



Victor Harbor Community Kindergarten

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Sleep and Rest Procedure

Updated 21-2-2023

Purpose

At Victor Harbor Community Kindergarten all staff have a duty of care to support all children's health and wellbeing. Encouraging children to rest and relax is part of that duty of care. Staff will ensure that children are provided with quiet activities and spaces to rest and relax, as well as a quiet area for any children who wish to sleep, without being disrupted. All families will be informed about the kindergartens safe sleeping procedure and practices during their orientation and at our pre-entry information sessions.

Procedure

1. Educators at Victor Harbor Community Kindergarten will:

- Families and caregivers are consulted during the orientation period about their child's rest and sleep needs, and their beliefs and practices. This will assist individual children's circumstances and risk factors to be assessed, noting that the level of risk of SUDI increases significantly when several risk factors are present
- Ensure that families are aware of the service's safe sleeping procedure and practices
- Families are aware of the need to inform the service about any changes in the child's medical or health status that may indicate higher level of supervision is required
- The child's developmental needs in relation to sleep and rest are documented, taking into account the period of time the child is being educated and cared for (in accordance with regulation 74). Families are provided with information about their child's sleep and rest patterns (in accordance with regulation 76). Any risks identified and referrals made are documented.
- Ensure that relaxation/mindfulness is always a part of our routine, but also as needed throughout the day.
- Ensure that there are quiet spaces available for rest as needed, through children having access to both the indoor and outdoor environments.
- Ensure activities provided support both rest and active play.
- Children have access to a quiet area when they are feeling tired. The regulation area with cubby is a quiet area where children can rest if they need to. If children indicate that they need a sleep a firm mattress that complies with AS/NZs voluntary standards is used.
- Are aware of and comply with current evidence-based safe sleep practices and safe sleep environments to reduce the risk of sudden unexpected death in infancy (SUDI)
- Promote and model safe sleeping practices and environments to families with infants and young children
- Are aware of where to access resources to build their knowledge about recommended safe sleep practices
- Comply with the education and Care Services National Law (South Australia) and Education and Care Services National Regulations
- All blankets or other choking hazards are removed from the area.
- A risk assessment has been completed on safe sleeping procedures

2. If a child wants to sleep during preschool time, the following procedure will take place:

- The parent'/caregiver will be called to let them know their child is sleeping and to confirm it's ok for the child to sleep and for how long.
- The staff will fill out and sign the Safe sleeping checklist
- A firm mattress will be placed on the floor
- Clean bedding will be given to the child (kept in Director's office in a basket)
- The floor is to be clean and free from hazards (eg free of soft toys or objects, that a child can roll onto and suffocate)
- The mattress must be positioned away from walls or furniture that children can be trapped
- The child can be moved/taken to the designated quiet area regulation area.
- The inside educator will remain within sight and hearing distance of the sleeping child, and make sure there are no hazards around the child.
- The inside educator will be responsible for checking on the sleeping child every 10 minutes, checking the child's breathing and colour of their skin/lips.
- The educator will record, when the child fell asleep, checking on them every ten minutes and recording the time they woke up.
- The parent will be informed of the child's sleep times either by phone or at the end of the day when the child is picked up. The parent will initial the form.
- Used sheets, will be placed straight in the wash basket

Source

- Education and Care Services National Law and Regulations
- South Australian Education and Early Childhood services(Registration and Standard Act 2011
- Department for Education Safe sleeping for infants and children Procedure July 201
- Safe sleeping checklist for infants and young children
- Red Nose
- Kidsafe SA Safe Sleeping Recommendations
- Safe infant sleeping standards policy directive (SA Health)
- ACEQUA safe sleep and rest policies
- NQS Quality Area 2 – Children's health and safety

• Legislation Requirements

- Section 165 Offence to inadequately supervise children
- Section 167 Offence relating to protection of children from harm and hazards
- Regulation 81 Sleep and rest
- Regulation 82 Tobacco, drug and alcohol-free environment
- Regulation 87 Incident, injury, trauma and illness record
- Regulation 103 Premises, furniture and equipment to be safe, clean and in good repair
- Regulation 105 Furniture, materials and equipment
- Regulation 106 Laundry and hygiene facilities
- Regulation 107 Space requirements – indoor space

- Regulation 110 Ventilation and natural light
- Regulation 115 Premises designed to facilitate supervision
- Regulation 168 Education and care service must have policies and procedures
- Regulation 169 Additional policies and procedures – family day care
- Regulation 170 Policies and procedures to be followed
- Regulation 171 Policies and procedures to be kept available
- Regulation 172 Notification of change to policies or procedures

Approved and Checked By

Review 2024 or as required

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date

POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2024
MODIFICATIONS	<ul style="list-style-type: none"> • Added a few extra points from the DfE’s policy to make our policy a bit more detailed • Checked to make sure all sources are still up to date • Added where clean sheets etc are kept • Made sure all legislations are documented 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE

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