



# Lake Wangary Preschool

## Quality Area 2: Children's Health and Safety

# Safe Sleep and Rest Procedure

## Overview

Lake Wangary Preschool follows 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.

The Lake Wangary Preschool 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 Policy/Procedure and Risk Assessment Folder located in the Storeroom.

## 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 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.

## 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

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

- Information from children and families about children’s wellbeing, physical comfort or personal is gathered and documented for each individual in their ‘Child Portfolio’
- Families’ cultural preferences relating to sleep and rest is also communicated through the ‘Child Portfolio’
- A reading nook, cushions and sleeping mats are accessible by children to develop a sense of agency for when to rest.

Opportunities for rest and relaxation will be provided by:

- Mindfulness practices are embedded throughout the daily practice to support children to check in with their energy levels and zones of regulation to notice when a rest or sleep may be required.
- Relaxation techniques are explicitly taught during the day.
- Relaxation is promoted and encouraged at 2:30pm daily giving children the opportunity to make choices about how they would like to rest and restore eg yoga, reading, drawing, puzzles, meditation, laying down.

## 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
- Families are asked to answer questions about their child’s health care needs through questions in enrolment documents

## 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:

- Upon enrolment at Lake Wangary Preschool, educators will inform families of the service’s sleep and rest policy and procedures and will provide families information about safe sleep recommendations
- Lake Wangary Preschool’s sleep and rest procedures and policy will be made available to families in hard copy / on the service’s website
- The site leader ensures that educators have appropriate training to address families’ requests which are contrary to the safe sleep guidance

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

- The site leader ensures safe sleeping information is displayed and available for families, including by providing resources in different languages and using easy-to-read posters.

## 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.

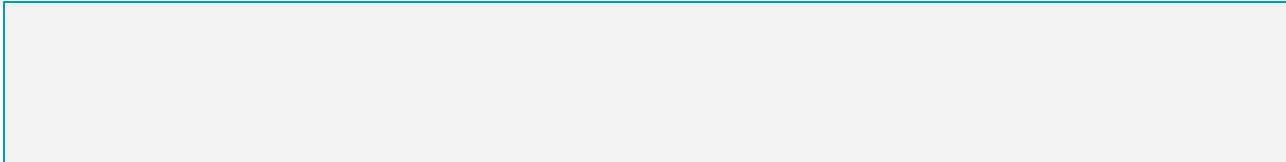
To implement the department procedure:

- The site leader 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 Policy/Procedures and Risk Assessment Folder.
- 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

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



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 will ensure that requirements for ensuring a safe sleep and rest environment are incorporated into induction and training for educators
- 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 resting area to allow free movement by an educator and to ensure children cannot physically disturb one another while sleeping and resting
  - Resting area is positioned away from heaters to avoid overheating
  - Resting area kept away from hanging cords, mobiles, electrical appliances and curtains

## 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

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

- Site leaders ensure that periodic work health and safety checks are undertaken of the physical environment, furniture and resources of the service
- Site leaders will check manufacturer standards of sleep and rest equipment

## 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 annually.
- Educators will ensure that safe sleep practices and any changes to service procedures are discussed as required in Staff Meetings.

## 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 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 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:	2
Approved by site leader:	Clint Beard
Date of approval:	17/06/2026
Date of next review:	02/02/2027
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.