

Kangaroo Inn Preschool: Safe sleep and rest procedure

Overview

Kangaroo Inn Area School Preschool 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.

Kangaroo Inn Area School Preschool 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 Kangaroo Inn Area School Preschool.

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:

- *Ensure educators, including relief staff have access to safe sleep and rest procedure and risk assessment, that is updated every 12 months*

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

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 will:

- *Information sought in regards to children's rest needs will include children's wellbeing, physical comfort, personal needs, cultural preferences. Information from parents will be recorded through Seesaw app or phone conversation notes.*
- *When a child is showing signs of tiredness, educators will ask if they want to do a quieter activity or to have a lie down rest. Children will be involved in helping to set up their rest space, including telling other children they are having a rest.*

Opportunities for rest and relaxation will be provided by:

- There are no scheduled sleep times at this service.
- Quieter time scheduled as a whole group after lunch, with children participating in puzzle or book reading time. Children are able to have a rest at any time they need during the day, with educators supporting children to identify they are feeling tired and helping them to set up a resting space.

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 will be 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:

- *Educators will make a record of any parent communication concerning requests to introduce or vary sleep or rest practices, and decisions made in relation to such requests*
- *The service's safe sleep and rest procedure is available for families to view*

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:

- *Supervision and active monitoring of children during sleep or rest are incorporated into training for educators, including relief staff, with staff being able to see and hear children during those times.*
- *If a child was to sleep, educators will complete a daily record of sleeping which will include the time the child is checked, and the initial/signature of the educator. Family will be notified if a child sleeps during the day.*
- *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), lights may be off and blind down but still able to easily see and monitor 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

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 ensure that requirements for ensuring a safe sleep and rest environment are incorporated into induction and training for educators*
- *Educators will monitor a safe sleep and rest environment*
 - *there is adequate lighting of sleep/ rest areas to enable effective supervision*
 - *sleep and rest areas are well ventilated*
 - *Unobstructed gap around child to allow free movement by an educator*
 - *Children are positioned away from heaters to avoid overheating*
 - *Children are positioned away from hazards eg.hanging cords, heaters*

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 leaders will ensure that periodic work health and safety checks are undertaken of the physical environment, furniture and resources of the service*
- *Small lightweight blankets available when resting*

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 environment procedures and risk assessments are reviewed every 12 months
- *Educators will ensure safe sleep and rest practices and any changes to service procedures are discussed at meeting times when issues arise*

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 educators are provided with opportunities to attend formal training courses on safe sleep and rest*

Procedure creation and revision record

Version:	1
Approved by site leader:	Annie Matthews/Amy Oswald
Date of approval by Governing Council:	04/03/2026
Endorsement recorded in Governing Council minutes dated:	04/03/2026
Date of next review:	04/03/2028
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.