



Sleep and Rest Policy

All children have individual sleep and rest requirements. Our objective is to meet each child's need for sleep, rest and relaxation by providing a comfortable, relaxing and safe space to enable their bodies to rest. The environment will be well supervised ensuring all children feel secure and safe at our Service.

National Quality Standards (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.
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 National 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-84B	Sleep and rest & sleep and rest policies and procedures
84C	Risk assessment for purposes of sleep and rest policies and procedures
84D	Prohibition of bassinets
87	Incident, injury, trauma and illness record
103	Premises, furniture and equipment to be safe, clean and in good repair

105	Furniture, materials and equipment
106	Laundry and hygiene facilities
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
170-171	Policies and procedures to be followed. Policies and procedures to be kept available
172	Notification of change to policies and procedures
176	Time to notify certain information to Regulatory Authority

Related policies:

Administration of First Aid Policy	Health and Safety Policy
Enrolment Policy	Interactions with Children, Families and Staff Policy
Emergency and Evacuation Policy	Respect for Children Policy
Furniture and Equipment safety Policy	Staffing Arrangements Policy

Purpose:

Birra-Li will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. Our policy sets out quality practice and is informed by recognised and evidence-based principles. Safe sleep practices are informed by Red Nose and guidance from ACECQA.

If a family's belief and requests are against current recommended evidence-based guidelines, Birra-Li will need to determine if there are exceptional circumstances that allow for alternate practices. Birra-Li will only approve an alternative practice if the service is provided with authorisation from the parent/guardian or with written advice from a registered medical practitioner.

We have a duty of care to 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. In meeting the Service's duty of care, it is a requirement that all educators implement and adhere to this policy and associated procedures to ensure all risks are appropriately addressed at all times.

Scope:

This policy applies to children, families, educators, staff, management, nominated supervisor, students and volunteers of Birra-Li.

Implementation:

Each child's comfort will be provided for and appropriate opportunities provided to meet each child's sleep, rest and relaxation needs. Considering the busy and energetic nature of the children's day, we feel that it is important for children to participate in a quiet period during the day in order to rest, relax and recharge their body. Effective rest strategies are important factors in ensuring a child feels secure and safe in our environments.

Educators will consult with families about their child's individual needs, ensuring they are aware of the different values and parenting beliefs, cultural or opinions associated with sleep requirements.

Sleep and rest risk assessment:

Management, in conjunction with educators, will conduct a comprehensive risk assessment to ensure all potential hazards are identified and specify how risks are managed and minimised in line with Red Nose and ACECQA. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement at Birra-Li.

The Nominated Supervisor/Management/Responsible Person will ensure:

- Safe indoor environments for sleep and rest are provided for children that is well ventilated, has adequate natural light and can be maintained at a temperature that ensures children's safety and wellbeing and is free from all hazards including cigarette, vape and tobacco smoke.
- No bassinets are used or stored within the service. Families will be informed that under no circumstances will a bassinet be permitted to remain on the premises.
- A safe sleep risk assessment is conducted annually to ensure all potential hazards are controlled in sleep or rest areas in line with Red Nose and ACECQA guidelines.

- Precautions have been taken to protect children from harm and hazards likely to cause injury. Hazards posing a risk of suffocation, choking, crushing or strangulation risk must be removed from the sleep and rest environment.
- Up to date safe sleeping practices are maintained and information communicated to educators and families.
- They stay up to date with banned/recalled products and remove these immediately from the service if required.
- Families are advised that amber teething necklaces and bracelets are not to be worn by babies and young children as per warnings by the Australian Government (best practice).
- All educators complete safe sleep training as part of the induction pack and a record of all training is kept. Babies staff will complete training annually.
- To provide opportunities to meet children's need for sleep, rest and relaxation including providing comfortable spaces away from the main area for relaxation and quiet activities.
- All educators receive information and training to fulfil their role effectively, including being made aware of the sleep and rest policies and their responsibilities in implementing these.
- Children who are sleeping or resting have their face uncovered at all times.
- Consideration is given to ages, developmental stages and individual needs of children.
- All equipment and furniture used are safe, clean and in good repair.
- There are adequate numbers of cots and bedding available to children that meet Australian Standards to be used only for sleep and rest purposes.
- All cots used at Birra-Li will meet the current mandatory Australian standard for cots.
- Parents and the regulatory authority are notified as soon as possible and within 24 hours of a serious incident.
- To discuss sleep and rest routines and practices with families. If any sleeping requirements differ from our Services safe sleeping practices, written authorisation from parents and if applicable from a medical professional will be required.

Educators will:

- Have a thorough understanding of the Service's policies and procedures and embed practices to support safe sleep into everyday practice.
- Consult with families about children's sleep and rest needs.

- Ensure they are not engaged in other duties that will take their attention away from actively supervising sleeping and resting children.
- Observe sleeping children at 10-minute intervals. Educators must go into the rooms and physically observe babies, toddlers and children breathing and check the colour of their skin. The educator will then officially record, sign and document this on a *Sleep Chart Record*. All children are within hearing distance and observed.
- Consider the circumstances and any risk factors that may mean physical checks need to be more frequent for some babies or children (eg, children with colds, chronic lung disorders or specific health care needs that may require higher level of supervision).
- Be sensitive to each child's needs so that sleep and rest times are a positive experience.
- Ensure there are appropriate opportunities to meet each child's need for sleep, rest and relaxation.
- Ensure children rest/sleep with their beds/mattresses head to toe to and have as much space between bedding as possible to minimise the risk of cross infection.
- Create a relaxing, tranquil and calm environment for sleeping children by playing relaxation music, reading stories, cultural reflection, turning off lights, and ensuring children are comfortably clothed.
- Ensure there are no loose aspects of clothing that could entangle the child during sleep/rest. (Including bibs and hooded jumpers).
- Ensure if the child's face/body appears blue and the child is not breathing, follow the 'Administration of First Aid Policy' and initiate first aid immediately. Call an ambulance and begin resuscitation.
- Ensure a record is maintained recording the time and observation of each physical check immediately after checks are made on the *Sleep Chart Record*.
- Participate in staff development about safe sleeping practices.
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required.
- Maintain adequate, active, effective and frequent supervision and maintain ratios throughout the sleep period.
- Respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. Conversations with families may be

necessary to remind families that children will neither be forced to sleep nor prevented from sleeping.

- Monitor the room temperature to ensure maximum comfort for children.
- Consider a vast range of strategies to meet children's individual sleep and rest needs.
- Respond to children's individual cues for sleep (yawning, rubbing eyes, disengagement from activities, crying etc).
- Develop positive relationships with children to assist in settling children confidently.
- Record sleep and rest patterns to provide information to parents/families.
- Ensure that children who do not wish to sleep are provided with alternative quiet activities and experiences, whilst those children who do wish to sleep are allowed to do so, without being disrupted. If a child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there should be a comfortable, safe area available for them to rest. It is important that opportunities for rest and relaxation, as well as sleep, are provided.
- Encourage children who do not nap to engage in:
 - Resting their bodies and minds for 20-30 minutes.
 - Introduce relaxation techniques into rest routine-use of relaxation music.
 - Provide quiet activities for children- puzzles, books and drawing.

Babies and toddlers:

- Babies should be placed on their back to sleep when first being settled. Once a baby has been observed to repeatedly roll from back to front and back again on their own, they can be left to find their own preferred sleep or rest position (this is usually around 5–6 months of age). Babies aged younger than 5–6 months, and who have not been observed to repeatedly roll from back to front and back again on their own, should be re-positioned onto their back when they roll onto their front or side.
- If a medical condition exists that prevents a baby from being placed on their back, the alternative practice should be confirmed in writing, by the child's medical practitioner.
- Babies over four months of age can generally turn over in a cot but may not always be able to roll back again. When a baby is placed to sleep, educators should check that any bedding is tucked in securely and is not loose. Babies of this age may be placed in a safe baby sleeping bag (eg, with fitted neck and arm holes, but no hood). At no time should a baby's

face or head be covered. To prevent a baby from wriggling down under bed linen, they should be positioned with their feet at the bottom of the cot.

- Ensure any bed linen is securely tucked underneath the mattress so it cannot ride up and cover the baby's head.
- Babies or young children should not be moved out of a cot into a bed too early; they should also not be kept in a cot for too long. When a young child is observed attempting to climb out of a cot, and looking like they might succeed, it is time to move them out of a cot.
- Additional supervision is required if a child is wearing a baby sleeping bag whilst sleeping outside a cot. The sleeping suit should be removed as soon as the child wakes to avoid risk of falling and injury.

Educators in the Babies room will:

- Ensure children are not put in cots or beds with bottles. Bottles are to be given before bed.
- Ensure that cot rooms have operational baby monitors on at all times.
- Encourage the use of sleeping bags with fitted neck and armholes for the babies.
- Securely lock cot sides into place to ensure children's safety.
- Turn off wall-mounted heaters before children use the room for sleeping. Cot rooms may be air conditioned and maintained at an appropriate temperature.
- Be aware of manual handling practices when lifting babies and young children in and out of cots.

Use and maintenance of cots/bedding:

- All equipment and furniture used are safe, clean and in good repair.
- Cots and mattresses are stored safely (Toddlers room: Stored on racks above the cupboard, Pre-Kindy: Stored on racks in the back-room corner, Kindy: Stored on racks behind the door of the back room).
- Ensuring there are no choking hazards- cords, strings, bunting.
- Beds/mattresses are clean and in good repair and are wiped over with warm water and detergent between each use.
- Ensure that bed linen is clean, in good repair and is washed before use by another child.
- Ensure cots comply with the following:
 - Cots have high sides- from top of mattress to top side of cot should be at least 500mm.

- Sleep surfaces are checked for firmness in accordance to Australian standards.
- Spaces between bars and mattress sides are as per regulations (not more than 25mm apart).
- Mattresses are not elevated or tilted.

Parents/families:

- Be informed during orientation of our *Sleep and Rest Policy* and procedure.
- Be informed that if any requirements for sleep for their child differs from *Red Nose* sleeping recommendations, written authorisation from a medical practitioner will be required.
- Be requested to provide educators with regular updates on their child's sleeping routines.
- Regular receive information about Safe Sleep practices from *Red Nose* and any changes to our policies and procedures.

Continuous improvement:

The *Sleep and Rest Policy* will be updated every 18 months in consultation with families, staff and management.

Sources:

ACECQA. (n.d.). Safe sleep and rest practices: <https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices>

ACECQA. (2023). [*Sleep and Rest for Children. Policy Guidelines.*](#)

Australian Children's Education & Care Quality Authority. (2025). [*Guide to the National Quality Framework*](#)

Australian Competition and Consumer Commission (ACCC). (2022). Find out more: [*Your First Steps to help parents keep their baby safe*](#)

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)

Red Nose: <https://rednose.org.au/section/safe-practices>

Red Nose: Cot to bed safety

https://rednose.org.au/downloads/RN3356_Cot_Bed_DL_Oct2018_Online.pdf

[*Western Australian Legislation Education and Care Services National Law \(WA\) Act 2012*](#)

[*Western Australian Legislation Education and Care Services National Regulations \(WA\) Act 2012*](#)

Review:

Policy Reviewed	Modifications	Next Review Date
October 2018 July 2020 March 2022 November 2023 April 2024		April 2020 February 2022 September 2023 May 2025 October 2025
May 2025	Revised content within policy. Related policies sections added. Deleted repeated dot points.	January 2027