



# Wandana Child Parent Centre: Safe sleep and rest procedure

## Overview

Wandana Child Parent Centre 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.

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 maintained in digital format within the policy folder on TEAMS, as well as in a site-specific policy folder located at the preschool, and within the school.

## 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 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 aware of where to access resources to build their knowledge about recommended safe sleep practices.

### 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:

- consult with families—during orientation meetings, and ongoing communication—to understand each child's individual needs and cultural preferences related to sleep and rest. These preferences will be considered and incorporated into daily practices.
- encourage children to express their needs regarding rest or active play, and facilitate their choices in a supportive manner. Educators ensure that every child's voice is heard and respected.
- provide quiet spaces for rest as required, with children able to access both indoor and outdoor environments to meet their individual needs.
- ensure that children have access to a designated quiet area, such as the calm corner whenever they are feeling tired. All blankets or other items that may pose a choking hazard are removed from these areas to maintain safety when a child is seeking a place to sleep or rest. Soft items are provided for comfort and support for short rest periods, aligning with the developmental needs of preschool-aged children who may not require extended sleep during the day

Opportunities for rest and relaxation will be provided by:

- relaxation / mindfulness time is incorporated into the afternoon routine on the gathering rug where children can lay down if they chose to with a cushion.
- integrate mindfulness and relaxation sessions are also offered as needed throughout the day to support children’s wellbeing.
- offering a variety of activities that support both rest and active play, ensuring children can make choices suited to how they are feeling.

## 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 are asked to share information about their child’s health care needs at time of enrolment through questions in enrolment documents.



## 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 and caregivers of Wandana’s sleep and rest policy and procedures and will provide families information about safe sleep recommendations.
- Wandana’s sleep and rest procedures and policy will be made available to families in hard copy and will be included on our website.
- families and caregivers are consulted during the orientation period about their child’s rest and sleep needs, and their beliefs and practices – this will assist in individual children’s circumstances and risk factors being assessed. Educators will make a record of any parent communication concerning requests to vary sleep practices, and decisions made in relation to such requests in children’s TEAMS observation file.
- families are aware of the need to inform the service about any changes in their child’s medical or health status that may indicate a higher level of supervision is required.
- families are provided with information about their child’s sleep and rest patterns (in accordance with regulation 76). Educators will record any notes on sleep times against the daily attendance sheet.
- safe sleeping practices are promoted and modelled and current information is available for families, taking into account an appropriate format for each family.
- referrals to appropriate health professionals and support services are facilitated for further information and support if required (e.g., Kidsafe SA, Child and Family Health Service or a medical practitioner).

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

- the site leader and educators will ensure safe sleeping information is available for families, including by providing resources in different languages and using easy-to-read posters.
- the site leader and educators will ensure that Aboriginal families can access information in a culturally safe and appropriate manner including displaying Aboriginal focussed information in visible places such as the administration area and on notice boards.

## 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 site leader/ Preschool Co-ordinator 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 provide continuous supervision of sleeping and resting children, ensuring they remain within sight and hearing at all times. Staff will monitor each child’s breathing and skin colour and ensure their face remains uncovered.



- educators will record time child falls asleep and wakes up on the daily attendance record in the notes section, accompanied with the initial/signature of the educator.
- educators will ensure that other children are supervised if playing in close proximity to the child to allow supervision and safety of all children.
- educators will ensure that all facilities, materials, and equipment, including soft items and pillows, are age-appropriate, in good repair, and regularly checked to maintain safety and comfort for all children. Continuous supervision will be provided in these areas.
- 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 site leader/coordinator will ensure that requirements for ensuring a safe sleep and rest environment are incorporated into induction and training for educators.
- the 'calm corner' will be checked daily by educators for any potential hazards and any unnecessary clutter will be removed ensuring the area remains safe for resting/sleeping. Any hazards will be reported and unsafe items removed immediately.

## Sleep and rest equipment

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

- the site leader/coordinator will ensure that periodic work health and safety checks are undertaken of the physical environment, furniture and resources of the service.

## Prams, pushers and bassinets

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.

## Reviewing sleep and rest practices

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

- the site leader and preschool coordinator will ensure sleep practices and environments are reviewed on a regular basis.
- preschool co-ordinator and educators will ensure that safe sleep practices and any changes to service procedures are discussed as a regular meeting agenda item in our weekly team meetings.



## Training and induction for educators

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 educators have regular opportunities—at least once every 12 months—to update and refresh their knowledge of safe sleep and rest practices, including any changes to departmental procedures.



## Procedure creation and revision record

Version:	1
Approved by site leader:	Robyn McLachlan
Created by:	Daniela Gambaro (Preschool Coordinator)
Date of approval:	22.10.2025
Date of next review:	October 2028
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.