



Netherby Kindergarten Safe Sleep and Rest Procedure

Overview

Netherby 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.

Netherby Kindergarten 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 Netherby Kindergarten Policies 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

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 Director will ensure that the department's safe sleep practices are incorporated in induction and training for educators, including for casual and relief staff
- The Director will ensure that educators engage in reviewing the safe sleep and rest risk assessment every 6 months.

Risk assessment

A Risk assessment will be undertaken in accordance with the department procedure, which addresses requirements under regulation 84C of the National Regulations (these are detailed at Appendix A). 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

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

- Seek information from families about children's wellbeing, physical comfort, or personal needs through the 'All About Me' child questionnaire or in person/by phone as required.
- Provide a safe environment for children to rest/sleep if they need
- Consult families' about cultural preferences relating to sleep and rest

Opportunities for rest and relaxation will be provided by:

- Rest and relaxation occur in our group time room after lunch, children are supervised by an educator, where a variety of rest and relaxation techniques are used. Relaxation may include sensory tools, stories, stretching, audiobooks, breathing techniques etc.
- The children learn that relaxation provides our body a chance to rest and recharge
- The reading couch also provides opportunities for children to rest or have quiet time throughout the day. Children do not sleep on the couch.
- Quiet places are provided during outside and during nature play for children to engage in stories or calm experiences within sight of educators.

Meeting health care needs

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
- Families will be asked to answer questions about their child's health care needs through The 'All About Me' questionnaire during enrolment

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 policy and procedures
- The sleep and rest procedure is available on Netherby Kindergartens website and in the Policies folder on site.
- Educators will make a record of any parent communication concerning requests to vary sleep practices, and decisions made in relation to such requests
- The Director 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 Director will ensure that supervision and monitoring requirements for sleep and rest are incorporated into induction and training for educators, including casual and relief staff.
- Educators will complete a daily record of sleeping and resting which will include the time the child is checked, and the initial/signature of the educator
- Once completed, educators will file the daily record in the individual child’s file
- 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 (ie windows not blocked and adequate space to move around to physically check on individual children)

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 Director will ensure that requirements for ensuring a safe sleep and rest environment are incorporated into induction and training for educators
- eg 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 and to ensure children cannot physically disturb one another while sleeping and resting
 - 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

To ensure all children are provided with safe sleep and rest equipment:

- The Director will ensure that periodic work health and safety checks are undertaken of the physical environment, furniture and resources of the service
- Educators will provide a stretcher and clean well-fitting sheet.

Reviewing sleep and rest practices

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

- The Director will ensure sleep practices and environments are reviewed every 12 months
- 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

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

- The Director 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 Director will ensure that training and induction for educators addresses knowledge and understanding of risks of sudden infant death syndrome (SIDS)
- The Director will ensure educators are provided with opportunities to attend formal training courses on safe sleep and rest at least once in a 12 month period.

Procedure creation and revision record

Local procedures must be regularly reviewed and maintained to ensure they remain relevant and up-to-date with important developments in evidence-based practices for safe sleep and rest. Any revisions to the policy should be communicated to staff and families, and access to electronic and hardcopies of older versions should be removed.

Duplicate (copy/paste) the below table to record each version change.

Version:	1
Approved by site leader:	Emily Schneider
Date of approval:	28/01/2025
Date of next review:	28/01/2026
Amendments(s):	Nil