Safe sleep and rest procedure

Overview

Callington 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.

This local Safe sleep and rest procedure must be read alongside the department procedure and Callington Kindergarten's current DfE Safe Sleep and Rest Risk Assessment. 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 on Callington Kindy Teams Page and in Policy and Procedure folder.

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

National Regulations to address 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
- The site leader will ensure that educators are made aware of any changes to procedure or new information is shared at staff meetings.

For sleeping infants, educators will protect infants against overheating by ensuring:

- infants' face and head are uncovered
- infants are placed on their back to sleep
- infants are dressed according to whether it is summer or winter, whether there is heating or cooling, and where the infant is sleeping

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

National Regulations to address 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

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

- Provide opportunities for rest and sleep throughout the day should the children require it.
- Through parent conversation and information gather from the family address any specific child rest and sleep requirements.
- Provide a group time during the day which encourages the children to rest. The learning environment provides places and spaces where children can rest throughout the day should the wish.

Opportunities for rest and relaxation will be provided by:

- A whole group rest time is provided in the middle of the day which runs for approx 15 mins.
- Children may use their own blanket or comfort item during awake rest where appropriate. Pillows, loose bedding, toys and soft furnishings are not used with a sleeping child.
- If children wish to rest for longer space is made available for them to do this.
- Should a child need to sleep, a developmentally appropriate sleep surface is provided. For kindergarten-aged children this is the designated low sleep bed with a firm, clean surface and fitted sheet. If a younger child attending Occasional Care requires sleep, the sleep surface used must be appropriate to the child's age and development and comply with current safe sleep requirements.

Meeting health care needs

National Regulations to address 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
- During enrolment, families are asked to share any health care, developmental, cultural or individual needs that may affect sleep or rest. Required health support planning documentation is completed and kept current.

Partnership with families

National Regulations to address 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/orientation visit families will be informed of the sites sleep and rest procedures, and provided the opportunity to discuss any individual needs.
- The service's sleep and rest procedures and policy will be made available to families in hard copy / 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
- Children's developmental needs in relation to sleep and rest are documented.
- Families are asked to inform the service of any change in their child's medical or health status that may affect sleep, rest or supervision needs.
- Families are provided with information about their child's sleep and rest patterns when requested.
- Any sleep and rest risks identified, and referrals made, are documented.

To implement the department's procedures for 'promoting and modelling safe infant care practices':

- The site leader will ensure safe sleeping information is displayed and available for families.

Supervision and monitoring

National Regulations to address 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

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 are rest are incorporated into induction and training for educators, including casual and relief staff.
- Educators remain with children while they are resting. If a child falls asleep, standard practice is continuous supervision with the child remaining within sight and hearing of an educator

- If, in an exceptional circumstance, a sleeping child is not in the same room as an educator, a physical check is completed and recorded at intervals of no more than 15 minutes. The time and educator initials or signature are recorded in the daybook. A higher level of supervision is used where additional risk factors are present.
- Occasional Care children who require sleep are provided with a sleep surface appropriate to their age and developmental stage in the designated quiet area. A compliant cot is only used where it is developmentally appropriate and all current infant safe sleep requirements can be met.
- Sleeping children remain within sight and hearing of an educator. If, in an exceptional circumstance, continuous supervision is not achievable, the circumstances will be assessed and mitigated through the sleep and rest risk assessment. A physical check will be completed and recorded at intervals of no more than 15 minutes, with the time and educator's initials or signature recorded. A higher level of supervision will be used where additional risk factors are present.
- educators will ensure that playing children are supervised in close proximity to sleeping children to allow supervision of both groups
- educators will ensure that the physical environment facilitates effective supervision.

Sleep and rest environment

National Regulations to address in this section include:
- 84B(h) – location and arrangement of sleep and rest areas
- 84B(i) – safety and suitability of cots, bedding and bedding equipment
- 84B(k) – physical safety and suitability of environment, including temperature, lighting and ventilation

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 use a safe sleep environment checklist to ensure that:
- 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 cots and beds to allow free movement by an educator
    - cots and beds are positioned away from heaters to avoid overheating
    - cots and beds are kept away from hanging cords, mobiles, electrical appliances and curtains

Sleep and rest equipment

National Regulations to address in this section include:
- 84B(h) – location and arrangement of sleep and rest areas
- 84B(i) – safety and suitability of cots, bedding and bedding 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, including for cots (which must comply with AS/NZS 2172) and folding or portable cots (which must comply with AS/NZS 2195)
- educators will assess which sleep surface (cot, mattress or bed) is appropriate for the child, including by taking into account the child's age, development (ie the ability for the child to climb over the sides of a cot), the family's views and practices at home.

Prams, pushers and bassinets

From 1 October 2023, the National Regulations prohibit the presence of bassinets on education and care services' premises.

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

Currently not applicable to our site, but as Occasional Care has the capacity for under 2 year olds, this information has relevance.

This content is only relevant to infants and should be deleted if your service does not care for infants.

National Regulations to address in this section include:

- 84B(d) – requests from families about a child's sleep and rest and cultural preferences
- 84B(m) – communication of sleep and rest policies and procedures to a parent

Educators will follow the 'wrapping infants' and 'baby slings and carriers' procedures in the department procedure, which require educators to follow best practice recommendations.

To ensure compliance with those procedures:

- the site leader will ensure that best practice recommendations for wrapping infants, and use of baby slings and carriers, are incorporated into induction and training for educators
- prior to using wraps, slings or carriers, educators will discuss relevant risks with the family

Reviewing sleep and rest practices

National Regulations to address in this section include:

- 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
- 84B(g) – the induction, training and knowledge of educators in relation to best practices for children's sleep and rest

To ensure sleep and rest practices of the service remain current and implement best practices:

- the site leader will ensure sleep practices, environments and the sleep and rest risk assessment are reviewed at least every 12 months, and as soon as practicable after any circumstance changes that may affect children's safety, health or wellbeing during sleep or rest.
- 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

National Regulations to address in this section include:

- 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
- 84B(g) – the induction, training and knowledge of educators in relation to best practices for children's sleep and rest

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 and will use relevant tools for ensuring compliance (ie checklists)
- the site leader will ensure that training and induction for educators addresses knowledge and understanding of risks of sudden infant death syndrome (SIDS)
- the site leader will ensure that educators are kept up to date on changes in changes in policy and procedures as required. This local procedure is reviewed at least every 12 months and earlier if the risk assessment, legislation, department guidance, children's needs, staffing, equipment or the environment changes.

Procedure creation and revision record

Version:	3
Approved by site leader:	Alison Hennessy
Date of approval:	23/09/2026
Date of next review:	23/09/2027
Amendments(s):	Annual review completed following the DfE Safe Sleep and Rest Risk Assessment. Updated supervision and monitoring wording, sleep-surface controls, Occasional Care arrangements and review triggers to align with current DfE requirements and Callington practice.

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.