

# Uraidla and Hills Community Kindergarten

## Safe sleep and rest procedure

### Overview

Uraidla and Hills 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 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 the Policy and Procedures folder on top of the children's lockers

### 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 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*

#### 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

Opportunities for rest and relaxation will be provided by:

- *When children have finished lunch, they move to the carpet space for relaxation. All children participate in around 15 minutes of relaxation unless parents have requested otherwise. Families' cultural preferences are considered when educators are informed of these. Children on rare occasions do fall asleep.*

- *The children each utilise a small relaxation pillow and a soft blanket in cooler weather to snuggle in. These items are washed on a termly basis. The children can access these and on occasion, other essential comfort items that are provided from home in term 1. At the end of the session the children return the pillows and blankets to the basket.*
- *Music is played during Rest and Relaxation. This music is varied and offers calm and comfort while the children rest with a fiddle toy or a natural object (eg warm rock or piece of herb) supplied by the kindy.*
- *Often in the centre of the space will be a display for children to focus their attention while resting. On occasions we may use a lava lamp or candles. These are dependent on the energy of the group of children at the time. In addition, a safety zone is established, and children are made aware of the associated risks of these experiences.*
- *Whilst the music is playing a range of relaxation techniques are taught to the children.*
  - *-Some deep, belly breathing, and muscle stretches are encouraged.*
- *Relaxation tapes are sometimes offered which talk the children through imagery.*
- *Story time may be led by the educator or may be a story on disc from our collection.*
- *Children frequently report that relaxation is their favourite time of the day.*

*Other opportunities for rest and relaxation are provided for children throughout their day by*

- *The snuggles that hang in the trees*
- *The reading pod and the lounge.*

## Meeting health care needs

To ensure children's health care needs are met:

- *families will be asked to answer questions about their child's health care needs through questions in enrolment documents*
- *as required by the department procedure, educators will ensure that, for a child who has a medical condition or additional needs 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*

## 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:

- *upon enrolment, educators will inform families of the service's sleep and rest procedures and will provide families information about safe sleep recommendations*
- *the service's sleep and rest procedures and policy will be made available to families on the service's website*
- *site leaders will ensure that educators have appropriate training to address families' requests which are contrary to the safe sleep guidance*

## 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.*
- *An educator is always present when the children are resting.*
- *When a child does fall asleep at kindy, educators will place a safety zone around the child so that other children are aware of the child sleeping and do not disturb them.*
- *Educators will keep a record of the time the child fell asleep and the time the child is checked (every 10 minutes) with the signature of the educator checking the child*
- *once completed, educators will inform the parents and file the record in the child's file in the office*
- *educators will ensure that the physical environment facilitates effective supervision to physically check on individual children sleeping*

## 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 will ensure that:*
  - *there is adequate lighting of sleep and rest areas to enable effective supervision*
  - *sleep and rest areas are well ventilated*

## 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*

## 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*
- *educators will ensure that safe sleep practices and any changes to service procedures are discussed as a regular*

## Training and induction for educators

To ensure best practices and recommendations for safe sleep and rest are met:

- *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*

## Procedure creation and revision record

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Approved by site leader:	Helen Linggood
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