

WOODSIDE PRESCHOOL



Safe Sleep and Rest Procedure

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Preschool

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Government of South Australia
Department for Education

Overview

Woodside Preschool 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 sites Policy Folder.

This procedure is consistent with the requirements of the:

- ***Education and Care Services National Law and Regulations***
- ***DECD Safe sleeping for infants and children Procedure Jan 2022***
- ***Safe infant sleeping standards policy directive (SA Health)***
- ***Red Nose***
- ***Kidsafe SA safe sleeping recommendations***

Procedures

How children will be protected from risks

National Regulations addressed in this section include:

- 84B(a) – how children will be protected from risks identified in a risk assessment
- 84B(f) – how sleep and rest practices are consistent with current health guidelines on best practices to ensure safety of children during sleep and rest
- 84C – requirements for risk assessment

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

Children of all ages

- A quiet place will be designated for rest and sleep, away from interactive groups. The space will allow for a calm play experience.
- Children are to sleep and rest with their face uncovered.
- The sleep and rest environment and equipment will be safe and regularly checked for hazards. This includes all equipment complying with the Australian Standards.
- Supervision planning and the placement of educators across our service will ensure educators are able to adequately supervise sleeping and resting children.
- As per the **Safe sleeping and resting for infants and young children procedure October 2023** Prams, pushers, and rockers are not used unsupervised or as a sleeping environment for children. Bouncinettes are not to be used at all.

Risk assessment

This sleep and rest procedure will be reviewed on a regular basis to ensure our practices are consistent with safe sleep recommendations.

- 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](#).
- The site leader 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

National Regulations addressed in this section include:

- 84B(b) – meeting sleep and rest needs
- 84B(d) – how requests from families and cultural preferences are considered
- 84B(h) – location and arrangement of sleep and rest areas

Children attending Woodside Preschool are aged between 2-5 years old and generally do not require a sleep while attending. At times children will fall asleep if very tired or unwell.

To ensure children's individual sleep and rest needs are met, educators will:

- Work with individual families on enrolment where there are additional sleep or rest needs. These will be documented in a [Non specific health care plan](#).

Opportunities for rest and relaxation will be provided by:

- We have a Quiet Room which is always available for children needing an opportunity to rest or regulate. This is readily accessible and provides a quiet and calming environment for all children
- Relaxation times are programmed into the daily routine for all children, at least one a day.

Meeting health care needs

National Regulations addressed in this section include:

- 84B(c) – how health care needs of individual children are met
- 84B(d) – how requests from families and cultural preferences are considered

To ensure children's health care needs are met:

- 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

National Regulations addressed in this section include:

- 84B(d) – how requests from families and cultural preferences are considered
- 84B(m) – communication of the sleep and rest policies and procedures to a parent

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 policy and 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
- educators will make a record of 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 which are contrary to the safe sleep guidance
- If families choose to use a dummy, the dummy must comply with the Australian mandatory standard AS 2432:1991, have no unsafe decorations and never tied around an infant's neck. If a dummy falls out of an infants mouth during sleep, it will not be re-inserted.

Supervision and monitoring

National Regulations addressed in this section include:

- 84B(e) – supervision and monitoring, including method and frequency of checking, and documentation of sleep and rest periods
- 84B(j) – management of potential hazards in sleep and rest areas and on a child during sleep and rest periods

- Educators will closely monitor sleeping and resting children and our sleep rest environments. This involves checking/inspecting sleeping children at regular intervals (**every 10 minutes**) and ensuring that we are always within sight and hearing distance of sleeping and resting children so that we can assess a child's breathing and the colour of their skin. Service providers will consider the risk for each individual child, and tailor sleep and rest to reflect the levels of risk identified for children at our service. Factors considered include the age of the child, medical conditions, individual needs and history of health and/or sleep issues.
- A sleep log is to be completed for sleeping children by the supervising educator. It is kept in the Accident Report Folder by the telephone. Staff are to sign off on regular (every 10min) checks and to record communication with parents'/carers of the sleeping child. The supervising educator will be the Inside Teacher (with support from the ECW as needed).

REST and SLEEP LOG

A sleep log is to be completed for sleeping children by the supervising educator. It is kept in the Accident Report Folder by the telephone. Staff are to sign off on regular (every 10min) checks and to record communication with parents'/carers of the sleeping child. The Site Sleep and Rest Practices can be found on the back of this log.

DATE	TIME	CHILD	SPACE	EDUCATOR	CONTACT PARENT