

STATEMENT

The United Nations Convention on the Rights of the Child states that all children and young people are guaranteed the right “to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts”. (My Time, Our Place: Framework for School Age Care in Australia, (V2.0) p. 5). Our Out of School Hours Care (OSHC) Service will cater for the needs of individual children who may require a rest, or even a sleep, after a busy school day.

PURPOSE

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for children's sleep and rest. Our Service will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs whilst attending the service. Our Service has a duty of care, to ensure we respect and cater for each child's specific needs and provide an environment that takes every reasonable precaution from harm and hazard.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, children, and visitors of the Service.

IMPLEMENTATION

‘Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns that Nominated Supervisors and Educators need to consider within the Service. As per Standard 2.1 (Element 2.1.1) of the National Quality Standard, each child's comfort must be provided for and there must be appropriate opportunities to meet each child's sleep, rest and relaxation needs.’ (ACECQA)

Our Service defines ‘rest’ as a period of inactivity, solitude, calmness, or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of child's day, we feel that it is important for children to participate in a quiet/rest period during the day in order to rest, relax, and recharge their bodies. Effective rest strategies are important factors in ensuring a child feels secure and safe in an OSHC environment.

Our Service will consult with families about their child's individual needs, ensuring all parties are aware of the different values, cultural, and parenting beliefs and practices, or opinions associated with sleep/rest requirements.

SLEEP AND REST SPECIFIC RISK ASSESSMENT

The approved provider, in conjunction with educators of the OSHC Service, will conduct a comprehensive risk assessment in order to identify any potential risk/s or hazards and ensure the safety of all children during sleep and rest.

The risk assessment will be reviewed at least annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised during sleep or rest. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our service. If a risk concerning a child's safety during sleep and rest is identified during the risk assessment, the approved provider must update the *Rest Time Policy* and procedure as soon as possible. The risk assessment must be stored safely and securely and kept for a period of 3 years.

Our risk assessment will consider and include the following information:

- The number, age and individual needs of children
- The sleep and rest needs of individual children being educated and cared for (including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest)

- The suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods
- The level of knowledge and training of staff supervising children during sleep and rest periods
- The location of sleep and rest areas
- Any potential hazards
 - in sleep and rest areas
 - on a child during sleep and rest periods (such as jewellery)
- The physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation)

(ACECQA 2023)

THE APPROVED PROVIDER OR NOMINATED SUPERVISOR WILL:

- Ensure that obligations under the *Education and Care Services National Law and National Regulations* are met
- Ensure educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure
- Ensure families are aware of this *Rest Time Policy*
- Conduct a sleep and rest specific risk assessment at least annually to ensure all protentional hazards are controlled in sleep or rest areas in line with red nose and ACECQA guidelines
- Take reasonable steps to ensure that children's needs are being met by giving them the opportunity to rest, having regard to the ages, developmental stages and individual needs of each child
- Ensure the area for rest is well ventilated and has natural lighting
- Ensure educators provide safe and adequate supervision when children rest their bodies
- Provide information to educators and staff about evidence based safe sleep practices as recommended by red nose (although school aged children are not considered high risk, these practices should be known by all educators)
- Ensure educators, staff and volunteers follow the policy and procedures
- Ensure sleep and rest environments will be safe and free from all hazards including cigarette and tobacco smoke.

EDUCATORS WILL:

- Have a thorough understanding of the OSHC service's policy and practices and embed practices to support safe sleep/rest into everyday practice
- Consult with families about children's rest needs
- Ensure children are provided with a high level of safety when (sleeping and) resting and every reasonable precaution is taken to protect them from harm and hazard
- Maintain adequate supervision and ratios throughout any rest period
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required
- Communicate with families about their child's rest time and observed requirements
- Encourage children to dress appropriately for the room temperature when resting. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets, hats and bulky clothing.
- Monitor the room temperature to ensure maximum comfort for the children
- Provide an environment that is free from cigarette or tobacco smoke
- Opportunities are presented for rest and relaxation, as well as sleep if required
- Consideration is made for each child's sleep/rest needs- including the age of the child, medical conditions, individual needs
- A quiet area is provided for children to sleep/rest, away from the main group of children

- The designated rest area may include a cushion, bean bag or comfortable seat in a quiet section of the care environment
- Sleeping and resting children are monitored at regular intervals
- Faces of sleeping children are uncovered when they are sleeping
- An educator is always within sight and hearing of sleeping and resting children so they can be monitored (breathing patterns, colour of skin).

FAMILIES WILL:

- Be informed during orientation of our rest policy and procedure
- Be requested to provide educators with updates on their child's individual need for rest (or sleep) routines if applicable.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Sleep & Rest Policy will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

KEY TERMS

Term	Meaning
ACECQA- Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.
Adequate supervision	Adequate supervision means: <ul style="list-style-type: none"> • that an educator can respond immediately, particularly when a child is distressed or in a hazardous situation; • knowing where children are at all times and monitoring their activities actively and diligently
Rest	A period of inactivity solitude, calmness or tranquility and can include a child being in a state of sleep.
Relaxation	Relaxation or other activity for bringing about a feeling of calm in your body and mind.
Red Nose	Red Nose is Australia's leading authority on safe sleep and safe pregnancy advice.

COMPLIANCE

NATIONAL QUALITY STANDARD (NQS)		
QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

NATIONAL QUALITY STANDARD (NQS) QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazard
82	Tobacco, drug and alcohol-free environment
84A	Sleep and Rest
84B	Sleep and rest policies and procedures
84C	Risk assessment for purposes of sleep and rest policies and procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
107	Space requirements-indoor space
110	Ventilation and natural light
115	Premises designed to facilitate supervision
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be available
172	Notification of change to policies or procedures
176	Time to notify certain information to Regulatory Authority

SOURCE

- ACECQA. (n.d.). Safe sleep and rest practices: <https://www.acecqa.gov.au/resources/information-sheets/safe-sleep-and-rest-practices>
- ACECQA. (2023). [Sleep and Rest for Children. Policy Guidelines.](#)
- Australian Children's Education & Care Quality Authority. (2014).
- Australian Children's Education & Care Quality Authority. (2023). [Guide to the National Quality Framework.](#)
- Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2023).
- Education and Care Services National Regulations (Amended 2023).
- Revised National Quality Standard. (Amended 2023).
- The NSW Work Health and Safety Act 2011
- The NSW Work Health and Safety Regulation 2011

RELATED POLICIES

- Administration of First Aid Policy
- Child Safe Environment Policy
- Enrolment Policy
- Death of a Child at the Service Policy
- Interaction with Children, Family and Staff Policy
- Physical Environment Policy

- Respect for Children Policy
- Staffing Arrangements Policy
- Work Health and Safety Policy

RECORD OF REVISIONS

Unless the Policy specifically states otherwise, the Policy does not form part of your employment agreement with KCS. KCS may unilaterally vary, remove or replace this Policy at any time. To the extent that this Policy imposes any obligations on KCS and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. The Employee is required to be familiar with the content of the Policy and comply with the terms at all times.

File Reference	CSP037 Sleep & Rest				
Date Created	October 2021	Created By	Jordan Ross	Responsible	Children's Services Manager

Version Number	Modified or Reviewed by	Modifications Made/Notes	Date	STATUS (Internal, External, Archived)
V1	TT	New Policy	July 2019	External
V2	SR	Content Review	February 2021	External
V3	JR	New Format Content Review	October 2021	External
V3	MT	Content review, formatting and approval	25/11/2021	External
V4	JR	<ul style="list-style-type: none"> • Updated to reflect practices in OSHC • annual policy review • additional related policies added • Family section updated • Key Terms section added • Continuous improvement/reflection section added • Hyperlinks checked and repaired if needed 	March 2023	External
V5	JT	<ul style="list-style-type: none"> • Annual policy review • Minor edits and additions • Sources checked and updated as required 	April 2025	External