

SLEEP, REST & RELAXATION

QUALITY AREA 2 | VERSION 1.3



PURPOSE

This policy provides clear guidelines to ensure the safety, health and wellbeing of children attending Denzil Don Kindergarten and appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation.



POLICY STATEMENT

VALUES

Denzil Don Kindergarten is committed to:

- complying with all legislative requirements, standards and current best practice and guidelines, including recommendations (*see Sources*)
- its duty of care (*see Definitions*) to all children at Denzil Don Kindergarten, and ensuring that adequate supervision (*see Definitions*) is maintained while children are sleeping, resting or relaxing
- consulting with parents/carers about their child's relaxation and sleep requirements/practices, and ensuring practices at the service are responsive to the values and cultural beliefs of each family
- providing a positive and nurturing environment for all children attending the service
- allowing children to be actively involved in decision making, to provide an environment that encourages them to reach their potential
- providing a safe environment where children feel comfortable and safe to play, talk, or relax
- children's safety and wellbeing will be fostered through responsive relationships, engaging experiences and a safe and healthy environment.

SCOPE

This policy applies to all service staff, students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

RESPONSIBILITIES	Approved provider and service management	Nominated supervisor and persons in day-to-day charge	A:: service staff	Parents/carers	Contractors, volunteers and students
R indicates legislation requirement					
Ensuring that policies and procedures are in place for managing sleep and rest for children (<i>Regulation 168</i>) and take reasonable steps to ensure those policies and procedures are followed (<i>Regulation 170</i>)	R				
Taking reasonable steps to ensure the sleep, rest and relaxation needs of children at Denzil Don Kindergarten are met, with regard to the age of children, developmental stage and individual needs (<i>Regulation 84A</i>)	R	R	√		√
Ensuring educators receive information and induction training to fulfil their roles effectively, including being made aware of the sleep, rest	R	√			

and relaxation policies, their responsibilities in implementing them, and any changes that are made over time					
Ensuring that the premises are designed to facilitate supervision	R	R			
Ensuring adequate supervision of children resting and that fall asleep during relaxation: by being within sight and hearing distance and are monitoring through visual checks.	R	R	√		√
Developing relaxation practices that are responsive to: <ul style="list-style-type: none"> the individual needs of children parent/carer beliefs, values, practices and requirements circumstance or events occurring at a child's home a child's general health and wellbeing the physical environment, including lighting, airflow and noise levels 	R	√	√		√
Removing hazards identified in the child's rest environment	R	R	√		√
Ensuring that any hanging cords are inaccessible to children who are resting or sleeping	R	R	√		√
Providing information and training to ensure staff are kept informed of changing practices in relaxation to safe sleep practices for children	√	√			
Providing information to families about the service's relaxation practices	√	√	√		√
Ensuring parents/carers are consulted about appropriate relaxation practices for their child	√	√	√	√	√
Ensuring the educational program provides opportunities for each child to relax and sleep (if they need)	R	√	√		√
Providing a range of opportunities for relaxation throughout the day		√	√		√
Supervising children displaying symptoms of illness closely, especially when resting or sleeping		√	√		√
Developing communication strategies to inform parents/carers if their child has fallen asleep during session including the length of sleep		√	√	√	√
Encouraging children's independence and assisting children with dressing as needed.		√	√		√

BACKGROUND AND LEGISLATION



BACKGROUND

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for children's sleep and rest.

The Early Years Learning Framework (EYLF) and the *Victorian Early Years Learning and Development Framework* (VEYLDF) include a focus on social, emotional, spiritual and physical wellbeing and health. Development Outcome 3 in both framework documents refers to a child's ability to take increasing responsibility for their own wellbeing. One of the indicators for this capacity is that children "recognise and communicate their bodily needs (for example thirst, hunger, rest, comfort, physical activity)". The EYLF suggests that to promote this, educators should:

- consider the pace of the day within the context of the community
- provide a range of active and restful experiences throughout the day and support children to make appropriate decisions regarding participation.

Holistic approaches recognise the importance of physical, mental and spiritual wellbeing. Educators who provide a range of active and restful experiences throughout the day support children's individual requirements for health, nutrition, sleep, rest and relaxation.

Relaxation and Sleep | Date Reviewed March 26

Employers have a responsibility under the *Occupational Health and Safety Act* to provide a safe and healthy working environment. This duty extends to others present in the workplace, including children and volunteers.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Australian Consumer Law and Fair-Trading Act 2012
- Australian Consumer Law and Fair-Trading Regulations 2012
- Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010)
- Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety Requirements (AS/NZS 2130:1998)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children’s Health and Safety
- Occupational Health and Safety Act 2004

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS



The terms defined in this section relate specifically to this policy. For regularly used terms, see the Definitions File located online: <https://denzildonkinder.org.au/policies/> OR in the Policies Folder in the kindergarten office.

Hazardous Manual Handling: Manual handling is work where you must lift, lower, push, pull, carry, move, hold or restrain something. It’s hazardous manual handling if it involves: repeated, sustained or high force, sustained awkward posture, repetitive movements, exposure to sustained vibration, handling people and/or loads that are unstable, unbalanced or hard to hold.

Relaxation: Relaxation or other activity for bringing about a feeling of calm in your body and mind

Rest: A period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep.

SOURCES AND RELATED POLICIES



SOURCES

- Australian Children’s Education & Care Quality Authority (ACECQA): [Safe sleep and rest practices](#)
- ACECQA: [Belonging, Being & Becoming – The Early Years Learning Framework for Australia \(EYLF\)](#)
- ACECQA: [Risk Assessment and Management Tool](#)
- ACECQA: [Sleep and rest risk assessment Template](#) [Sleep Rest Risk Assessment Template](#)
- ACECQA: [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
- WorkSafe Victoria: [Children’s services – occupational health and safety compliance kit](#)
- WorkSafe Victoria: [Compliance code: Hazardous manual handling](#)
- WorkSafe Victoria: [Hazardous manual handling risk assessment and control tool](#)

RELATED POLICIES

- Administration of First Aid
- Child Safe Environment and Wellbeing
- Emergency and Evacuation
- Enrolment and Orientation
- Hygiene
- Incident, Injury, Trauma and Illness
- Interactions with Children

Relaxation and Sleep | Date Reviewed March 26

- Occupational Health and Safety
- Staffing
- Supervision of Children

EVALUATION



To assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172 (2)).



ATTACHMENTS

- NIL



AUTHORISATION

This policy was adopted by the approved provider of Denzil Don Kindergarten on 07/03/2026.

REVIEW DATE: 07 / MARCH / 2028
