

Preschool sleep and rest procedure



Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation 81	Leading and Operating Department Preschool Guidelines Preschool sleep and rest guidelines
Pre-reading and reference documents		
ACECOA sleep and rest practices		
Staff roles and 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 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. 	
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 includes:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for the updates to this procedure. reflecting on how this procedure is informed by relevant recognised 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 educators	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this 	

	<p>procedure.</p> <ul style="list-style-type: none"> • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers. • being actively involved in the review of this procedure, as required, or at least annually. • ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Meeting the needs for sleep and rest</p>	<ul style="list-style-type: none"> • The preschool educators ensure the individual sleep and rest requirements of each child are met, as advised by their family. See Preschool Sleep and Rest guidelines below. • Children are not forced to lie down or sleep. This creates independence and gives the child autonomy to choose when they wish to sleep. • There is a comfortable, quiet area, both inside and outside, that a child can retreat to at any time of the day to rest. These are located in the reading areas and includes cushions and blankets if children need a place to sleep. Blankets are included in the weekly laundry, which is taken home and washed by the rostered parent for that week. • 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. The timetable may also be reviewed by staff, families and children. • The designated quiet 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 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. • If children wish to, they are able to lie down with a pillow and sheet and / or blanket. • 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.

Record of procedure's review

Date of review and who was involved

5/11/21- preschool team, whole school staff team, children, and families

Key changes made and reason/s why

Transferred to new DOE format.

Record of communication of significant changes to relevant stakeholders

Sleep and rest guidelines

Preschool

All children have individual sleep and rest requirements. Each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation. In taking reasonable steps to ensure children's needs for sleep and rest are met, children will not be required to lie down or sleep.

The preschool will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs and as advised by the child's parents / carers.

Procedures

Educators will:

- "Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children." (Regulation 81)
- Consult with families about children's sleep and rest requirements. Educators will be sensitive to each child's needs so that sleep and rest times are a positive experience.
- Respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping.
- Use a range of practices to manage sleep, rest and relaxation needs. Children sleep, rest and relax in a range of different ways. Some children may prefer to quietly rest and read; some may enjoy relaxation activities like guided meditation or yoga; some may need to be more active in order to then sleep and/or relax.
- Ensure that children who do not require sleep or rest have opportunities to engage in appropriate quiet play experiences, such as drawing, listening to a story, or completing a puzzle.
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required whilst they are sleeping e.g. Children who are unwell will need to be monitored constantly whilst

sleeping especially if they have a high temperature, vomited or received minor trauma to their head. In addition children who are taking medication or have recently received a vaccine may experience increased drowsiness (or restlessness) and this will also need to be taken into consideration.

- Ensure that areas for sleep and rest are well ventilated and have natural lighting. Rooms that are very dark and have music playing may not provide adequate supervision for sleeping children.
- Ensure that if beds/mattresses are used, they are clean and in good repair. Bed linen is for use by an individual child only and will be washed before use by another child. Light bedding is encouraged, as opposed to duonas and heavy blankets. If beds are used, ensure they are low to the ground to prevent falls.
- All children will be encouraged to lie on their backs before they fall asleep. A child may then turn over whilst the resting / sleeping to find a comfortable position.
- Ensure children sleep and rest with their face uncovered. If a child's face becomes covered, by the bed linen whilst they are resting / sleeping, the staff/carer will immediately uncover the child's face. In addition, children should be asked to remove jumpers with hoods and cords and scarves etc. whilst resting and/or sleeping, to reduce the risk of choking or strangulation.
- Maintain adequate and direct supervision and educator to child ratios throughout the rest / sleep period.
- Closely monitor sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular intervals, and ensuring they are always within sight and hearing distance of sleeping and resting children so that they can assess a child's breathing and the colour of their skin.

In planning provisions for sleep and rest consider:

- How to meet the needs of children who require sleep, based on discussions with the child's parents / carers.
- How to meet the needs of children who no longer require sleep, yet require a period of rest / relaxation.
- How to respond to changes in children's sleep, rest and relaxation needs.
- How to include children in decision making about sleep, rest and relaxation.
- When sleep, rest and relaxation opportunities are provided throughout the day.
- How to meet the needs of children who require sleep at different times of the day, such as also providing a quiet, restful area outdoors.
- How the environment might best be used to provide children who need to sleep a quiet space without distraction.

How the environment might best be used to provide children who do not sleep a space and opportunity to do alternate activities.

Sources

Education and Care Services National Regulations: 81, 103, 110, 115, 168

National Quality Standards: Elements 2.1.2, 2.3.1, 2.3.2, 3.1

Guide to the Education and Care Services National Law and the Education Care Services National Regulations
SIDS & Kids Safe Sleeping Kit - <https://rednose.com.au/>

Community Early Learning Australia - Safe sleep and rest time - www.cela.org.au

SLEEP- Sleep Learning for Early Childhood Professionals -

<https://det.qld.gov.au/earlychildhood/news-publications/sector-reports/sleep>

ACECQA- Safe sleep and rest practices- <http://www.acecqa.gov.au/safe-sleep-and-rest-practices>