



# ECH002 – SLEEP AND REST FOR CHILDREN POLICY & PROCEDURES

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## POLICY CONTEXT

Willunga Waldorf School is a co-educational and gender-inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

## BACKGROUND

The *Education and Care Services National Regulations* require approved providers to ensure their services have policies and procedures for children's sleep and rest.

Our Sleep and Rest Policy helps foster a shared understanding between staff and families about how we manage children's sleep and rest needs while at WWS Kindergarten.

## PURPOSE AND SCOPE

The Sleep and Rest Policy aims to ensure the safety, health, and well-being of children attending WWS Kindergarten and ensure that appropriate opportunities are provided to meet each child's need for sleep, rest, and relaxation.

It sets out principles and procedures, as well as the roles and responsibilities of the Kindergarten, its staff, and the Kindergarten families, formalising our current practices in writing.

This policy applies to all staff, children and families at WWS Kindergarten.

## GLOSSARY

### **Australian Children's Education and Care Quality Authority (ACECQA)**

The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including providing guidance, resources and services to support the sector to improve outcomes for children. ([acecqa.gov.au](http://acecqa.gov.au))

### **Educator**

For this document, the term refers to all Kindergarten teachers and assistants.

### **Relaxation**

Relaxation or other activity brings about a feeling of calm in your body and mind.

### **Rest**

A period of inactivity, solitude, calmness, or tranquillity, and can include a child in a state of sleep.

## POLICY STATEMENT

At WWS Kindergarten, rest and relaxation are important aspects of our pedagogy, which aims to support the well-being of the child through daily rhythms of activity and rest.



## PRINCIPLES THAT INFORM THIS POLICY

- Our approach to supporting and promoting children's health and physical activity, including safe sleep and nutrition, is informed by current ACECQA guidelines and Steiner Pedagogical guidelines
- Our service's safe sleep and rest procedures and practices follow Red Nose guidelines, the recognised national authority in this area.
- Responsive sleep and rest strategies are important factors in ensuring that children feel secure and safe at our service.
- Educators, staff, and management have a shared duty of care to ensure children are provided with a high level of safety when sleeping and resting. This includes adequate lighting to enable effective supervision by staff and ventilation for children and every reasonable precaution is taken to protect them from harm, risk of harm, and hazards.
- Children sleeping and resting will always be within sight and hearing distance so that educators can monitor children's safety and well-being. Educators will be able to visually check the child's breathing and the colour of the child's lips and skin tone.
- Child safety is our priority. If families make requests that are contrary to the child's safety, educators can confidently refer to the service's Sleep and Rest for Children Policy and Procedures.
- Opportunities will be provided to meet each child's sleep, rest and relaxation needs and ensure children feel secure and safe.
- We will consult with families about their child's sleep and rest routine at home and carry this out at the service where it is possible and safe to do so.

## INDUCTION AND ONGOING TRAINING

The Sleep and Rest for Children Policy and Procedures will inform:

- Our induction for new and relieving staff; and
- Our review processes for all kindergarten staff in faculty meetings.

## PROCEDURES

WWS Kindergarten provides education and care to children aged 4-6. We follow the ACECQA guidelines as set out in the fact sheet:

<https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices>

## STAFFING

- We maintain a 1:11 staff-to-child ratio at all times.
- Steiner ECH pedagogy places a high value on staff being role models for imitation. At rest time, staff lie down and "rest" with the children. One staff member is in the main room with the Reception children, and another is in the sunroom with the Kindergarten children.
- If a child falls asleep, a staff member will always stay inside and supervise them.

## BEDDING

- Futon-style floor mattresses with cotton covers washed every term by each child's family or more frequently as needed.
- Waterproof mattress covers are provided for those children likely to fall asleep or wet the bed.
- Mattresses are aired as needed.
- Bedding is labelled for each child.
- Bedding is stored separately in an individual bag or wooden "pigeonhole".



## SLEEPING ENVIRONMENTS

- Group rest time is included in the daily rhythm/routine, after lunch at approximately 1.30 pm- 2.00 pm each day. Educators “rest” with the children, on their own mattress, as role models for imitation.
- All bedding is on the floor, and the children sleep/rest on their bedding
- The room is darkened by turning off the lights and closing the curtains. Windows are left open for ventilation.
- An atmosphere of quiet is created, beginning with a crafts activity on their bed. Then the teacher will sing the “Candle Song”, and the children will put their crafts away, have a last toilet check and lie down. The teacher sometimes plays the xylophone or lyre quietly until the teacher finally lies down.

## HEALTH, SAFETY AND SUPERVISION

- The children rest in assigned places. The teacher will decide who would benefit from being close to an educator and which children would rest better than being next to each other. Children feel safer if they are in the same resting place each day.
- Educators closely observe the children.
- If a child falls asleep, one staff member will always stay inside until they wake up.
- If families have requested that their child not fall asleep at kindergarten or sleep for only a certain amount of time, the child will be gently woken up.
- If a child has fallen asleep, it will be written in the sign-in book next to the child's name, including the time they slept.

## ROLES AND RESPONSIBILITIES

### Approved Provider (WWS Kindergarten)

- Ensure that obligations under the *Education and Care Services National Law* and *National Regulations* are met
- Ensure educators receive information and induction training to fulfil their roles effectively, including being made aware of the sleep and rest policies, their responsibilities in implementing these, and any changes that are made over time
- Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures
- Ensure the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, developmental stages and individual needs of the children
- Ensure the premises, furniture and equipment are safe, clean and in good repair
- Ensure that each child has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child
- Ensure that the indoor spaces used by children are well-ventilated, have adequate natural light, and are maintained at a temperature that ensures the safety and well-being of children
- Ensure sleep and rest environments are free from cigarette or tobacco smoke
- Ensure that the premises are designed to facilitate supervision
- Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers and available for inspection
- Notify families at least 14 days before changing the policy or procedures if the changes will:
  - Affect the fees charged or the way they are collected or

- Significantly impact the service's education and care of children or
- Significantly impact the family's ability to utilise the service.

### Nominated supervisor (Head of School)

- Ensure the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, developmental stages and individual needs of the children
- Ensure educators understand and follow the service's policies and procedures
- Ensure procedures are tailored to the specific service or home environment
- Ensure educators understand their legal roles in the implementation of the policies and procedures

### Educators

- Ensure procedures are relevant to their particular service type
- Have a good understanding of the service's policy and procedures, and embed practices that support safe sleep into everyday practice
- Identify and suggest any potential improvements to service procedures and practice
- Identify and remove potential hazards from sleep environments
- Document children's sleep and rest needs and provide information to families about their child's sleep and rest patterns
- Consult families to gather information about individual children's needs and preferences
- Model and promote safe sleep practices and make information available to families

### Families

- Regularly update the service on their child's sleeping routines and patterns
- Provide informal updates on the previous night's sleep to assist with sleeping during the day
- Provide specified bedding if required by the service
- Dress the child appropriately for the weather conditions and provide additional clothing

## RELATED POLICIES, PROCEDURES, DOCUMENTS AND LEGISLATION

Related School Policies, Procedures and Guidelines	<p>HS001 – Child Safe Environment Policy</p> <p>HS002 – Mandatory Notification Policy and Procedures</p> <p>EM004 – Lockdown and Evacuation Procedures</p> <p>SF001 – Professional Code of Conduct</p>
Legislative and Regulatory Requirements	<p>Education and Early Childhood Services (Registrations and Standards) Act 2011  <a href="https://www.acecqa.gov.au/nqf/national-law-regulations">https://www.acecqa.gov.au/nqf/national-law-regulations</a></p> <ul style="list-style-type: none"> <li>• Section 165 Offence to inadequately supervise children</li> <li>• Section 167 Offence relating to the protection of children from harm and hazards</li> </ul> <p>Education and Care Services National Regulations 2011  <a href="https://www.acecqa.gov.au/nqf/national-law-regulations">https://www.acecqa.gov.au/nqf/national-law-regulations</a></p> <ul style="list-style-type: none"> <li>• Regulation 81 Sleep and rest</li> <li>• Regulation 103: Premises, furniture and equipment to be safe, clean and in good repair</li> <li>• Regulation 105 Furniture, materials and equipment</li> <li>• Regulation 106 Laundry and hygiene facilities</li> <li>• Regulation 107 Space requirements – indoor space</li> <li>• Regulation 110 Ventilation and natural light</li> <li>• Regulation 115 Premises designed to facilitate supervision</li> <li>• Regulation 168 Education and care service must have policies and procedures</li> </ul>



Source Documentation	<ul style="list-style-type: none"> <li>• ACECQA Interactions with Children Policy</li> <li>• <a href="https://www.acecqa.gov.au/sites/default/files/2021-08/SleepRestForChildrenPolicyGuidelines.pdf">https://www.acecqa.gov.au/sites/default/files/2021-08/SleepRestForChildrenPolicyGuidelines.pdf</a></li> <li>• <a href="https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-infants-toddlers-and-preschoolers-birth-to-5-years#:~:text=wake-up%20times,-.For%20preschoolers%20(3%20to%205%20years),need%2">https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians/for-infants-toddlers-and-preschoolers-birth-to-5-years#:~:text=wake-up%20times,-.For%20preschoolers%20(3%20to%205%20years),need%2</a></li> <li>• <a href="https://earlychildhood.qld.gov.au/aboutUs/Documents/factsheet-meeting-childrens-needs.pdf">https://earlychildhood.qld.gov.au/aboutUs/Documents/factsheet-meeting-childrens-needs.pdf</a></li> <li>• <a href="https://www.waldorftoday.com/2011/11/the-little-ones-by-helle-heckmann/">https://www.waldorftoday.com/2011/11/the-little-ones-by-helle-heckmann/</a></li> </ul>
Cross sector Guidelines (SA)	<ul style="list-style-type: none"> <li>• DHS – National Principles for Child Safe Organisations</li> <li>• Protective Practices for staff in their interactions with children and young people</li> </ul>

## VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every two (2) years.

<b>Responsible Person</b>	Early Childhood Faculty Coordinator		
<b>Policy Approver</b>	Head of School		
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