### Elermore Vale Public School

### Preschool sleep and rest 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. This includes: * analysing complaints, incidents or issues and what the implications are for the updates to this procedure
* reflecting on how this procedure is informed by relevant recognised authorities
* planning and discussing ways to engage with families and communities, including how changes are communicated
* developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
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| **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 at the meet and greet interviews at the end of the year before the children commence preschool. Families update educators on their changing sleep needs through either informal conversations or formal meetings.
* Children are not forced to lie down or sleep.
* There is a comfortable, quiet area, both inside and outside, that a child can retreat to at any time of the day to rest. Inside there is a calm room with a cozy cave and a lounge area for rest. Outside there is a teepee with cushions on the verandah.
* There is a designated rest / quiet period included in the daily routine / timetable. This is during the school lunch time break (1:00pm- 1:30pm). The area is our group time space which is well ventilated and has 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. Some of the activities that are provided are reading books, completing puzzles or meditation.
* Adequate supervision is maintained while some children rest and others engage in activities. Educators ensure children sleep and rest with their face uncovered. If a child’s face becomes covered by the bed linen whilst they are resting/sleeping, the educators will immediately uncover the child’s face. In addition, children will be asked to remove jumpers with hoods and cords and scarves whilst resting and/or sleeping, to reduce the risk of choking or strangulation. Educators avoid playing music and dimming lights whilst children are sleeping in order to be able to see and hear any changes that may occur. Educators always maintain adequate and direct supervision and educator to child ratios throughout the rest/sleep period, closely monitoring sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular intervals, and ensuring they are always within sight and hearing distance of sleeping and resting children so that they can assess a child’s breathing and the colour of their skin.
* 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. The time is taken note by and educator and written on the sign in/out register in the comments column so parents are aware.
* If children wish to, they are able to lie down with a pillow and sheet and / or blanket. These are provided by the preschool. The educates wash them after each use. They are stored in baskets in the rest area.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29/04/2022Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| No new changes  |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 1/06/2023Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*