

JB Cleland Kindergarten safe sleep and rest procedure

Overview

JB Cleland 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.

JB Cleland 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 staff compendium in the kitchen and the kindergarten family's compendium near the sign in sheet.

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 following will occur:

- Children will sleep and rest with their face uncovered
- A quieter place will be designated for rest and sleep, away from interactive active groups (and if designated for rest, the space will allow for a calm play experience)
- Site leader will review the site safe sleeping procedure and risk assessment yearly
- Site leader will ensure that the practices are incorporated into induction for educators, including relief staff
- A smoke free environment is provided
- Sleep and rest environments are safe and free from hazards
- Continuous supervision of sleeping children where the educator is within sight and hearing of the child

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

At JB Cleland Kindergarten children generally don’t need a sleep. The environment is set up to allow a free flow of experiences that allow for active and passive activity during the day. On occasions, children may require a sleep. An educator will always be in continuous supervision of sleeping children, where they are in sight and hearing of the child at all times.

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

- Be responsive to children’s needs and offer rest/sleep options if needed or wanted.
- Send out parent questionnaires to families to find out more about each child’s wellbeing, physical comfort and personal needs.
- Hold parent information sessions

Opportunities for rest and relaxation will be provided by a variety of active and passive experiences provided both indoors and out throughout the day.

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

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:

- The services sleep and rest procedures will be made available to families in hard copy (compendium) and on the website
- Educators will make a record of any parent communication concerning requests to vary sleep practices, and decisions made in relation to such requests will seek additional guidance if they are in contrary to the safe sleep guidance.

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

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:

- Sleeping children will be in the same room as the educator

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

In developing your local procedures you may wish to refer to:

- Red Nose guidance – [What is a safe room temperature for sleeping baby](#)
- Queensland Government’s resource – [Sleep and rest physical environment considerations](#)
- ACCC product safety resource [Your First Steps](#)
- Red Nose [Cot to Bed Safety brochure](#).

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:

- Site leader will add safe sleep and rest procedures and risk assessment into the training and induction of new educators
- Educators will ensure there is adequate lighting of sleep and rest areas to ensure effective supervision
- Ensure the rest area is well ventilated
- Ensure mattress is positioned away from heaters to avoid over heating
- Ensure mattress is away from hanging cords, mobiles, electrical appliances.

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

In developing your local procedures you may wish to refer to:

- Red Nose [Portable or Folding Cots article](#)
- Red Nose [Cot to Bed Safety brochure](#).
- Red Nose [What is a Safe Cot? article](#)
- ACCC information on [Mandatory standard for folding cots](#)
- ACCC information on [Mandatory standard for household cots](#)
- ACCC resource on [Baby product safety and safe sleep](#)
- [Red Nose what is a safe mattress](#) (includes a link to a video resource about testing a mattress’s firmness)
- Infant mattress safety information published by the [Education Standards Board](#).

To ensure all children are provided with safe sleep and rest equipment: Site leader will ensure that periodic work health and safety checks are taken of the physical environment, furniture and resources.

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.

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 and environments are reviewed yearly, and as soon as practical after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest (regulation 84C(1))
- educators will ensure that safe sleep practices and any changes to service procedures are discussed as a 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 information about recommended safe sleeping practices is incorporated into training and induction for educators, and that educators are aware of the following resources:
 - SIDS and Kids SA ph: 83321066 or email education@SIDSSA.org.au
 - Red nose safe sleeping ph:1300998698 or email education@RedNose.org.au for safe sleeping enquiries and training opportunities
 - Red nose website, which contains downloadable brochure (in a range of languages) and smart phone applications, and provides the option to subscribe to regular newsletters about safe sleeping and child safety
 - Kidsafe SA ph: 70898554
 - Child and Family Youth Health Service
 - Parenting SA Parent Easy guides

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:	Aella Leaver
Date of approval:	5/9/2024
Date of next review:	5/9/24
Amendments(s):	Nil

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.