



## **SLEEP AND REST POLICY (ELC)**

### **1 PURPOSE**

This policy will provide clear guidelines for the implementation of safe relaxation practices that meet the individual needs of children attending Minaret College's Early Learning Centres. Effective sleep and rest strategies are important factors in ensuring a child feels secure and is safe at a service.

### **2 SCOPE**

This policy applies to the Approved Provider, Nominated Supervisor, Responsible Person, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Minaret College Early Learning Centres.

### **3 PROCEDURES**

The Approved Provider is responsible for:

- protecting children from hazards and harm (Section 167)
- providing environments that are calm, pleasant and supportive of sleep, rest, and relaxation
- ensuring adequate supervision of children at the service at all times, including during sleep and rest
- consulting with families about their child's individual needs and be sensitive to different values and parenting beliefs, cultural or otherwise, associated with sleep and rest
- being aware of the sleep and rest policies and guidelines and implementing these requirements in Early Learning Centres.

The Nominated Supervisor is responsible for:

- ensuring all staff and educators comply with the regulatory requirements for sleep and rest
- taking reasonable steps to ensure the rest needs of children at the service are met with regard to the age of children, developmental stages and individual needs (Regulation 81(2))
- ensuring the educational program provides opportunities for each child to rest or engage in appropriate quiet play activities, as required
- ensuring that rooms used for sleep and relaxation are well ventilated
- protecting children from hazards and harm (Section 167)
- informing the Approved Provider, as soon as is practicable, of any hazards identified in the child's resting or sleeping environment.

Educators and other staff are responsible for:

- complying with the recommendations of Kidsafe in relation to safe sleeping practices for children
- providing a range of opportunities for relaxation throughout the day
- encouraging children's independence, and assisting children with dressing as needed
- providing adequate supervision of all children, including during sleep, rest and relaxation.

Parents/guardians are responsible for:

- discussing their child's relaxation and sleep requirements and practices prior to commencing at the service, and when these requirements change

Volunteers, parents and students, while at the service, are responsible for following this policy and its procedures.

#### **4 EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone 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.

Approved Provider PR-00002074

Early Learning Centres: Officer (SE-00011878) and Springvale (SE-40013883)

#### **DOCUMENT CONTROL**

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