

Sleep and rest for children – preschool procedure table

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

Responsibilities

School principal	<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"> the preschool is compliant with legislative standards related to this procedure at all times
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	<ul style="list-style-type: none"> 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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
Preschool supervisor	<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"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities 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.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers they are actively involved in the review of this procedure, as required, or at least annually details of this procedure's review are documented.

Procedure

Introduction	<p>Children at our preschool are aged between 3 and 6, and therefore often do not require a sleep at preschool. As everyone's needs are different, and we feel that children should be given autonomy over their own bodies, we provide rest areas where children can go to relax, have a nap, or a longer sleep when they choose to.</p>
Communication	<ul style="list-style-type: none"> • During induction, staff will be referred to the Sleep and Rest Risk Assessment and this procedure. • During the Positive Start meeting to preschool, staff will enquire about any specific needs and requests from parents. This will include the child's needs for rest and sleep. Preschool educators will try and accommodate parents' requests where possible but will never force a child to sleep. • Parents will inform educators of any changes in their child's needs as they arise, for example, on arrival at preschool a parent may let staff know that their child had disrupted sleep and so they may need a sleep that day. • Staff may talk to families at drop-off time about sleeping patterns the night before. This may help them better understand children's needs for that day. • Extra considerations for each child, including specific needs for sleep will be recorded on the special consideration sheet, which is on display on the wall next to the individual medication backpack. Any changes in needs for that day will be recorded on the staff handover sheet, as well as verbal communication to all staff. • If a child sleeps during the preschool day, their family is informed of the length of time they slept. A staff member will note this for parents to view on the comments section of the sign-on sheet.

	<ul style="list-style-type: none"> Children are not forced to lie down or sleep. This creates independence and gives the child autonomy to choose when they wish to sleep.
Supervision	<p>Supervision will be maintained while children are sleeping and resting.</p> <p>Supervision plan:</p> <ul style="list-style-type: none"> When a child is sleeping or resting, a staff member will be allocated to and ensure they are positioned in an area where they can always see or hear the child. Staff will continually communicate to each other, ensuring supervision is adequate. Child will be checked every 5minutes at a minimum. Often there is only one child sleeping at any given time, as children choose themselves when to sleep. If there is a high number of children resting or sleeping, a staff member will stay with those children while the other staff member will be with the children who are playing. A designated area for play will be chosen to ensure staff members can see and talk to each other. children are encouraged to sleep on their backs before they fall asleep and then turn to a comfortable position once asleep Children are checked before they rest or sleep to ensure they are not wearing any choking hazards, for example, jumper hood cords or ties, scarves, necklaces Staff continually monitor, ensuring sleeping children's faces are not covered by clothing or linen. Staff will monitor a child who is sleeping, observing the amount of time they have slept, their complexion, and their breathing. Where there are concerns, they will wake the child up to see how they are feeling. Staff may also measure the child's temperature and call parents where there are concerns. If emergency symptoms present, an ambulance will be called.

	<ul style="list-style-type: none"> • A higher-level of supervision and constant monitoring is provided when a sleeping child has <ul style="list-style-type: none"> — a cold — respiratory or chronic lung disorder — a specific health care need — a high temperature — vomited — minor trauma to their head — taken medication — recently received a vaccine — a history of sleeping issues.
Environment	<ul style="list-style-type: none"> • Staff create a comfortable area in the outdoor environment for children to rest or sleep. This provides a comfortable area with cushions for children to relax or sleep. Children may also be provided with a sheet or blanket, depending on the temperature that day. Children may go to this area at any time they choose whilst we are using the outdoor environment. • The indoor area has a book corner filled with small and large cushions for children to lie down, rest or sleep. Children can go to this area at any time when they choose whilst we are engaging in indoor experiences. • Staff ensure that sleep and rest areas are kept clean and free from hazards that may pose a choking risk, for example, toys that could be rolled onto • Staff try to ensure that lighting, adequate ventilation and a comfortable temperature are maintained in indoor sleep and rest areas

Equipment	<ul style="list-style-type: none"> Children may be provided by staff with linen and/or extra pillows to provide comfort and maintain a good temperature as they sleep. Pillowcases and linen will then be added to laundry and washed on a regular basis
Quiet or rest time	<ul style="list-style-type: none"> There is a designated rest period included in the daily routine. Our timetable remains the same throughout the year, however it is flexible and can change according to the needs and interests of the children or special events occurring. The timetable may also be reviewed by staff, families, and children. The designated rest period provides children with a time where they will engage in a short session of yoga/meditation/stretches. This will be varied to maintain children's interests each day. If children wish to, they are able to lie down in our rest areas at any time. If child starts to fall asleep a staff member will offer the child a blanket (depending on temperature) which will immediately be added to the preschool laundry after use.

Record of procedure's review

Date of review	7/05/25
Who was involved	Preschool staff
Key changes made and reason why	Made clear that we will check a sleeping child a minimum of every 5 minutes.
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: updated copy on website</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.
Date of review	20/11/24
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Adding that special events can change the timetable and may impact on our daily short medication experience.
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</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>
Date of review	30/10/23
Who was involved	preschool team
Key changes made and reason why	Transferred to new DOE format
Record of communication of significant	Principal: participated in review, handed

changes to relevant stakeholders	<p>updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</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>
Date of review	12/9/23
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Added information for checking children for illness while sleeping, referring to our new Sleep and Rest Risk Assessment in accordance with the Child Safe Standards
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
Date of review	32/11/22
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Washing of linen is now done on preschool premisses.
Record of communication of significant	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted

changes to relevant stakeholders	to read local procedures folder on next commencement day of work with staff alerting them to changes.
Date of review	5/11/21
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Transferred to new DOE format
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.