Birraleegal Goondi Preschool

Walgett Community College

Our school community is built on **safe, respectful, happy learners,** striving for our motto of **Courage and Excellence.**

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

© NSW Department of Education, Sep-23

Responsibilities

School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: • 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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor	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 which includes: • 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 teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • 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.

© NSW Department of Education, Sep-23

Procedure

Introduction	There is a designated rest / quiet period included in the daily routine / timetable. This time is directed by the activity at preschool, the age of the children and is usually shortened as the year progresses as the children engage and can cope with extended learning periods.
Communication	• The preschool educators ensure the individual sleep and rest requirements of each child are met, as advised by their family during the orientation session or enrolment meeting. • Families are welcome to inform the preschool staff on arrival of their child's changing rest and sleep needs as necessary. • Any changes in a child's rest needs are recorded in the individual child's record and observation sheet for staff to refer to. • If a child sleeps during the preschool day, their family is informed of the length of time they slept. The length and time of sleep is recorded in the sleep and rest observation sheet completed by staff. • **Children are not forced to lie down or sleep as part of the timetabled quiet activity, rest and sleep time**.
Supervision	• During timetabled sleep, rest and quiet play two staff are present in the immediate vicinity. During summer this could be under the covered verandah or in the mainroom. If children are sleeping or resting at other times a staff member is positioned in the immediate vicinity to observe the child/ren. Outdoors this is one person in the uncovered area and the other under the verandah. The staff communicate directly and record the sleep time and length using the daily sleep observation sheet. • For children showing signs of: o a cold o respiratory or chronic lung disorder o a specific health care need o a high temperature o vomited o minor trauma to their head o taken medication o recently received a vaccine o a history of sleeping issues, Staff follow the procedure for Dealing with Infectious Diseases - Sick Children in the first instance of high temperature and vomiting. Thereafter children in these circumstances will be closely monitored by additional staffing. The preschool teacher contacts the site manager and request an additional SLSO be made available for direct supervision while the child is sleeping. • Our staffing ratio allows for children to sleep, rest or play quietly during the day simultaneously. When our extended transition program for 3 year old children is running we provide an additional staff member to ensure adequate supervision to

© NSW Department of Education, Sep-23

	allow for the difference in sleep and rest patterns. • children are encouraged to sleep on their backs before they fall asleep and then turn to a comfortable position once asleep • Loose clothing, hoodies, corded clothing and jewelry are discouraged in the parent information handbook. Staff actively check children for items that represent a choking or trap hazard and seek to remove these items before a child rests or sleeps. • Children sleep and rest under direct supervision of staff at all times to ensure their faces are not covered by bedding or clothing. Sleep checks are also conducted every 10 minutes for resting or sleeping children.
Environment	• There is a comfortable, quiet area, both inside and outside, that a child can retreat to at any time of the day to rest and are easily observed by staff. The main room has designated the mat area as the timetabled rest and sleep zone. Outdoors the designated area is on the covered verandah. • The designated areas are clear of toys and equipment as they are floor seating areas when not used for timetabled rest and sleep. This ensures smaller objects or soft toys that may become a choking hazard are not present. The preschool has roller blinds with secured cords that do not reach below the window opening to prevent possible choking or capture injuries. These areas are cleaned daily by the school's cleaning staff.
	• The main room has reverse cycle air conditioners to maintain a stable temperature. Depending on outside temperatures, all windows can be opened to allow for fresh air ventilation. The lights can be switched off in sections so that resting or sleeping children can do so while other children play quietly in a suitably lit area.
Equipment	• Stretcher style camp cots are available for children to utilise for rest and sleep inside or outside as necessary. • These stretchers can be hygienically cleaned using a spray that eliminates bacteria and washed down if they become soiled. • The preschool provides a small pillow with pillowcase and a cot sized blanket. These are washed daily as needed by an attending SLSO.
Quiet or rest time	• There is a designated rest / quiet period included in the daily routine / timetable. • There is a comfortable, quiet area, both inside and outside, that a child can retreat to at any time of the day to rest and are easily observed by staff. • If a child doesn't want to rest during the designated rest / quiet period, they are able to engage with a quiet activity, such as reading, puzzles or some other quiet play close to the sleeping / resting group.

© NSW Department of Education, Sep-23

Record of procedure's review

Date of review	3/3/25
Who was involved	Alison Finlayson
Key changes made and reasons why	Wording made bold to enhance procedural requirement: • **Children are not forced to lie down or sleep as part of the timetabled quiet activity, rest and sleep time**.
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: Steph, Ghata, Barbara and Michelle Parents: No change for parents or children. 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	04/04/2024
Who was involved	Alison Finlayson
Key changes made and reason why	Updated template available from Early Learning Additional guidance for 'safe sleep' considerations. We now have a dedicated sleep and rest risk management plan that explains how we address each potential hazard, detailed in this procedure.
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. 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.

© NSW Department of Education, Sep-23

Copy and paste the section below to the bottom of the table each time a new review is completed.

Date of review	
Who was involved	
Key changes made and reasons why	
Record of communication of significant changes to relevant stakeholders	Principal: Staff: Parents: 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.

© NSW Department of Education, Sep-23