

SLEEP AND REST POLICY

QUALITY AREA 2 – VERSION 1.3



PURPOSE

This policy provides clear guidance to ensure the safety, health, and wellbeing of children attending Denzil Don Kindergarten. It supports the provision of appropriate opportunities for each child to experience sleep, rest, and relaxation in a manner that respects their individual needs, age, development, and cultural background. The service is committed to creating a safe and inclusive environment where children are supported to listen to their bodies and develop self-regulation skills that promote lifelong health and wellbeing.

POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child guide all decisions, actions and practices of Denzil Don Kindergarten staff.

VALUES

Denzil Don Kindergarten is committed to:

- Complying with all relevant legislative requirements, standards, and current best practice guidelines, including recommendations from Red Nose Australia.
- Upholding our duty of care to all children and ensuring adequate supervision is maintained at all times, including when children are sleeping, resting, or relaxing.
- Consulting with parents/carers regarding each child’s relaxation requirements and practices and ensuring that our approaches are respectful of and responsive to the values, cultural beliefs, and preferences of each family.
- Providing a positive, nurturing, and inclusive environment that supports the wellbeing of every child attending the service.
- Encouraging children to actively participate in decision-making processes, fostering a sense of agency and supporting them to reach their full potential.
- Maintaining a safe and supportive environment where children feel comfortable and secure to play, communicate, rest, or relax.
- Promoting children’s safety, health, and wellbeing through responsive relationships, engaging experiences, and a safe, healthy environment.

SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, and others attending the programs and activities of Denzil Don Kindergarten.

Parent/Carer Responsibilities Under This Policy:
Provide information about your child’s sleep and rest practices at enrolment
Read, understand and follow the service Code of Conduct at all times
Adhere to this policy and all other service policies at all times

Responsibilities: R indicates legislation requirement	Approved provider & persons with management or control	Nominated Supervisor and Person in Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Ensure policies and procedures are in place for managing sleep and rest for children (Regulation 168), and take reasonable steps to ensure these policies and procedures are followed (Regulation 170)	R			

Take reasonable steps to meet the sleep and rest needs of children attending the service, considering their age, developmental stage, and individual needs (<i>Regulation 84A</i>)	R	R	√	√
Conduct a sleep and rest risk assessment at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safety, health, or wellbeing of children (<i>Regulation 84C(a)(b)</i>)	R	R	√	
Ensure all risk assessments are recorded and stored (<i>Regulation 84C (4)</i>)	R	√	√	√
Ensure each risk assessment considers the number and developmental stages of children, children's rest needs, including health care needs, cultural preferences, staffing arrangements for adequate supervision, staff knowledge and training and any potential hazards	R	√	√	√
Ensure the premises facilitate supervision	R	R		
Ensure furniture, equipment, and premises are safe, clean, and in good repair, and comply with <i>Australian Standards and ACCC guidelines (Regulation 103; National Law s167)</i>	R	R	√	√
Ensure cords, curtains, and blinds are inaccessible to resting or sleeping children	R	R	√	√
Ensure children's clothing is appropriate and free from items that could tangle or restrict breathing (e.g. jewellery)		√	√	√
Ensure adequate supervision of children who sleep or rest, with educators within sight and hearing distance	R	R	√	√
Monitor children through regular visual checks of sleeping position, skin and lip colour, breathing, body temperature, head position and airway and head and face to ensure they remain uncovered	R	R	√	√
Closely supervise children who display symptoms of illness, particularly during rest or sleep		√	√	√
Provide induction and ongoing training so staff understand policies, responsibilities, and updates	R	√		
Provide ongoing information and training to reflect current safe sleep practices	√	√		
Consult parents/carers about their child's sleep and relaxation needs and practices	R	R		
Provide information to families about the service's sleep and relaxation practices	√	√	√	√
Develop practices that respond to individual needs of each child, family values, beliefs, and requirements, each child's health and wellbeing and the physical environment (lighting, airflow, noise)	R	√	√	√
Ensure the educational program provides opportunities for sleep, rest, and quiet activities	R	√		
Provide regular opportunities for relaxation including to engage in quiet play activities, as required throughout the day		√	√	√
Encourage children's independence and assist with dressing as required		√	√	√

BACKGROUND & LEGISLATION

BACKGROUND

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

The *Early Years Learning Framework (EYLF)* and the *Victorian Early Years Learning and Development Framework (VEYLDF)* emphasise the importance of social, emotional, spiritual, and physical wellbeing and health.

Development Outcome 3 in both frameworks highlights children's capacity to take increasing responsibility for their own wellbeing. An indicator of this is when children recognise and communicate their bodily needs, such as thirst, hunger, rest, comfort, and physical activity. To support this, the EYLF encourages educators to consider the pace of the day within the context of the community and to provide a balance of active and restful experiences, supporting children to make appropriate choices about their participation.

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Denzil Don Kindergarten takes a holistic approach to physical, mental, and spiritual wellbeing by providing intentional moments of rest, as well as a variety of active and restful experiences throughout the day to support each child's requirements for health, nutrition, sleep, rest, and relaxation.

Employers also hold responsibilities under the Occupational Health and Safety Act to provide a safe and healthy working environment. This duty extends to all individuals present in the workplace, including children and volunteers.

LEGISLATION & STANDARDS

Relevant legislation and standards include but are not limited to:

- 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 have to 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, handling people and/or loads that are unstable, unbalanced or hard to hold.

SIDS (Sudden Infant Death Syndrome): the sudden and unexpected death of an infant under one year of age with an onset of a fatal episode occurring during sleep, that remains unexplained after a thorough investigation, including performance of a complete autopsy and review of the circumstances of death and the clinical history.

Sudden and Unexpected Death in Infancy (SUDI): A broad term used to describe the sudden and unexpected death of a baby for which the cause is not immediately obvious.

SOURCES & 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 \(VEYLDF\)](#)
- Australian Competition & Consumer Commission (2016), Consumer product safety – a guide for businesses & legal practitioners: www.accc.gov.au
- Kids Safe Australia - www.kidsafe.com.au
- Red Nose Australia: www.rednose.org.au
- SAI Global Group: [Current Australian/New Zealand Standards for cots](#)
- 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
- Occupational Health and Safety

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- Staffing
- Supervision of Children

EVALUATION

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

- seek feedback from all parties 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
- notify all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

PROCEDURES

- NIL

ATTACHMENTS

- NIL

AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 20/06/2026.

REVIEW DATE: **20 June 2028**