

# Pooraka Community Kindergarten:

## Safe sleep and rest local procedure



### Overview

**Pooraka Community Kindergarten** 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.

**The Pooraka Community Kindergarten *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 our **Policy Folder in the Induction and Sign in Area**

### 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, which will cover safe sleep and rest practices and risk assessment requirements.
- To ensure the safety of children during sleep and rest, from 1 October 2023, the approved provider must 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 and wellbeing of children during sleep and rest.
- The approved provider must make any necessary updates to the sleep and rest policies and procedures as soon as practicable after conducting the sleep and rest risk assessment and keep a record of each sleep and rest risk assessment conducted.
- All children are always to be supervised, including actively monitoring and supervising sleeping children.
- Children are to sleep and rest with their face uncovered.
- Supervision planning and the placement of educators ensure educators can adequately supervise sleeping and resting 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:

- Provide a quiet place designated for rest and sleep away from interactive groups. This space will allow for sleep and regulation.
- Ensure that sleeping environments and equipment are safe and regularly checked for hazards.
- Children may be offered a clean cushion or pillow away from walls.
- Be aware that bean bags, sofas, large cushions and air mattresses are not safe places for young children to sleep.
- Assess the risk for individual children and tailor sleep and rest to reflect the level of risk, considering information provided by families (age, medical considerations, individual needs and history of health and/or sleep issues).

In circumstances where an Educator cannot stay with a sleeping child, Educators must implement a process to record the checking and inspection of sleeping young children at regular intervals. This must occur at not more than 10-minute intervals, noting that a higher level of supervision is required in instances where additional risk factors are present. This daily record is to include the time the child is checked, and the signature of the Educator.

Opportunities for rest and relaxation will be provided by:

- Considering children's need for calm, comfortable and secure surroundings as they rest.
- Offering relaxation as part of our daily routines.
- Planning to meet needs of all children, those who do and who do not require sleep
- Provide opportunities for quiet play experiences as part of our daily routine

## Meeting health care needs

To ensure children's health care needs are met:

- Educators will follow Department for Education (DfE) procedure to ensure that, for a child who has a medical condition or additional need 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.

## 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:

- Families are informed of the service's safe sleeping procedure and practices during orientation / enrolment
- Educators will document 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. Any requests which do not meet safe sleep guidance will need to be refused and alternative practices considered.

To implement the department's procedures for 'promoting and modelling safe infant care practices' the site leader will ensure safe sleeping information is available for families, including by providing resources in different languages.

## 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 and 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 signature of the educator
- Once completed, educators will file the daily record in each child's individual enrolment file.
- Supervision planning and the placement of educators across our service will ensure adequate supervision of sleeping and resting children. Children at rest and sleep will be closely monitored.
- Educators will ensure that playing children are supervised near sleeping children to allow supervision of both groups
- 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 to consider children's need for calm, comfortable and secure surroundings as they rest.
- 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

## 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.

## Prams, pushers and bassinets

As required by the department procedure, all staff will ensure that prams, pushers, bouncinettes and rockers are not used unsupervised, and are not used as a sleeping environment for children.

The presence of bassinets at the service is prohibited under the National Regulations. All staff will ensure that bassinets are not present at the service for any purpose.

## Wraps, slings and carriers

**Not applicable. We do not have infants or babies onsite under our Duty of Care at Pooraka Community Kindergarten.**

## 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 or prior, if there is a change children's needs or to the environment.

- 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:

- This document will be reviewed to ensure practices are consistent with current recommendations and policy, reviewing our practices to maintain the highest level of safety and wellbeing of each child who attends our service
- 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:	Kate Walker
Date of approval:	<i>March 2024</i>
Date of next review:	<i>March 2025</i>
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.