

Sleep and Rest Time

OSHC Policy & Procedure

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Approver: Melissa Cofre	Effective Date: 11/12/2025	Review Date: 11/12/2028
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1. Policy

1.1 Policy Statement

The United Nations Convention on the Rights of the Child states that all children and young people are guaranteed the right “to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts”. (My Time, Our Place: Framework for School Age Care in Australia, (V2.0) p. 5). Our Out of School Hours Care (OSHC) Service will cater for the needs of individual children who may require a rest, or even a sleep, after a busy school day.

1.2 Purpose

The *Education and Care Services National Regulations* requires approved providers and nominated supervisors to ensure their services have policies and procedures in place for children’s sleep and rest having regard to the ages, developmental stages and individual needs of the children.

1.3 Background

Our OSHC Service will ensure that all children have appropriate opportunities to rest and relax in accordance with their individual needs whilst attending the service. Our Service has a duty of care, to ensure we respect and cater for each child’s specific needs and provide an environment that takes every reasonable precaution from harm and hazard.

1.4 Scope

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor and visitors of the OSHC Service.

1.5 Legislation & Standards

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 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	Sleep and rest
84B	Sleep and rest policies and procedures
84C	Risk assessment for purposes of sleep and rest policies and procedures
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
110	Ventilation and natural light
115	Premises designed to facilitate supervision
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

1.6 Key Terms

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	Australian Children's Education & Care Quality Authority.

	support the sector to improve outcomes for children.	
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 	Australian Children's Education & Care Quality Authority.
Continuous Supervision	Ensure an educator is in sight and hearing of a sleeping child at all times- representing best practice (Red Nose)	Australian Children's Education & Care Quality Authority.
Rest	A period of inactivity solitude, calmness or tranquillity and can include a child being in a state of sleep.	Australian Children's Education & Care Quality Authority.
Relaxation	Relaxation or other activity for bringing about a feeling of calm in your body and mind.	Australian Children's Education & Care Quality Authority.
Red Nose	Red Nose is Australia's leading authority on safe sleep and safe pregnancy advice.	https://rednose.org.au/

2 Procedure

2.1

IMPLEMENTATION

'Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns that Nominated Supervisors and Educators need to consider within the Service. As per Standard 2.1 (Element 2.1.1) of the National Quality Standard, each child's comfort must be provided for and there must be appropriate opportunities to meet each child's sleep, rest and relaxation needs.' (ACECQA)

Our OSHC Service defines 'rest' as a period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of a child's day,

we feel that it is important for children to participate in a quiet/rest period after school if required, to rest, relax and recharge their body.

Our OSHC Service 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/rest requirements

2.2 Roles and Responsibilities

Role	Responsibilities
Approved Provider / Nominated Supervisor / Manager	<ul style="list-style-type: none"> • ensure that obligations under the Education and Care Services National Law and National Regulations are met • ensure educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure • ensure families are aware of this Rest Time Policy • have a thorough understanding of the OSHC Service’s policy and practices and embed practices to support safe sleep/rest into everyday practice • consult with families about children’s rest needs • 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 • maintain adequate supervision and ratios throughout any rest period • assess each child’s circumstances and current health to determine whether higher supervision levels and checks may be required • communicate with families about their child’s rest time and observed requirements • encourage children to dress appropriately for the room temperature when resting. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing. • monitor the room temperature to ensure maximum comfort for the children • provide an environment that is free from cigarette or tobacco smoke • 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 • ensure children who are sleeping or resting are closely monitored and that all sleeping or resting children are within hearing range and observed. This involves physically checking/inspecting sleeping children at regular intervals (every 10 minutes) 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. It is recommended that educators will not perform administrative duties that would take their attention away from sleeping/resting children (Note: CCTV, audio monitors or heart monitors do not replace the need for physical checking/inspecting sleeping children) •
Educators	<ul style="list-style-type: none"> • have a thorough understanding of the OSHC Service’s policy and practices and embed practices to support safe sleep/rest into everyday practice • consult with families about children’s rest needs and include children in decision making (children’s agency)

	<ul style="list-style-type: none"> • 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 • maintain adequate supervision and ratios throughout any rest period • assess each child’s circumstances and current health to determine whether higher supervision levels and checks may be required • communicate with families about their child’s rest time and observed requirements • encourage children to dress appropriately for the room temperature when resting. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets, hats and bulky clothing. • opportunities are presented for rest and relaxation, as well as sleep if required • consideration is made for each child’s sleep/rest needs- including the age of the child, medical conditions, individual needs • a quiet area is provided for children to sleep/rest, away from the main group of children • the designated rest area may include a cushion, bean bag or comfortable seat in a quiet section of the care environment • sleeping and resting children are monitored at regular intervals • faces of sleeping children are uncovered when they are sleeping • an educator is always within sight and hearing of sleeping and resting children so they can be monitored (breathing patterns, colour of skin) •light bedding is provided for children as required •
Families	<ul style="list-style-type: none"> •be informed during orientation of our Rest Policy and procedure •be requested to provide educators with updates on their child’s individual need for rest (or sleep) routines if applicable. •
Children	

2.3 References & Resources

- ACECQA. (n.d.). Safe sleep and rest practices: <https://www.acecqa.gov.au/resources/information-sheets/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 Government Department of Education. *My Time, Our Place- Framework for School Age Care in Australia. V2.0, 2022*
- 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).

2.4 Related Policies and Procedures

<p>Administration of First Aid Policy</p> <p>Child Safety and Wellbeing Policy</p> <p>Health and Safety Policy</p>	<p>Interaction with Children, Family and Staff Policy</p> <p>Alcohol and Other Drugs in the Workplace Policy</p>
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3 Policy & Procedure Review

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

- Regularly seek feedback from educators, staff, parents/guardians, children, management and all 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.
- Notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172 (2)).

The ongoing monitoring and compliance to this policy and procedure will be overseen by the OSHC Manager, Nominated Supervisor and Yooralla Quality, Risk and Safeguarding team.

All Yooralla OSHC policies and procedures will be reviewed every 12 months.

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