



ACT
Government
Education

ACT PUBLIC PRESCHOOLS SLEEP AND REST PROCEDURES

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Education Directorate

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Glossary

Term	Definition
Regulatory authority	Children’s Education and Care Assurance (CECA), who undertake investigation, compliance, enforcement and assessment and rating functions against the National Quality Standard .
Approved provider	Approved providers must operate approved services that meets the obligations in the National Law . Approved providers must exercise effective leadership, governance and management to meet their legal obligations. Providers must also employ suitably qualified and experienced nominated supervisors, educational leaders, coordinators and educators. In the case of government preschools in the ACT, the approved provider is the ACT Education Directorate.
Setting	An early childhood education and care service (centre-based) under the National Law that provide education and care services. For the purposes of this procedure, these settings are public preschools (managed by ACT Education Directorate as the approved provider and undertaking the government preschool program for four-year-olds).
Guardian	A person who is legally responsible for the care and wellbeing of a child.
Authorised person	A parent* or family member of a child who is being educated and cared for by an ACT public preschool; or an authorised nominee of a parent or family member of a child who is being educated and cared for by an ACT public preschool. * Does not include a parent who is prohibited by a court order from having contact with the child.
Authorised nominee	A person who has been given permission by a parent or family member to collect a child enrolled in an ACT public preschool.
Nominated supervisor	As part of an application for service approval, approved providers must identify the nominated supervisor for the service. The nominated supervisor must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service. In the case of government preschools in the ACT, the nominated supervisor tends to be the principal of the associated school campus.
Person in day-to-day charge	The approved provider and/or nominated supervisor needs to designate a responsible person to be placed in day-to-day charge of a service if the approved provider and/or nominated supervisor is not present. The person in day-to-day

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	<p>charge must be over 18 years old, have adequate knowledge and understanding of the provision of education and care to children, and have the ability to effectively supervise and manage an education and care service.</p> <p>The person nominated to be in day-to-day charge must accept this responsibility in writing. The nominated person must have adequate knowledge and understanding of the provision of education and care to children and be able to effectively manage a service.</p> <p>A record that demonstrates who is the responsible person in day-to-day charge should be in place. Being in day-to-day charge of a service does not place any additional legal responsibilities on the person under the National Law. The responsibilities relevant to educators under the National Law continue to apply. An approved provider does not have to appoint a person in day-to-day charge if a nominated supervisor(s) or an approved provider is to be the responsible person in attendance during service operational hours.</p>
Educators	Qualified staff who work directly with children to meet their developmental and educational needs. It includes staff who are tertiary qualified teachers.
Educational leader	The National Law requires approved providers to designate, in writing, a suitably qualified and experienced educator, coordinator or other individual as educational leader.
Blue Book	Personal Child Health Record used to record a child's health, illnesses, injuries, growth and development.
Centre-based service	An education and care service other than a family day care service.
Obligations to notify	Approved providers and services have an obligation to notify CECA about incidents, complaints and changes to information about the approved provider or approved service. This includes serious incidents, complaints and circumstances where the health, safety or wellbeing of children may have been put at risk.
Quality improvement obligations	<p>Approved provider must ensure a Quality Improvement Plan (QIP) is in place for each service.</p> <p>The QIP is for providers and services to self-assess their performance in delivering quality education and care and to improve that performance. The QIP should reflect the unique context of a service and be communicated in a way that is meaningful.</p>
Compliance obligations	<p>The National Regulations detail the minimum operational requirements for services. Providers, service leaders and educators. There should be embedded processes in place to monitor compliance within each setting.</p> <p>This Self-assessment of Compliance Tool has been developed by CECA to assist providers, service leaders and educators to gain a knowledge and application of the National Regulations.</p>
Emergency	An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the setting.
Excursion	An outing organised by a teacher which has been approved by the principal and includes written authorisation made by a parent/carers. It does not include an outing on the school site adjacent to a preschool if the child/children leave the preschool premises in the company of an educator, or the child or children do not leave the school site.

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Obligations

ACT Public Preschools must meet the obligations of the [National Law](#), including Regulation 168, which states that education and care services must have policies and procedures in relation to the following:

- health and safety, including matters relating to:
 - nutrition, food and beverages, and dietary requirements;
 - sun protection;
 - water safety, including safety during any water-based activities;
 - the administration of first aid; and
 - sleep and rest for children.
- incident, injury, trauma and illness procedures;
- dealing with infectious diseases;
- dealing with medical conditions in children;
- emergency and evacuation;
- delivery of children to, and collection of children from, education and care service premises;
- excursions;
- providing child-safe environments;
- staffing, including:
 - a code of conduct for staff members;
 - determining the responsible person present at the service; and
 - the participation of volunteers and students on practicum placements.
- interactions with children;
- enrolment and orientation;
- governance and management of the service, including confidentiality of records;
- the acceptance and refusal of authorisations;
- payment of fees and provision of a statement of fees charged by the education and care service; and
- dealing with complaints.

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1. Overview

- 1.1. This procedure outlines strategies for supporting the implementation of sleep and rest practices for children of preschool age.

2. Rationale

- 2.1. Sleep and rest are important for physical recuperation and growth, maintaining one's immune system and brain development.

3. Procedures

- 3.1. All educators are responsible for ensuring all children are provided with opportunities to engage in periods of sleep or rest having regard to the children's age, individual needs and developmental stage.
- 3.2. All educators will communicate with parents and guardians to identify and facilitate each child's individual requirements for sleep/rest during the day.
- 3.3. Discussions between educators, parents or guardians will inform sleep and rest schedules should these be required, inclusive of cultural preferences.
- 3.4. The provision of comfortable quiet spaces within preschool learning environments will be established to support periods of quiet play, rest or relaxation.
- 3.5. Families will ensure that children are dressed appropriately for sleep, rest or play. In the event of unsafe sleep attire educators will ensure that children are supported to remove excess items and or jewelry.
- 3.6. Educators will consider the comfort of children when there is a need for sleep. This may involve the use of individual pillows or blankets. Considerations for laundering these items must be made.
- 3.7. Educators will frequently check the safety, health and wellbeing of children during sleep and rest periods in line with sleep and rest risk assessment.
- 3.8. When sleep or rest is part of the daily routine, a positive and relaxed transition to rest time will be offered.
- 3.9. A choice of quiet experiences may be offered during routine sleep or rest periods. This may include quiet activities including yoga, guided meditation, table activities, reading picture books.
- 3.10. If a child does sleep while attending preschool, information relating to the rest period will be communicated with parents and guardians.
- 3.11. Each preschool unit will complete a sleep and rest risk assessment that is based on individual school settings. Each risk assessment will include the location and arrangements of sleep and rest areas, potential hazards and health and hygiene procedures relating to bedding etc.

<i>Role</i>	<i>Responsibility</i>
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Nominated supervisor	<ul style="list-style-type: none"> • Ensure all educators are inducted, trained and have reasonable knowledge to support safe sleep and rest environments. • Provide policies and procedures to parents and guardians. • Complete and maintain Sleep and Rest Risk Assessment (reviewed every 12 months or as needed).
Educators	<ul style="list-style-type: none"> • Follow guidelines for safe sleep and rest environments including risk assessments and policies/procedures. • Communicate with parents and guardians regarding children's sleep and rest.
Parents and guardians	<ul style="list-style-type: none"> • Will inform educators of children sleep and rest routine. • Communicate and sleep or rest pattern changes to educators as required.

4. Contact

- 4.1. The Director, School Improvement is responsible for this procedure.
- 4.2. For support contact School Operations on 6205 3313 or email SchoolOperations@act.gov.au

5. Monitoring and review

- 5.1. The procedure owner will be responsible for monitoring the procedure through annual scans. A full review will occur as necessary, or within a three-year period.

6. Complaints

- 6.1. Any concerns about the application of this procedure or the procedure itself, should be raised with:
 - the school principal in the first instance.
 - the Directorate on (02) 6205 5429 or through the [online form](#).
 - ACT Education's Regulatory Authority, Children's Education and Care Assurance on [\(02\) 6207 7581](tel:0262077581) or complaintsCECA@act.gov.au.
- 6.2 For more information also refer to the [Complaints Policy](#) on the Directorate's website.

7. References

- 7.1. Education and Care Services National Regulations
- 7.2. National Quality Framework
- 7.3. ACECQA – [Safe Sleep and Rest Resource](#)
- 7.4. [Health Direct](#)
- 7.5. [Safe Sleeping Practices](#)
- 7.6. [Early Childhood Australia](#)

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7.7. [Red Nose Australia](#)

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