQA).

Quirindi Preschool Kindergarten defines 'rest' as a period of inactivity, solitude, calmness, or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of children's day, we feel that it is important for children to participate in a quiet/rest period during the day in order to rest, relax, and recharge their body. Effective rest strategies are important factors in ensuring a child feels secure and safe in an early childhood environment.

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Quirindi Preschool Kindergarten will consult with families about their child's individual needs, ensuring all parties are aware of
the different values, cultural and parenting beliefs and practices, or opinions associated with sleep requirements.

SLEEP AND REST SPECIFIC RISK ASSESSMENT

The approved provider, in conjunction with educators of the Service, will conduct a comprehensive risk assessment to ensure all protentional hazards are identified and specify how any risks identified are managed and minimised in sleep and rest areas in line with Red Nose and ACECQA guidelines (Reg. 84A).

The risk assessment will be reviewed every 12 months or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised during sleep or rest. All risk assessments will be regularly assessed and evaluated to facilitate continuous improvement at Quirindi Preschool Kindergarten. If a risk concerning a child's safety during sleep and rest is identified during the risk assessment, the approved provider must update the *Sleep and Rest Policy* and procedure as soon as possible. The risk assessment must be stored safely and securely and kept until the end of three years after the last date on which the child was educated and cared for.

Our risk assessment will consider and include the following information:

- the number, ages, developmental stages and individual needs of children
- the sleep and rest needs of individual children being educated and cared for (including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest)
- the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods
- the level of knowledge and training of staff supervising children during sleep and rest periods
- the location of sleep and rest areas, including the arrangement of beds within the sleep and rest areas
- the safety, cleanliness and condition of sleep equipment

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- When a child enters the service with an identified medical condition, or the service is notified of a new medical condition, an individual risk assessment will be conducted to identify hazrads specific to the child and the frequency of sleep checks that are required.
- the safety and suitability of any beds and bedding equipment, having regard to the ages and developmental stages of the children who will use the bed and bedding equipment
- any potential hazards
    - in sleep and rest areas
    - on a child during sleep and rest periods (such as jewellery, clothing)
    - use of inclined sleep products
    - use of inclined non-sleep products
- the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation)

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

- that obligations under the Education and Care Services National Law and National Regulations are met
- ensure a record is maintained recording the time and observation of each physical check immediately after checks are made on the *Safe Sleep Record* on OWNA
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure
- all new employees are provided with a copy of this policy as part of their induction process
- all staff, educators and casual educators are provided with sleep/rest training before supervising children
- families are aware of this *Sleep and Rest Policy*
- children's safety and wellbeing is paramount
- a sleep and rest specific risk assessment is conducted every 12 months to ensure all potential hazards are controlled in sleep or rest areas in line with Red Nose and ACECQA guidelines
- every reasonable precaution has been taken to protect children from harm and from hazards likely to cause injury. Hazards posing a risk of suffocation, choking, crushing or strangulation risk to children must be removed from the sleep and rest environment. (S.167)

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- no child is subjected to inappropriate discipline or inappropriate conduct, including any form of rough handling or physical restraint to assist children to sleep or rest
- inclined sleep products are not used within our Service up to date knowledge regarding safe sleeping practices is maintained and information communicated to educators and families
- families are advised that amber teething necklaces and bracelets are not to be worn by babies and young children at our Service- as per warnings by the Australian Government (2011)
- reasonable steps are taken to ensure that each child's need for sleep, rest and relaxation is provided
- consideration is given to the ages, developmental stages and individual needs of children
- a safe environment for sleep and rest is provided for children that is well ventilated, has adequate natural light and can be maintained at a temperature that ensures children's safety and wellbeing and is free from all hazards including cigarette, vape and tobacco smoke (Reg. 82)
- that sleeping children are supervised continuously and that all sleeping children are always within hearing distance and observed. This involves physically checking/inspecting sleeping children at regular intervals of 10 minutes and ensuring that educators are always within sight and hearing distance of sleeping and resting children so they can easily monitor a child's breathing and the colour of their skin. It is recommended that educators will not perform administrative duties that would take their attention away from sleeping/resting children- (Note: CCTV, audio monitors or heart monitors do not replace the need for physical checking/inspecting sleeping children)
- educators only have access to Service supplied/issued electronic devices to monitor children's sleep/rest
- children who are sleeping or resting have their face uncovered at all times
- any soft items are removed from the bed, such as blankets, pillows or toys
- all equipment and furniture used for sleep and rest is safe, clean and in good repair (Reg. 103, 105)
- there are adequate numbers of mattresses available to children that meet Australian Standards and are only to be used for sleep and rest purposes
- sleep surfaces are checked for firmness in accordance with Australian Standard AS/NZS 8811:1:2013
- they stay up to date with ACC/Product Safety banned/recalled products and remove these immediately from the Service if required

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- to negotiate sleep and rest routines and practices with families to reach agreement on how these occur for each child at the Service
- nominated supervisors and educators are not expected to endorse practices requested by a family if they differ from Red Nose safe (formerly SIDS and Kids) sleeping recommendations
- if any requirements differ from Red Nose sleeping recommendations, written authorisation from a medical practitioner will be required and shared with educators
- educators follow the *Administration of First Aid Policy* if the child's face/body appears blue and the child is not breathing, initiate first aid immediately including calling an ambulance and beginning resuscitation
- an *Incident, Injury, Trauma and Illness Record* is completed in its entirety
- the parent and the regulatory authority are notified as soon as possible and within 24 hours of a serious incident.

EDUCATORS WILL:

- have a thorough understanding of the Service's policy and procedure and embed practices to support safe sleep into everyday practice
- ensure children's safety and wellbeing is paramount
- communicate with families about their child's sleeping or rest times and the Service's policy regarding sleep and rest times
- respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. [Any sleep requirements that differ from Red Nose recommendations must be supported by a medical certificate]. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping.
- record sleep and rest patterns daily and provide information to parents/families
- consider a vast range of strategies to meet children's individual sleep and rest needs
- consider inclusion of all children and adjustments that may need to be implemented
- ensure there are appropriate opportunities to meet each child's need for sleep, rest and relaxation
- not force children to sleep, nor use inappropriate discipline, inappropriate conduct or any form of rough handling or physical restraint to assist children to sleep or rest

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- respond to children's individual cues for sleep (yawning, rubbing eyes, disengagement from activities, crying etc).
- acknowledge and support children's agency, emotions, feelings and fears in regard to sleep/rest time
- develop positive relationships with children to assist in settling children confidently when sleeping and resting
- ensure that children who do not wish to sleep are provided with alternative quiet activities and experiences, whilst those children who do wish to sleep 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. It is important that opportunities for rest and relaxation, as well as sleep, are provided.
- encourage children to dress appropriately for the room temperature when resting or sleeping [Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing]
- ensure there are no loose aspects of clothing or jewellery that could entangle the child during sleep/rest and hoodies are removed
- create a relaxing environment for sleeping children by playing quiet relaxation music, reading stories, cultural reflection, turning off lights, and ensuring children are comfortably clothed
- monitor the room temperature to ensure maximum comfort for the children

SUPERVISION

EDUCATORS WILL:

- maintain continuous supervision and maintain educator ratios throughout the sleep period
- ensure supervision is active, effective and frequent
- not be engaged in other duties (e.g., administrative duties) that will take their attention away from actively supervising sleeping and resting children
- ensure sleeping spaces are not dark- there needs to be sufficient light to allow supervision and to physically check children's breathing, lip and skin colour

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- ensure physical checks of a sleeping child occur at least every 10 minutes (Note: CCTV, audio monitors or heart monitors do not replace the need for physical checking/inspecting sleeping children)
- physically check that the child from the side of the floor mattress to include:
    - breathing- rise and fall of child's chest
    - skin and lip colour
    - head position
    - body temperature
    - airway
    - head and face- ensure they remain uncovered
- ensure a record is maintained recording the time and observation of each physical check immediately after checks are made on the *Safe Sleep Record* on OWNA
- consider the circumstances and any risk factors that may mean physical checks need to be more frequent for some children (e.g., children with colds, chronic lung disorders or specific health care needs that may require higher level of supervision)
- consider higher levels of supervision and conduct more frequent checks on children with colds, chronic lung disorders or specific health care needs (frequency will be determined by an individual risk assessment on these children for sleep and rest)
- initiate first aid immediately including calling an ambulance and beginning resuscitation if the child's face/body appears blue and the child is not breathing
- ensure an *Incident, Injury, Trauma and Illness Record* is completed in its entirety following an incident.
- be respectful of children's individual sleep and rest requirements
- discuss children's sleep and rest needs with families and include children in decision making (children's agency)
- provide a tranquil and calm environment for children to rest by turning off lights, playing quiet relaxing music, reading stories, cultural reflection
- ensure children are comfortably clothed
- encourage children to rest their bodies and minds
- introduce relaxation techniques into rest routine- use of a relaxation tape
- ensure children sleep with their face uncovered

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- closely monitor sleeping and resting children
- provide quiet activities for children- puzzles, books, drawing if they do not fall asleep
- ensure a record is maintained recording the time and observation of each physical check immediately after checks are made on the *Safe Sleep Record* on OWNA
- record sleep and rest patterns to provide information to parents/families

USE AND MAINTENANCE OF COTS/SLEEP PRODUCTS

- ensure mattresses are used for the correct purpose of sleep and rest only
- ensure safety information and warning labels remain affixed to infant sleep products and non-inclined sleep products during its lifecycle at the Service
- ensure all equipment and furniture is safe, clean and in good repair (Reg. 103, 105)
- banned/recalled products are removed immediately from the Service if required
- ensure there are no choking hazards- cords, strings, bunting in the sleep environment
- beds and mattresses are wiped over with neutral detergent between each use
- bed linen is used by an individual child and is washed before use by another child

PARENTS/FAMILIES WILL:

- be informed during orientation of our *Sleep and Rest Policy* and procedure
- be informed that amber teething bracelets or necklaces are not to be worn at our Service due to the risk of choking
- be provided with regular information and communication about safe sleep practices from Red Nose and any changes to our policies or procedures
- be informed that if any requirements for sleep for their child differs from Red Nose sleeping recommendations, written authorisation from a medical practitioner will be required
- be requested to provide educators with regular updates on their child's sleeping routines and patterns, especially for infants

CONTINUOUS IMPROVEMENT/REFLECTION

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Our *Sleep and Rest Policy* will be evaluated and reviewed **on an annual basis, or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy.** Feedback will be requested from children, families, staff, educators and management, and notification of any change to policies will be made to families within 14 days.

Key terms for additional definitions and key terms used within this policy, refer to *Key Terms – Policies and Procedures*.

Term	Meaning
ACECQA- Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.
Adequate supervision	Adequate supervision means: • that an educator can respond immediately, particularly when a child is distressed or in a hazardous situation. • knowing where children are at all times and monitoring their activities actively and diligently
Continuous supervision	Ensure an educator is in sight and hearing of a sleeping child at all times- representing best practice (Red Nose Australia)
Infant	A young child between the ages of birth and 12 months
Rest	A period of inactivity solitude, calmness or tranquility and can include a child being in a state of sleep.
Relaxation	Relaxation or other activity for bringing about a feeling of calm in your body and mind.
Red Nose	Red Nose is Australia's leading authority on safe sleep and safe pregnancy advice.
Sudden and Unexpected Death in Infancy (SUDI)	A broad term used to describe the sudden and unexpected death of a baby for which the cause is not immediately obvious (SIDS or Fatal sleeping accident)
Sudden Infant Death Syndrome (SIDS)	The sudden and unexpected death of an infant under one year of age with an onset of a fatal episode occurring during sleep, that remains unexplained after a thorough investigation including performance of a complete autopsy and review of the circumstances of death and the clinical history.

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SOURCES

ACECQA. (n.d.). *Safe sleep and rest practices*
ACECQA. (2024). *Sleep and Rest for Children. Policy Guidelines.*
Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Australian Competition and Consumer Commission (ACCC). (2022). Find out more: *Your First Steps to help parents keep their baby safe*
Children (Education and Care Services) National Law (NSW)
Early Childhood Australia. *(2016). Code of Ethics*
Education and Care Services National Law Act 2010.
Education and Care Services National Regulations. (Amended 2025)
NSW Department of Education. (2024). *Sleep and rest for children-Policy guidelines for early childhood education and care services.*
Red Nose: Safe Sleep and Safer Pregnancy

REVIEW

POLICY REVIEWED BY	Kirstyn Sampson	Director/Nominated Supervisor	11/09/2026
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MODIFICATIONS			
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE