

Title	ELC & SAC Sleep and Rest Policy
Description of policy	Sets out requirements to ensure the safety, health and wellbeing of children attending our Early Learning Centre (ELC) and School Age Care (SAC) and appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation.
Required because	The education and Care services national regulations requires approved providers to ensure their services have policies and procedures in place for children's sleep and rest (regulation 84B). Our sleep and rest policy provides educators, management, families and the community with the information they need to support children's needs for sleep and rest are met while attending the ELC or SAC.
Description of changes	Clarified existing obligations and procedures for sleep and rest. Reformatted to current template. Added SAC to the name of the policy for clarification. Added Sleep and Rest Risk Assessment, required by Regulation 84C, and ensured compliance with all parts of Regulations 84B and 84C.
Applies to	<input checked="" type="checkbox"/> ELCs & SACs <input type="checkbox"/> Staff only <input type="checkbox"/> Students only <input checked="" type="checkbox"/> Staff and students
Status	<input type="checkbox"/> New <input type="checkbox"/> Major revision of existing document <input checked="" type="checkbox"/> Minor revision of existing document

Publication location	Intranet and Public Website
Related documents	ELC and SAC Sleep and Rest Risk Assessment ELC and SAC Sleep and Rest Log ELC and SAC Medical Conditions and Administration of Medication Policy Smoking Free Environment Policy ELC and SAC First Aid Incident Injury Trauma and Illness Policy ELC and SAC Enrolment and Orientation Policy ELC and SAC Behaviour Support and Interactions Policy Child Safety Policy ELC and SAC Staffing Policy
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Responsible officer	Preschool and School Age Care Officer



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1. Summary

- 1.1 This policy sets out requirements to ensure the safety, health and wellbeing of children attending our Early Learning Centre (ELC) and School Age Care (SAC) and appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation (reg 84A and 84B). This policy ensures children are supervised and protected from harm or hazards while resting (sections 165 and 167).
- 1.2 It applies in all Catholic Education Archdiocese of Canberra and Goulburn ELCs and School Age Care (SAC).

2. ELC & SAC Sleep and Rest Policy

- 2.1 ELC And SAC directors will ensure all staff are familiar with and implement this policy to promote best practices for children's sleep and rest
- 2.2 All ELCs & SACs must make available a copy of this policy for parents/carers to view, on request.
- 2.3 All ELCs will provide a daily rest period during which children who wish to sleep are allowed to do so with minimal disruption.
- 2.4 SACs will ensure children who wish to rest are allowed to do so with minimal disruption.
- 2.5 Children who do not wish to sleep will be provided with alternative quiet activities and experiences.
- 2.6 Educators will not force a child to sleep nor stop a child from sleeping.
- 2.7 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.
- 2.8 Educators will ensure the physical environment is safe and conducive to sleep including well-ventilated and comfortable sleeping spaces (reg 110). Wherever viewing windows are used, all children should be visible to supervising educators.
- 2.9 Parents must notify the ELC / SAC of any health or safety issues for their children that may affect sleep or rest (see [ELC and SAC Medical Conditions and Administration of Medication Policy](#)).
 - ELC Director will enquire about and discuss requests from families about a child's sleep and rest preferences when enrolling, including cultural preferences or individual health or safety issues that may affect sleep or rest.

3. Procedures to Facilitate Safe Sleep and Rest

- 3.1 To ensure an appropriate environment is maintained, the ELC Director must complete the [Sleep and Rest Risk Assessment](#) (reg 84C):
 - At least once per year, and
 - as soon as practicable after becoming aware of any circumstances that may affect the safety, health and wellbeing of children during sleep and rest. All completed forms are to be kept on file at the ELC.
- 3.2 CECG ELC or SAC must not use bassinets for sleeping spaces (reg 84D).

- 3.3 Educators will ensure children sleep and rest with their face uncovered.
- 3.4 Educators will ensure sleep and rest environments and equipment are safe and free from hazards.
- 3.5 When planning supervision and placement of educators across the centre, Directors will ensure educators are able to adequately supervise sleeping and resting children (reg 115).
- 3.6 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.
- 3.7 Each ELC should document sleep periods (Reg84B(e)(ii) using the [ELC and SAC Sleep and Rest Log](#) (or equivalent record, e.g. sleep and rest app). General rest periods can be documented in the class program.
- 3.8 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 considered include the age of the child, medical conditions, individual needs, history of health and/or sleep issues.
 - When developing the sleep and rest environment and considering safe sleep practices, Educators will ensure they are consistent with safe sleep practices such as those described in [Red Nose Safe Sleeping resources](#).
- 3.9 Smoking is banned in all CECG premises (see [Smoking Free Environment Policy](#)) and staff must not carry out duties under the influence of alcohol, illicit drugs, or any drug which impairs work performance or poses a safety risk to themselves or others ([Code of Conduct](#)) (reg 82).

4. Rest Environment and Equipment

Linen

- 4.1 Parents may be asked to supply a light, cot-sized bed sheet, or blanket for rest time.
- 4.2 Children will keep their linen in a bag, locker, or cupboard in the classroom during the week.
- 4.3 All linen and bags must be clearly labelled with the child's name.
- 4.4 Linen should be sent home at the end of each week / fortnight for washing (reg 106).

Storage and Maintenance of Centre Mattresses

- 4.5 Sleeping mattresses will be stored in a hygienic way, cleaned regularly, and as required (reg 104-106).

5. Related Documents and Legislation

5.1 Related CECG Documents:

- [ELC and SAC Sleep and Rest Risk Assessment](#)
- [ELC and SAC Sleep and Rest Log](#)
- [ELC and SAC Medical Conditions and Administration of Medication Policy](#)
- [Smoking Free Environment Policy](#)



- [ELC and SAC First Aid Incident Injury Trauma and Illness Policy](#)
- [ELC and SAC Enrolment and Orientation Policy](#)
- [ELC and SAC Behaviour Support and Interactions Policy](#)
- [Child Safety Policy](#)
- [ELC and SAC Staffing Policy](#)

5.2 Related legislation or Standards

- [Education and Care Services National Regulations](#)
- [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.