

SAFE SLEEP/REST TIME POLICY & PROCEDURE

Policy Statement

Our OSHC Service recognises the importance of providing children with opportunities for rest, relaxation, and sleep in a safe and supportive environment. We are committed to respecting each child's individual needs, developmental stage, cultural background, and family preferences regarding rest and sleep. Educators will ensure that rest periods are conducted in line with national regulations, Red Nose safe sleep recommendations, and best practice guidelines to protect the health, safety and wellbeing of all children. We believe that rest and relaxation are essential for children's overall wellbeing, helping them to recharge, self-regulate, and fully participate in the program. Our approach balances supervision, safety, and comfort, ensuring that children feel secure and respected during rest periods.

Background

The Education and Care Services National Law and Regulations (Reg 168) require services to have policies and procedures in place that ensure the health, safety, and wellbeing of children during sleep and rest. This includes Regulation 84A–84C, which outlines the need for sleep and rest policies, procedures, and specific risk assessments. School-aged children often have diverse rest needs—some may require a short sleep after a long day, while others may simply benefit from a quiet space to relax and recharge. Our OSHC Service acknowledges this diversity and provides flexible opportunities for children to choose how they rest. The Safe Sleep/Rest Time Policy and Procedure is informed by National Quality Standards, ACECQA Safe Sleep and Rest Practices, Red Nose Guidelines (even though school-aged children are generally at lower risk) and My Time, Our Place Framework (which recognises children's right to rest and leisure). Through this policy, our service ensures that rest times are safe, supervised, and respectful of each child's wellbeing, dignity, and family preferences.

Legislative Requirements and links to the National Quality Framework

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 need 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	
S.2A	Paramount consideration—safety, rights and best interests of children (commencing 2026)
S.3A	Paramount consideration [NSW]
S.165	Offence to inadequately supervise children
S.166	Offence to use inappropriate discipline
S.166A	Offence to subject child to inappropriate conduct [NSW] Offences relating to inappropriate conduct [commencing 2026 Nationally]
S. 167	Offence relating to protection of children from harm and hazard
82	Environment to be free from tobacco, vaping devices, vaping substances, drug and alcohol
84A	Sleep and Rest
84B	Sleep and rest policies and procedures
84C	Risk assessment for purposes of sleep and rest policies and procedures
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
107	Space requirements – indoor space
110	Ventilation and natural light
115	Premises designed to facilitate supervision
167	Record of service’s compliance
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
176	Time to notify certain information to Regulatory Authority

Definitions of Key Terms used in the Policy

TERM	MEANING	SOURCE
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.	ACECQA
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	Sleep and rest legislative requirements ACECQA
Continuous Supervision	Ensure an educator is in sight and hearing of a sleeping child at all times- representing best practice (Red Nose)	For Professionals Archives - Red Nose Australia
Rest	A period of inactivity solitude, calmness or tranquility and can include a child being in a state of sleep.	Sleep and Rest for Children Policy and Procedure Guidelines - ACEAQA
Relaxation	Relaxation or other activity for bringing about a feeling of calm in your body and mind.	Sleep and Rest for Children Policy and Procedure Guidelines - ACEAQA

Red Nose	Red Nose is Australia’s leading authority on safe sleep and safe pregnancy advice.	For Professionals Archives - Red Nose Australia
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Principles that inform the policy

Often children who attend our centre will require an area to relax and seek downtime, whether it be due to a busy day at school or to escape from the noise of the environment. The centre aims to provide an area to relax and/ or have downtime/ and or rest in respect to their individual daily needs and routines. We believe that children’s safety, rights, and best interests are the paramount consideration for all Service operations, decisions and functions

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 in line with Red Nose and ACECQA guidelines (Reg. 84A).

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 until the end of three years after the last date on which the child was educated and cared for.

Our risk assessment will consider and include the following information:

- the number, age, developmental stages 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)

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- 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, including the arrangement of beds within the sleep and rest areas
 - the safety and suitability of beds and bedding equipment, having regard to the ages and developmental stages of the children
 - 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/Nominated Supervisor Will:

- Provide a quieter area for any child that requires an area to have some down time in.
- An Educator will be close by in the room for supervision and monitoring of all children at all times but an adult is not to sleep in the same room as any child. Monitoring children who are sleeping/resting involves physically checking/inspecting sleeping children at regular 10 minute intervals and ensuring that they are always within sight and hearing distance of sleeping and resting children so they can easily monitor a child's breathing and the colour of their skin. (Reg 115)
- The Educators will create a relaxing atmosphere for children to relax in by playing relaxation music, reading stories, and providing cultural reflection. The environment should be tranquil and calm for both educators and children.
- Hygienically clean cushions will be made available to create a quiet resting area. These will be laundered regularly. (Reg 103)

- If more than one child requires a relaxing area, then Educators will ensure the area is suitable with the appropriate size, furniture, ventilation and light is created within the space. All children will be supervised at all times. (Reg 105, 107 & 110)
- Children will be provided with the opportunity to participate in a range of active and passive experiences to meet individual requirements. Children who have had a busy school day often require a period of downtime to retreat to and this will be provided through:
 - Ensuring there is a space where children can relax in.
 - Children will be encouraged to use the natural landscape to play quietly in
 - Quiet and relaxing activities indoors such as books and small lego play will be made available.
- While school-aged children are not at high risk of sudden infant death syndrome (SIDS), our Service continues to follow Red Nose Guidelines and best practice in providing rest and relaxation environments.
- Children's safety and wellbeing is paramount
- Conduct a sleep and rest specific risk assessment every 12 months to ensure all potential hazards are controlled in sleep or rest areas in line with Red Nose and ACECQA guidelines
- No child is subjected to inappropriate discipline or inappropriate conduct, including any form of rough handling or physical restraint to assist children to sleep or rest
- Educators only have access to service supplied/issued electronic devices to monitor children's sleep/rest
- 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.

Families Will:

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

Safe Sleep/Rest Time Procedures To be Followed (Reg 170)

Safe Rest and Sleep Practices

The Approved Provider, Nominated Supervisor, and educators will:

1. **Annual Review** – Review and update the Rest Time Policy and Procedure each year to reflect current guidelines and Service practices.
2. **Red Nose Guidelines** – Follow Red Nose safe sleep recommendations for any child who sleeps or rests at the Service.
3. **Staff Induction & Training** – Provide information on safe rest and sleep practices to educators during induction and through ongoing professional development.
4. **Individual Needs** – Consider each child’s age, health needs, developmental stage, and family preferences when supporting rest.
5. **Environment** – Ensure rest areas are:
 - Well-ventilated
 - At a comfortable temperature
 - Naturally lit where possible
 - Free from smoke and hazards
6. **Safety** – Ensure rest environments, equipment, and furnishings comply with the Child Safe Environment and Tobacco, Vape, Drug and Alcohol Policy (Reg 82).
7. **Respect for Children** – Respect each child’s individual rest needs, cultural practices, and preferences. Educators will consult with families and support children’s agency in rest decisions.
8. **No Forced Rest** – Children will not be forced to lie down or sleep. Quiet, tranquil spaces will be provided for children who wish to rest.
9. **Calm Environments** – Create a peaceful atmosphere by dimming lights, reading stories, playing soft background music, or introducing relaxation techniques.
10. **Appropriate Clothing** – Encourage children to wear light, comfortable clothing during rest (removing jackets, shoes, or bulky items as needed).
11. **Uncovered Faces** – Ensure children rest or sleep with their faces uncovered.

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12. **Supervision** – Maintain supervision and ratios at all times during rest. Educators must be within sight and hearing distance, monitoring children’s breathing, skin colour, and wellbeing.
 13. **Communication with Families** – Families will be informed of their child’s rest time (e.g., through verbal handover, communication apps, or written daily records depending on family preference).

Risk Assessment

The Approved Provider will:

1. Conduct a **comprehensive risk assessment** of rest environments to identify and manage potential hazards.
2. Develop the assessment in consultation with educators, families, and where appropriate, children.
3. Review the risk assessment **annually**, or sooner if:
 - An incident occurs during rest time
 - A hazard is identified
 - A child’s health, wellbeing, or safety is compromised
4. Update the Rest Time Policy and procedure if new risks are identified.
5. Ensure the risk assessment covers:
 - Children’s ages, developmental stages, and health needs
 - Individual sleep/rest requirements and family requests
 - Cultural and religious considerations
 - Staffing arrangements for supervision
 - Educator knowledge/training in rest and sleep safety
 - The layout, location, and suitability of rest areas
 - Safety and condition of beds, mats, and bedding
 - Physical environment factors (temperature, lighting, ventilation)
 - Any potential hazards in or around rest areas

Administration of First Aid During Rest Time

If a child becomes unresponsive, not breathing, or their face/body appears blue:

1. Educators must perform **immediate First Aid**, call an ambulance (000), and begin resuscitation following the **DRSABCD protocol**.
2. Follow the Service's **Administration of First Aid Policy and Procedure**.
3. The Nominated Supervisor will complete an **Incident, Injury, Trauma and Illness Record** in full. (Reg 87.)
4. The Nominated Supervisor will notify the parent/guardian immediately and inform the **Regulatory Authority within 24 hours** if a serious incident has occurred. (Reg 176)

Monitoring Evaluation and Review

At Fun 4 U, we proactively monitor updates from ACECQA and Childcare Centre Desktop to ensure our Safe Sleep/Rest Time Policy and Procedure remains current and compliant. The policy is reviewed at least annually, in consultation with families, staff, educators, and management, to reflect best practices and evolving regulatory requirements. In addition to this, our policies are made readily available to families on our Facebook page and next to our sign in and out register we have a poster with a QR code that links to all of our policies. (Reg 171 & 172)

Links to other policies/ resources

Related Polices	Child Care Centre Desktop Polices
Administration of First Aid Policy Child Protection Policy Enrolment Policy Excursions and incursions Policy Interactions with Children, Families and Staff Policy Governance and Management Policy Providing a Child Safe Environment Policy Supervision Policy The Indoor/Outdoor Environment Policy	Administration of First Aid Policy Child Safe Environment Policy Enrolment Policy Family Communication Policy Health and Safety Policy Interaction with Children, Family and Staff Policy Physical Environment Policy Respect for Children Policy Safe Use of Digital Technologies and Online Environments Policy Staffing Arrangements Policy Tobacco, Drug and Alcohol-Free Policy Unexpected Death of a Child or Staff Member at the Service Policy Work Health and Safety Policy

Sources

- ACECQA. (n.d.). [Safe sleep and rest practices](#)
- ACECQA. (2024). [Sleep and Rest for Children. Policy Guidelines.](#)
- Australian Children’s Education & Care Quality Authority. (2026). [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](#)
- Australian Government Department of Education. (2022). *My Time, Our Place-Framework for School Age Care in Australia.*(Version 2.0)
- [Children \(Education and Care Services\) National Law \(NSW\)](#)
- Early Childhood Australia. (2016). *Code of Ethics.*
- [Education and Care Services National Law Act 2010.](#)
- [Education and Care Services National Regulations.](#) (Amended 2025)
- NSW Department of Education. (2024). [Sleep and rest for children-Policy guidelines for early childhood education and care services.](#)
- Red Nose: [Safe Sleep and Safer Pregnancy](#)

Record of services’ compliance (Reg 167)

Date Created: February 2018

Date Reviewed by Fun 4 U: 28/02/2026

Childcare Centre Desktop Policy Update: February 2026

This Policy Follows ACEQA: [Sleep and rest legislative requirements | ACECQA](#)