

SAFE SLEEP AND REST GUIDELINE



Kindergarten Programs

1. Purpose and Intent

The City of Casey is committed to ensuring all children attending a City of Casey managed Kindergarten Programs are provided with a safe and secure environment that supports their health and wellbeing and adheres to National Regulations. This guideline outlines the responsibilities of the service when supporting children to safely sleep and rest at the service.

2. Scope

This guideline will apply to the Approved Provider, Nominated Supervisor, Responsible Person in Day-to-Day Charge, educators, staff, students on placement, volunteers, parents, children and others attending the programs, activities and services managed by the City of Casey.

3. Definitions

Key Term	Definition
Approved Provider	An individual or organisation, such as City of Casey, that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.
Nominated Supervisor	A person who is the Responsible Person in Day-to-Day Charge, and has been nominated by the Approved Provider (City of Casey) of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.
Person with Management and Control	Individuals responsible for managing the delivery of a service or those who have significant influence over its activities. PMCs have specific legal obligations for ensuring compliance within early childhood education and care providers.

4. Background

Adequate sleep and rest are essential for children's health, wellbeing and development. In early childhood education and care settings, effective sleep and rest practices play a critical role in supporting each child's physical safety, emotional security and capacity to engage in learning.

The City of Casey is committed to maintaining safe, responsive and evidence-informed approaches to sleep and rest. Practices are regularly monitored and reviewed to ensure potential risks are identified

and managed appropriately. This guideline is informed by current research and best practice, including recommendations from Red Nose (formerly SIDS and Kids), recognised as the national authority on safe sleeping practices for infants and young children.

The City of Casey is committed to:

- Providing a safe, positive and nurturing environment that supports children's comfort and wellbeing during rest periods.
- Recognising and responding to each child's individual sleep and rest needs, ensuring children feel secure and supported.
- Taking all reasonable steps to reduce risks and protect children from harm during sleep and rest.
- Complying with relevant legislation, regulations, standards and contemporary best practice.

5. Responsibilities for this guideline

Child Youth and Family Management, Person with Management or Control or the Approved Provider	• Ensure that all obligations under National Law and National Regulations are met to ensure the safety and wellbeing of children during sleep and rest. • Take all reasonable steps to ensure staff, students and volunteers follow the relevant guidelines and procedures. • Review and approve risk assessments developed by educators regarding rest and sleep in the service.
Educators and staff	• Provide a range of active and restful experiences throughout the day and support children to make appropriate decisions regarding participation. • Ensure the physical safety of the child's sleep/rest environment in accordance with the Red Nose Guidelines. • Consult with the child's parent about the child's individual relaxation and sleep requirements and respond to the values and cultural beliefs of each family. • Enable children who wish to sleep to do so, without being disrupted. If a child requests a rest, or if they are showing clear signs of tiredness, there should be a suitable, safe area available for them to rest. • Observe and respond to children's cues for sleep (e.g. yawning, rubbing eyes, disengagement from activities, crying, decreased ability to regulate behaviour and seeking comfort from adults). • Allocate a quiet place for rest (and sleep if required), away from interactive groups. If the designated area is shared with children at play, the space should allow for calm play experiences. • Ensure sleep and rest equipment/spaces are safe, free from hazards, well-ventilated and maintained hygienically. • Supervise resting children and closely monitor sleeping children at regular intervals and ensure they are always within sight and hearing distance so that they can assess a child's breathing and the colour of their skin, ensuring their head and face remains uncovered. • Ensure children's clothing is appropriate during sleep times and does not have any items that are loose and could get tangled and restrict breathing (e.g. jewellery, hooded jumpers). • Document children's sleep and rest needs and provide information to families about their child's sleep and rest patterns.

	• Model and promote safe sleep practices and make information available to families. • Determine frequency of checks/inspections of children based on the levels of risk identified for each child. Factors to be considered include the age of the child, medical conditions, individual needs and history of health and/or sleep issues. • Ensure the rights and dignity of a resting or sleeping child are always maintained.
Parents/Families and service users	• Regularly update the service on their child's sleeping routines and needs. • Dress their child appropriately for the weather conditions. • Review and provide feedback on the service's policies and procedures relating to sleep and rest. • Provide sleep items (e.g. cushion, blanket, etc.) for their child if they require sleep during the kindergarten program.

6. Sleep and Rest Risk Assessment

Conduct a sleep and rest risk assessment for each service and consider:

- The number, ages and developmental stages of children.
- The sleep and rest needs of individual children, including their specific health care needs, cultural preferences, and requests from families.
- The suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods. This should consider the level of knowledge and training of the staff supervising children during sleep and rest periods and the location of the sleep and rest areas, including:
 - The arrangement of bedding equipment within the sleep and rest areas, and
 - The physical safety and suitability including the room's temperature, lighting and ventilation.
- Supervision and monitoring of children during sleep and risk periods including the method, the frequency, and how the sleep and rest periods will be documented.
- The safety and suitability of any bedding equipment, considering the ages and developmental stages of the children.
- Any potential hazards to a child during sleep and rest periods at the service.

Educators must keep a record of each sleep and rest risk assessment conducted at the service. Services should retain these records safely and securely as evidence of compliance and review every 12 months or as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest. Bassinets must not be on the education and care service premises at any time that children are being educated and cared for by the service.

7. Sleep Equipment

City of Casey Kindergarten Programs provide limited sleep equipment such as vinyl mats, cushions and blankets. This may vary within each service.

The kindergarten service works with families to support children's sleep and where appropriate will request the family provide sleep items (e.g. cushion, blanket, etc.) to support the child's sleep requirements. Educators will return sleep items to the family at the end of each session to allow families to clean items as needed.

Sleep equipment provided by the service is kept clean through the use of sanitisers, disinfectants and cleaning products. Soft furnishing items provided by the kindergarten will be cleaned and laundered as required.

8. Associated documents and attachments

This guideline should be read in conjunction with:

- Child Protection Guidelines
- Child Safe Environment Guidelines
- Incident, Injury, Trauma and Illness Guidelines
- Interactions with Children Guidelines
- Supervision of Children Guidelines
- Hygiene Guidelines
- Attachment 1: Risk Matrix
- Attachment 2: Sleep and Rest Risk Assessment
- Attachment 3: Sleep and Rest Record

9. Relevant legislation

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulation 84A
- Education and Care Services National Regulations 2011: Regulation 168
- National Quality Standard, Quality Area 2

10. Resources

ACECQA has developed the following documents:

- [Sleep and rest risk assessment](#)
- [Policy and procedure guidelines - Sleep and rest for children](#)
- [Sleep and rest legislative requirements](#) – including information on the ban on bassinets with images

Best practice guidance about sleep and rest is available at [Red Nose Australia](#) including:

- [Safe sleeping](#)
- [Supervision of sleeping and resting children in early childhood education and care](#)
- [Safe environment](#)
- [Safe practices](#)
- [Resources for early childhood educators – downloadable posters](#)

11. Statement of Commitment to Child Safety

All children or young people who attend services, programs, and events delivered by, and spaces owned or managed by the City of Casey, have the right to feel and be safe. The wellbeing and safety of children and young people in our care will always be our priority.

Council has zero-tolerance of child abuse and is committed to creating and maintaining a child safe and child-friendly organisation where all children and young people are valued and protected from abuse, harm and neglect.

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children and young people from abuse, harm and neglect is embedded in the everyday thinking and practice of Council, its employees, contractors and volunteers.

12. Monitoring, evaluation and review

The City of Casey will ensure:

- Regular monitoring of the implementation of this guideline and its associated documents including training and compliance.

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- This guideline and its associated documents are kept up to date with current legislation, policy and best practice.
- Review and evaluation of this guideline and its associated documents as part of the service's review cycle, or as required.

Reviewed by:	CYF Policy Officer in conjunction with Kindergarten Programs Leadership, Early Years and Partnerships Leadership		
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13. Document History

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