



The Nest : Safe sleep and rest procedure

Overview

The Nest 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.

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 hard and digital copy and uploaded on the Alberton Primary Website.

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.

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:

- Sleep and rest procedure is available in hard copy (Policy folder) and digital copy (Nest Teams Page) for staff to access.
- Sharing of and discussion about the 'Sleep and rest procedure' is a part of the induction process with new educators.

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

To ensure children's individual sleep and rest needs are met, educators will:

- Monitor children's well being and signs of tiredness and encourage/support children to access rest spaces as required.
- Connect and communicate with children families to understand children needs, wellbeing and routines.
- Have a safe and suitable place for children to rest is set up at all times.

Opportunities for rest and relaxation will be provided by:

- Daily opportunities for rest and mindfulness are included in the learning program/routines.
- Educators ensure that there is safe and suitable spaces available to children for rest in the learning environment.

Meeting health care needs

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
- Though enrolment processes (including enrolment meetings) educators obtain information from families about children's needs, routines and development.

Partnership with families

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:

- Sleep and rest procedures and policy will be made available to families in hard copy / on the service's website
- Educators will make a record of any parent communication concerning requests to vary sleep practices, and decisions made in relation to such requests

Supervision and monitoring

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:

- 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 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 and is safe for children.
- An educator will record on the daily roll that the child has had a sleep and the duration. This will be communicated with families at pick up time or via phone call/digital communication platform (e.g. seesaw)

Sleep and rest environment

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
- eg 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

Sleep and rest equipment

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

Prams, pushers and bassinets

As required by the department procedure, all staff will ensure that prams, pushers, bouncinettes and rockers are not used unsupervised, and are not used as a sleeping environment for children.

The presence of bassinets at the service is prohibited under the National Regulations. All staff will ensure that bassinets are not present at the service for any purpose.

Reviewing sleep and rest practices

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

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

Procedure creation and revision record

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