### Preschool sleep and rest for children procedure

| Associated National Quality Standard | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.1 | [Regulation 81](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.8) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)[Preschool sleep and rest guidelines](https://schoolsequella.det.nsw.edu.au/file/b12d1567-2993-420f-8b20-a1b2577d5213/1/preschool-sleep-and-rest-guidelines.pdf) |
| **Pre-reading and reference documents** |
| [ACECQA sleep and rest practices](https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices) |
| **Staff roles and responsibilities** |
| School principal | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:* the preschool is compliant with legislative standards related to this procedure at all times
* all staff involved in the preschool are familiar with and implement this procedure
* all procedures are current and reviewed as part of a continuous cycle of self- assessment.
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| Preschool supervisor | The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection.  |
| Preschool educators | The preschool educators are responsible for working with leadership to ensure:* all staff in the preschool and daily practices comply with this procedure
* storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers
* being actively involved in the review of this procedure, as required, or at least annually
* ensuring the details of this procedure’s review are documented.
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| **Procedure** |
| **Meeting the needs for sleep and rest** | * The preschool educators ensure the individual sleep and rest requirements of each child are met, as advised by their family. This information is collected in initial parent partnership meetings and ongoing conversations with families and recorded in the childs file. A collated list Is available to inform staff on the faculty drive under the administration folder.
* Children are not forced to lie down or sleep.
* There is a comfortable, quiet area, in both indoor and outdoor spaces, that a child can retreat to at any time of the day to rest. In our larger indoor space this is on a low house bed frame in a quiet corner, in the yarning room soft cushions and matting is available under the arch furniture, outside there is a day bed in the playground and in the nature garden under the cabana.
* There is a designated rest / quiet period included in the daily routine / timetable. This usually occurs around 2.15 for approximately 20-30 minutes. Children rest in the yarning room, which is well ventilated and features plenty of natural light.
* If a child doesn’t want to rest during the designated rest / quiet period, they are able to engage with a quiet activity. This may be puzzles, books or small soft toy mats.
* Adequate supervision is maintained while some children rest and others engage in activities. A divider in the yarning room, allows children to engage in quiet tabletop play while other children rest in the mat area. A minimum of 2 educators are available to support both resting children and those engaging in quiet activities.
* Children are encouraged to sleep on their backs before they fall asleep and then turn to a comfortable position once asleep.
* If a child sleeps during the preschool day, their family is informed of the length of time they slept. This is verbally communicated on collection and recorded on the story park application by an educator.
* If children wish to, they are able to lie down with a pillow and sheet and / or blanket. Where family provide these, they are returned home to wash. When preschool provide these, they are washed by educators daily in the preschools washing and dryer facilities. If linen is stored for a 2nd day, this will be kept in the child’s individual locker tray.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| Emily Roalfe 28/4/2021, all staff and family input sought through storypark |
| **Key changes made and reason/s why** |
| Update from old template to new template. Minor changes as needed.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated with core staff 28/4/2022 with printed policy to review in detail.  |

*Copy and paste a new table to record each occasion the procedure is reviewed.*