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1. Summary

- 1.1 This policy sets out requirements to ensure children have opportunities to rest during the day, and practices for a child who falls asleep. It also outlines the responsibilities of the Early Learning Centre (ELC) and staff in relation to sleeping equipment and issues of cleanliness, hygiene and maintenance.
- 1.2 It applies in all Catholic Education Archdiocese of Canberra and Goulburn ELCs and School Age Care (SAC).

2. ELC Sleep and Rest Policy

- 2.1 All ELCs will provide a daily rest period during which children who wish to sleep are allowed to do so without being disrupted. SACs will ensure children who wish to rest are allowed to do so without being disrupted.
- 2.2 Children who do not wish to sleep will be provided with alternative quiet activities and experiences.
- 2.3 Educators will not force a child to sleep or stop a child from sleeping.
- 2.4 Children may seek rest according to their individual needs throughout the day. If a child requests a rest or if they are showing clear signs of tiredness, regardless of the time of day, educators will ensure there is a comfortable, safe area available for them to rest.
- 2.5 Educators will ensure the physical environment is safe and conducive to sleep including well-ventilated and comfortable sleeping spaces. Wherever viewing windows are used, all children should be visible to supervising educators.
- 2.6 Parents must notify the ELC of any health or safety issues for their children that may affect sleep or rest (see [Medical Conditions and Administration of Medication Policy](#)).

3. Procedures to facilitate safe sleep and rest

- 3.1 Educators will ensure children sleep and rest with their face uncovered.
- 3.2 Educators will ensure sleep and rest environments and equipment is safe and free from hazards.
- 3.3 When planning supervision and placement of educators across the centre, Directors will ensure that our educators are able to adequately supervise sleeping and resting children
- 3.4 Educators will closely monitor sleeping and resting children and the sleep and rest environments, including:
 - checking/inspecting sleeping children at regular intervals,
 - ensuring educators are always within sight and hearing distance of sleeping and resting children so they can assess a child's breathing and the colour of their skin.
- 3.5 Educators will consider the risk for each individual child, and tailor sleep and rest procedures (including the frequency of checks/inspections of children) to reflect the levels of risk identified for children at the service. Risk factors consider include the age of the child, medical conditions, individual needs and history of health and/or sleep issues.
- 3.6 Smoking is banned in all CECG premises (see [Smoking Free Environment Policy](#)).

4. Rest Environment and Equipment

Bed linen

- 4.1 Parents may be asked to supply a light cot sized bed sheet, towel or blanket for rest time.
- 4.2 Children will keep their bed linen in a bag (eg pillow case) in their locker or cupboard in the classroom during the week.
- 4.3 All bed linen and bags will be clearly labelled with the child's name.
- 4.4 Bed linen should be sent home at the end of each week for washing.

Storage and Maintenance of Centre Mattresses

- 4.5 Sleeping mattresses will be stored in a hygienic way and cleaned regularly and as required.

5. Related Documents and Legislation

5.1 Related CECG Documents:

- [Medical Conditions and Administration of Medication Policy](#)

5.2 Related legislation or Standards

- [ACECQA Safe Sleep and Rest Practices](#)
- [Red Nose Safe Sleeping resources](#)

6. Contact

- 6.1 For support or further questions relating to this policy, contact the CECG Early Learning Centre Team.