



SLEEP & REST POLICY

2024

The
After
School
Klub

SLEEP AND REST POLICY 2024

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
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	
84	Sleep and Rest
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

Purpose

TASK will ensure that all children have appropriate opportunities to sleep and rest in accordance with their individual needs, age and developmental stages according to Regulation 84.

Scope

This policy and procedure encompass the following:

- Before School Care, After School Care and Holiday Program
- All children at TASK services

This policy and procedure are governed by The Education and Care Services National Law, Regulations, and the National Quality Standards.

Accountabilities

TASK:

- Ensure children have access to spaces that support sleep, rest and passive activities.
- TASK uses appropriate equipment to allow the children to rest comfortably. These include blankets, mats, pillows and bean bags appropriate to the age of primary school aged children.
- Each TASK service has a resting area which is chosen for its ventilation, lighting, temperature, visibility and noise.
- Sleep and rest areas will be located in well-ventilated, well-lit and relatively quiet environments subject to the limitations of our approved licensed space.
- Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the Service are met, having regard to the ages, development stages and individual needs of the children.
- Sleep and rest practices are included in induction training for all staff who will be working in-service. Knowledge is maintained through policy reviews, daily briefings, and weekly actions.
- A risk assessment will be conducted at least every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safety, health and wellbeing of children during sleep and rest.
- Staff follow current health guidelines for children of primary school age. This includes a quiet space free of hazards with adequate supervision, on clean bedding that does not cover the face and is free of toxins, including cigarette smoke.
- Any necessary updates to the sleep and rest policies and procedures will be made as soon as practicable after conducting the sleep and rest risk assessment. Each risk assessment conducted will be recorded.
- Staff who are responsible for supervising the rest and sleep area will complete sleep checks every 15 minutes. During these checks, staff will check physical condition and wellbeing of the child(ren).
- TASK uses the online program HubHello to record periods of sleep and complete sleep checks.
- Inform the school of any sleep, rest, or medical needs of children at the conclusion of Before School Care.
- All TASK policies are available online on the TASK website. Parents are directed to the website through the Hello TASK document given to families upon enrolment.

Families:

- Provide up to date health and medical information to TASK that may impact children's need for sleep and rest.
- Provide feedback to TASK related to any sleep and rest needs of children.
- Respond in a timely manner to any communication from TASK relating to the health and well-being of their child/ren.

School Staff:

- Inform TASK of any health and medical information from throughout the day prior to After School Care session.
- Provide feedback related to any sleep and rest needs of children to TASK.

Related Documents	Related Policies and Procedures
Incident Injury and Illness Report	Administration of First Aid Policy and Procedure
Service Risk Assessment	Child Safe Environment Policy and Procedure
Responsible Person Checklist	Infectious Disease Policy and Procedure
Medical Authorisation Form	Delivery, Arrival and Collection Policy and Procedure
Medical Risk Minimisation and Communication Form	Related Policies and Procedures
Child's Enrolment Form	

Sleep and Rest Procedures

EVENT	ACTIONS
<i>Child presents as needing sleep or rest.</i>	Family / caregiver may notify staff of child's need for sleep or rest.
	School may notify staff of child's need for sleep or rest.
	Children may notify staff if they wish to sleep or rest.
	Staff will redirect child to sleep and rest area and monitor wellbeing.
	Staff will maintain supervision of children during sleep and rest.
<i>Child presents as needing sleep or rest due to being unwell.</i>	Responsible Person to initiate first aid if required, assess signs and symptoms and re-direct to sleep and rest area.
	Staff to follow infectious diseases policy and procedure, including notification of Authorised Person for collection.
	Completion of incident report.
	Collection of child by family / caregiver.

	TASK
	FAMILY / CAREGIVER
	SCHOOL
	CHILD