



Bacchus Marsh
Grammar

ELC POLICY

Early Learning Centre

Sleep, Rest, Relaxation and Clothing Policy and Procedure

Approved by the Approved Provider: 25 July 2025

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Sleep, Rest, Relaxation and Clothing Policy and Procedure

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1 National Quality Standard

Element	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.
	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	3.1.1	Fit for purpose - Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child
	3.1.2	Upkeep - Premises, furniture and equipment are safe, clean and well maintained
	6.1.2	Parent views are respected - The expertise, culture, values, and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing
	6.1.3	Families are supported - Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing
	7.1.3	Roles and responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

2 National Law

Section	165	Offence to inadequately supervise children
	167	Offence relating to protection of children from harm and hazards

3 National Regulations

Regs		
	82	Tobacco, drug, and alcohol-free environment
	84A	Sleep and Rest
	84B	Sleep and rest policies and procedures
	84C	Risk assessment for purposes of rest policies and procedures
	84D	Prohibition of bassinets
	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
	106	Laundry and hygiene facilities
	107	Space requirements – indoor space
	110	Ventilation and natural light
	115	Premises designed to facilitate supervision
	168(2)(a)(v)	Education and Care Services must have policies and procedures relating to sleep and rest for children
	170	Policies and procedures to be followed
	171	Policies and procedures to be kept available
	172	Notification of change to policies or procedures

4 Early Years Learning Framework

LO3	Children take increasing responsibility for their own health and wellbeing
	• Children recognise and communicate their bodily needs (for example, thirst, hunger, rest, comfort, physical activity). • Educators consider the pace of the day within the context of the community. • Educators provide a range of active and restful experiences throughout the day and support children to make appropriate decisions regarding participation.

5 Aim

- 5.1.1 Our Service aims to meet each child's individual needs for sleep, rest and relaxation in a safe and caring manner that takes into consideration the preferences and practices of each child's family.

6 Intersection with other Policies

Child Safe Policy
Enrolment Policy
Governance Policy
Health, Hygiene and Safe Food Policy
Incident, Injury, Trauma, and Illness Policy
Medical Conditions Policy
Orientation Policy
Parental Interaction and Involvement in the Service
Physical Environment Policy
Staffing Arrangements Policy
Tobacco, Drug and Alcohol Policy

7 Definitions

"Authorised nominee" - a person who has been given permission by a parent or family member to collect the child from the service or the family day care educator. Source: National Law (Section 170)

"Harm" - Physical or mental injury; hurt. Source: ACECQA Policy Guidelines: Emergency and Evacuation

"Hazard" - a danger or risk, even though often foreseeable. Source: ACECQA Policy Guidelines: Emergency and Evacuation

"Parent" - in relation to the child, includes: a guardian of the child; and a person who has parental responsibility for the child under a decision or order of a court. For regulation 99, 'parent' does not include a parent who is prohibited from having contact with the child. Source: National Law (Definitions)

"Relaxation" - relaxation or other activity for bringing about a feeling of calm in your body and mind Source: ACECQA Policy Guidelines: Sleep and rest for children

"Rest" - a period of inactivity, solitude, calmness, or tranquillity, and can include a child being in a state of sleep. Source: ACECQA Policy Guidelines: Sleep and rest for children

"Risk assessment" - assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be. Source: ACECQA Risk assessment template: Excursions

8 Implementation

- 8.1.1 Most children benefit from periods of sleep and rest which help them grow and prepare them for meaningful learning experiences. Sleep and rest periods are included in all children's daily routine consistent with their developmental needs, including a short period of rest each day for older children.
- 8.1.2 We are required under the Education and Care Services National Regulations to take reasonable steps to ensure children's sleep and rest needs are met, having regard to each child's age, developmental

stages, and individual needs. Our policies and procedures must address specific matters that are set out in the Regulations, and we must also conduct regular risk assessments that consider a range of specific risks to children who are sleeping and resting at our service.

- 8.1.3 We have strict measures and processes in place to ensure children are safe and their needs for sleep and rest are met. Specifically, we:
- Conduct thorough risk assessments in line with the requirements set out in the National Regulations
 - Follow best practice sleep, rest and health guidelines - namely the current Red Nose guidelines, the recognised national authority in this area, as well as guidance from ACECQA and regulatory authorities
 - Work closely with families and consider their cultural practices. We will accommodate any requests from families about their child's sleeping practices where these are not inconsistent with the safe sleeping practices discussed in the policy
 - Implement clear procedures for supervision and monitoring
 - Have defined roles and responsibilities for staff, students and volunteers
 - Train staff, students and volunteers on our policies and procedures, both at induction and at regular intervals
 - Have appropriate sleep and rest spaces, equipment and environments
 - Communicate our rest and sleep policies and procedures to families
 - Keep accurate records
 - Monitor and audit compliance and strive for continual improvements to our practices.

9 Risk assessments

- 9.1.1 We must conduct a risk assessment for the purposes of our sleeping and rest policies and procedures at least once every 12 months and soon as practicable after becoming aware of any circumstances that may affect the safety, health, or well-being of children during sleep or rest. A record of each risk assessment conducted must be kept, in line with our regulatory obligations.
- 9.1.2 We will ensure that children are protected from any risks identified in the risk assessments our service conducts, and newly identified risks are communicated to the approved provider as soon as practicable.
- 9.1.3 Our service uses the Sleep and Rest Risk Assessment Template developed by ACECQA when we conduct our risk assessments.

Risk assessment areas to consider

- 9.1.4 The risk assessment must identify and assess risks associated with rest or sleep at our service and specify how the risks will be minimised and managed. It must consider:
- The number, ages, and developmental stages of the children in our care
 - The sleep and rest needs of children in our care including:
 - Health care needs
 - Cultural preferences
 - Sleep and rest needs of individual children
 - Requests from families about their child's sleep and rest
 - Staffing arrangements and how children can be adequately supervised and monitored during sleep and rest (e.g., ratios, specific skills needed, roles and responsibilities defined, method and frequency of checks)
 - The level of knowledge and training of the staff who are supervising the children during these periods
 - The location of the sleep and rest areas
 - Safety and suitability of any bedding equipment, having regard to the ages and developmental stages of the children who are use bedding equipment (e.g., children becoming trapped between a mattress and a wall; bedding trapping children; weighted sleep products impairing a child's breathing etc.)

- Any potential hazards in the sleep/rest areas and on a child during sleep/rest periods (e.g., unsecured furniture, curtains, hanging blind cords, electrical cords or equipment, access of child to other parts of the space as they wake, and access of other people to the sleeping/rest space etc.)
- The physical safety and suitability of sleep and rest environments at our service, including temperature, lighting, and ventilation.

9.1.5 Our current Risk Assessment is attached at Appendix B. It details how our service protects children from the risks we have identified.

9.1.6 The location and arrangement of our rest/sleep areas – and details on how this meets the needs of children at our service - is at **Appendix D**

Updating risk assessments and communicating change

9.1.7 If circumstances that may affect the routine sleep and rest arrangements change, the approved provider has the ultimate responsibility to:

- Update the risk assessment and the Sleep, Rest, Relaxation and Clothing Policy and Procedure as soon as is practicable (if necessary)
- Ensure any new risks and proposals for mitigating them are communicated to, and made in consultation with, staff and families (and in line with regulations for notifying families about changes)

9.1.8 Educators and other staff are responsible for informing the approved provider and/or nominated supervisor of any changes or new risks they identify. Families should also communicate any changes that may impact our policy and procedures for sleep, rest, relaxation, and clothing.

10 Sleep and Rest Procedure

- 10.1.1 The nominated supervisor will implement, and educators, students and volunteers will always follow, the Sleep and Rest Procedure at **Appendix A** to eliminate or minimise any risks associated with children sleeping and resting and to ensure compliance with safe sleep best practice, and relevant laws and regulations.
- 10.1.2 This sleep and rest procedure represents best practice and has been developed using the Red Nose's recommendations for safe sleep and guidance material from ACECQA and regulatory authorities.
- 10.1.3 Staff must always follow our procedure with the only exception based on written authorisation from a child's doctor.

11 Cultural and individual sleep and rest practices

- 11.1.1 We follow best practice sleep, rest and health guidelines and work with every family to discover their unique approach to sleep and rest.
- 11.1.2 Around the world and in Australia, people practice different settling methods (e.g., praying, cuddles, singing, patting, rocking, feeding), have different sleeping arrangements (e.g., bed-sharing, mats on the floor, hammocks, slings, outdoors) and use different sleeping equipment (e.g., swaddling, binding legs/arms, amber beads, sleeping jewellery, soft toys).
- 11.1.3 We want families to feel respected and heard when they discuss their sleeping and rest preferences for their child. The nominated supervisor will provide an opportunity at orientation/enrolment for families to discuss their child's sleep and rest arrangements.
- 11.1.4 At the same time, families should understand that our service has an obligation to implement safe sleep and rest practices, and to provide children with opportunities to sleep and rest when appropriate and according to their individual needs, developmental stages, and age. Therefore, the nominated supervisor and educators will make the final decision about a child's sleep and rest while they are in our care. For example, in instances where a family has requested their child not have naps, educators will discuss expected sleep patterns with the family, based on advice from recognised authorities, and adjust a child's sleep time at the service. However, if the resting child falls asleep

without assistance, educators may allow the child to sleep for a period of time they believe is in the best interests of the child.

12 Children's clothing

12.1.1 To ensure children's comfort and safety at the service, they must wear clothing that is suitable for the weather, lets them explore and play freely, and minimises the risk of injury. Some clothing items and jewellery can strangle or choke young children. Educators may remove jewellery and teething necklaces if children wear them to the service.

12.1.2 Educators and volunteers will encourage parents to dress their children in clothes that:

- Are loose and cool in summer and warm enough for cold weather, including outdoor play in winter
- Protect them from the sun during outdoor play
- Do not restrict them or compromise their safety when playing, sleeping, or resting, for example:
 - No hoods, cords, ties, ribbons or crocheted jackets that can pull tight around the neck whilst sleeping. Children to wear our Uniform jumper, short sleeve shirt and jacket
 - No hats with cords or strings that may get caught on equipment and furniture. Our uniform hats do not have cord or string
 - Footwear that is stable and supportive - no thongs, clogs or backless shoes which can cause children to trip
 - Clothing that allows easy access for toileting - Uniform elasticised shorts and track pants
- Can get dirty when children play - and wearing their uniforms
- Are clearly labelled with the child's name

12.1.3 To ensure children's comfort educators and volunteers will:

- Ensure children are appropriately dressed for the weather, play experiences, and rest and sleep
- Provide clean spare clothing to children if needed. Spare clothes do not need to be uniform clothes
- Encourage children to use smocks for messy play and art experiences to protect their clothing
- Will respect the privacy needs of each child when dressing and undressing

Amber Teething Necklaces and Bracelets

12.1.4 Based on Australian Government product safety warnings, we do not allow children to wear amber teething necklaces or bracelets at our service. This is to minimise the risk they may choke on the beads if the necklaces or bracelets break apart.

13 Information sharing, training, and monitoring

13.1.1 The nominated supervisor will include the Sleep, Rest, Relaxation and Clothing Policy and Procedure in staff inductions and ensure all relevant staff receive regular practical training and other resources in relation to the requirements, including how to identify and manage risks. The nominated supervisor also implements an ongoing training program tailored to each staff member's needs and goals, which are identified through regular performance reviews.

13.1.2 The nominated supervisor will conduct regular 'spot checks' on children's rest and sleep spaces, furniture, and equipment, and will monitor staff to ensure they are following our policies and procedures for children's sleep and rest. The nominated supervisor will act quickly to fix any issues and will give staff any extra support or training they need to comply. Volunteers and students are also required to comply with all service policies and procedures.

13.1.3 At orientation, parents will be provided with the Sleep, Rest, Relaxation and Clothing Policy and Procedure and asked to describe their child's current sleeping needs and preferences. Information about safe sleeping practices is discussed during enrolment and displayed or available in the parent information area.

13.1.4 Staff and family can access the risk assessments we conduct at any time.

14 Roles and responsibilities

All staff, volunteers, students, and families must understand our Sleep, Rest, Relaxation and Clothing Policy and Procedure and their role and responsibilities in keeping children safe and cared for.

Responsibilities	Role
Ensure our service meets its obligations under the <i>Education and Care Services National Law and Regulations</i> , including to take every reasonable precaution to protect children from harm and hazards likely to cause injury and to ensure that children are adequately supervised at all times they are in our care.	Approved Provider Nominated Supervisor
Take reasonable steps to ensure that the needs for sleep and rests of children in our service are met, having regard to ages, development stages and individual needs of the children.	Approved Provider Nominated Supervisor
Ensure that our service has policies and procedures in place for children's sleep and rest that address specific areas set out in the <i>National Regulations</i> - i.e., this <i>Sleep, Rest, Relaxation and Clothing Policy and Procedure</i> needs to be in place.	Approved Provider
Take reasonable steps to ensure that nominated supervisors, staff and volunteers follow, and can easily access, the <i>Sleep, Rest, Relaxation and Clothing Policy</i> , including by: • Providing information, training and other resources and support • Providing this <i>Policy</i> at induction • Clearly defining and communicating roles and responsibilities for implementing this <i>Policy</i> • Communicating changes to routines and policies • Monitoring and auditing of staff practices (including through spot checks) and addressing non-compliance quickly • Regularly reviewing this <i>Policy</i> The <i>Policy</i> must also be available for inspection.	Approved Provider
Notify families at least 14 days before changing <i>Sleep, Rest, Relaxation and Clothing Policy and Procedure</i> if the changes will: • Affect the fees the charged or the way they are collected; or • Significantly impact the service's education and care of children; or • Significantly impact the family's ability to utilise the service.	Approved Provider
Implement the <i>Sleep, Rest, Relaxation and Clothing Policy</i> .	Nominated Supervisor
Ensure that educators and volunteers understand, follow and are aware of their legal obligations to implement, the <i>Sleep, Rest, Relaxation and Clothing Policy</i> .	Nominated Supervisor
Be aware of legal obligations, and understand and follow the <i>Sleep, Rest, Relaxation and Clothing Policy</i> .	Educators Volunteers
• Ensure risk assessments are conducted to identify and mitigate any risks that sleeping and resting pose to the safety of children in our care, in accordance with regulations and having regard to all the areas covered in Risk Assessment section of this <i>Policy</i>. • Ensure a risk assessment is conducted at least once every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest, and update our policies and procedures accordingly. • Ensure staff are aware of and can access/use the risk assessment to manage risks and ensure the safety of children. • Keep a record of all risk assessments conducted.	Approved Provider (ultimate responsibility) Nominated Supervisor
Ensure that procedures are appropriate in practice to our service, identify risks and hazards, and any potential improvements to make to the <i>Sleep, Rest, Relaxation and Clothing Policy</i> . Report any issues to the appropriate staff member (either approved provider, nominated supervisor or educators).	Approved Provider Nominated Supervisor Educators and Families

• Ensure our service's premises, furniture and equipment are safe, clean and in good repair. • Ensure all equipment and furniture meets relevant Australian Standards and other product safety standards and guidelines and remain up-to-date on product recall notices (see productsafety.gov.au). • Ensure bedding equipment being used for sleep and rest are safe, appropriate and sufficient for the ages and developmental stages of the children who are using them.	Approved Provider (ultimate responsibility) Nominated Supervisor
Ensure that the indoor environment is hygienic and comfortable (not limited to being well ventilated and free from cigarette/tobacco smoke, with adequate natural light, and appropriately heated/cooled). Ensure that our service continues to have adequate and appropriate laundry and hygiene facilities for dealing with soiled clothing and linen, including storage facilities.	Approved Provider
Ensure that the layout/design of the premises allows for supervision and is appropriate for children's rest and sleep.	Approved Provider
Ensure that children are adequately supervised during rest and sleep, and that systems are in place for regular and documented physical bed-side checks of children.	Approved Provider Nominated Supervisor
Ensure sleep and rest periods are documented and communicated to families	Approved Provider Nominated Supervisor
• Provide the service with a written alternative resting practice in writing and authorised by a medical practitioner as part of the child's Medical Management Plan if a child has a medical condition which prevents educators from following this <i>Sleep, Rest, Relaxation and Clothing Policy and Procedure</i> (e.g., the child cannot sleep on their back) • Update educators on their child's sleeping routines and patterns when these change, and let educators know when their child has not slept well during the night.	Families

15 Sources

Education and Care Services National Law and Regulations
 Early Years Learning Framework
 Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011
 Standards Australia: AS/NZS 2172:2003, Cots for household use—Safety requirements
 Standards Australia AS/NZS 2195:1999, Folding cots—Safety requirements
 Red Nose rednose.org.au
 NHMRC: Staying Healthy Preventing infectious diseases in early childhood education and care services
 NQF e-bulletin Qld 9.5.16
 Product Safety Australia e.g., 'Folding cots'
 ACECQA Safe sleep and rest practices Information Sheet
 ACECQA Sleep and Rest for Children Policy Guidelines
 NSW Department of Education: Sleep and rest for children – Policy/Procedure guidelines for ECEC

16 Authorisation

ELC Document Name	Sleep, Rest, Relaxation and Clothing Policy and Procedure	
Name of Reviewer: Approved Provider	CEO Andrew Neal	Signature:
Name of Reviewer: Nominated Supervisor	Kerry Osborn	Signature:
Date Revised	July 2025	

17 History

Date	Amendment
Feb 2024	1. Reviewed
June 2024	2. Reviewed no changes
July 2025	3. Reviewed. Small change to omit the word Cot, Amended reference to Appendix D

18 Appendix A: Sleep and Rest Procedure

The nominated supervisor will implement, and educators will always follow, the Sleep and Rest Procedure to eliminate or minimise any risks associated with children sleeping and resting and to ensure compliance with safe sleep best practice, and relevant laws and regulations.

This sleep and rest procedure represents best practice and has been developed using the Red Nose's recommendations for safe sleep and guidance material from ACECQA and regulatory authorities.

Staff, volunteers, and students must always follow our procedure with the only exception based on written authorisation from a child's doctor.

1) Active supervision and monitoring

Educators must:

- Always be actively supervising and be able to see and hear sleeping and resting children
- Not be distracted by other duties
- Ensure children's faces are never covered when they sleep or rest
- Conduct regular physical checks of all sleeping or resting children paying particular attention to the sleeping position, breathing patterns, skin and lips colour, body temperature, head position, airway and the head and face. Checks will be more frequent if there are increased risk factors, e.g., medical conditions, illness or sleep issues

The nominated supervisor must ensure:

- Sleep spaces are light enough to allow supervision and for educators to properly conduct their physical checks
- Rostering enables adequate supervision of sleeping and resting children
- Ratios are maintained at all times children are sleeping and resting
- Educators are properly supervising sleeping and resting children
- Educators are conducting physical checks of children every 10-minutes with the use of a timer and in accordance with our procedures
- That older children are being physically checked regularly and more frequently, and in accordance with our procedures, if they are at a heightened risk (e.g., due to a medical condition or illness, or sleep issues).

2) Bedding, clothing, and sleep equipment

- Use light bedding and tuck in tightly
- Do not use electric blankets, hot water bottles and wheat bags
- Ensure children's clothing is appropriate during rest and sleep times, without loose items that could become tangles and restrict breathing (such as bibs, scarves, hats, jewellery)

3) Furniture and equipment

The nominated supervisor will regularly inspect all furniture and equipment, including cots, bedding, and bedding equipment, to ensure it is clean, in good repair and continues to meet relevant Australian Standards and other product safety standards and guidelines.

Bedding

- Provide enough bedding for all the children who require sleep or rest throughout the day

Hygiene

To ensure sleeping environments are hygienic, educators will:

- Clean bedding with detergent and water every day or at end of week if used by same child

4) Sleep and rest environment and spaces

Environments and spaces for rest and sleep are regularly checked by the nominated supervisor and educators so they continue to be appropriate, safe, comfortable and in line with best practice guidelines.

Temperature

- Monitor temperature of sleep and rest spaces ensure they are comfortable - not too hot or cold

Air quality

- Spaces should be well ventilated with either fresh air from open windows if this is safe or using mechanical ventilation if needed
- Environment must be cigarette and tobacco smoke free

Spaces

- Are free of hazards, including that:
 - Hanging cords or strings from blinds, curtains, mobiles or electrical devices are away from cots and beds/stretchers
 - Heaters and electrical appliances are not near cots or beds/stretchers
 - There is no furniture in the sleep or rest area that a child could pull over or collapse onto themselves
- Have adequate natural light and light enough to enable proper supervision of children
- Are arranged to allow for the supervision of children
- There is enough space between sleeping and resting children. Educators should be able to move freely between the furniture so that they can check and support children
- Provide comfortable spaces for children to engage in quiet activities if they're not sleeping or resting
- Are quiet and restful
- Provide calm, relaxing music

5) Relationships with families and supporting children's individual needs sleep and rest

Educators must:

- Accommodate each child's and family's preferences, for rest, sleep and clothing, including cultural and religious preferences, to the extent they are consistent with this policy
- If families' sleep preferences requests cannot be accommodated, be sensitive and explain why not
- Allow the child to sleep or rest for a reasonable period if a child is displaying signs of tiredness, even if this falls outside of the routine rest or sleep time
- Provide children who do not require sleep or rest with quiet, meaningful activities
- Make rest and sleep practices positive experiences for children
- Encourage children to communicate their needs for sleep and rest and make appropriate decisions about these needs
- Communicate daily with families about their child's sleep and rest routines
- Record the time children sleep and rest and provide this information to families
- Promote, and educate families about safe sleep practices.

Families:

- Must provide the service with a written alternative resting practice in writing and authorised by a medical practitioner as part of the child's Medical Management Plan if a child has a medical condition which prevents educators from following this Sleep, Rest, Relaxation and Clothing Policy and Procedure (e.g., the child cannot sleep on their back)
- Should update educators on their child's sleeping routines and patterns when these change, and let educators know when their child has not slept well during the night
- Should work with educators to ensure their child is sleeping and resting safely and according to the child's individual needs.

19 Appendix B: Risk Assessment

Sleep and Rest Risk assessment for 3- 5 year old children (ACEQA template)					
Activity	Hazard Identified	Risk Assessment (use Matrix)	Elimination/control measures	Who?	When
child (3 - 5yrs of age) sleeping in the mat area	Keeping sleeping children safe	Moderate	Ensure children who are not sleeping are engaging in other activities away from the rest area	All staff	Whilst child is sleeping/resting
child (3 - 5yrs of age) sleeping in the mat area	Restricted breathing/choking hazards	Moderate	- Remove any loose clothing around the neck/face area (hats) - Remove any necklaces/jewellery.	All staff	Prior to child sleeping or during if child falls asleep whilst resting
child (3 - 5yrs of age) sleeping in the mat area	Not over heating	Moderate	- Remove extra clothing (jumpers) - Ensure blinds are down to prevent sun shining on them	All staff	Prior to and during sleeping time
child (3 - 5yrs of age) sleeping in the mat area	Child not being adequately supervised	Moderate	- Ensuring all staff communicate with each other of positioning and whereabouts of all children - Using the Xplor head count	All Staff	Staff change over Transitions
child (3 - 4yrs of age) sleeping in the mat area	Loose bedding (if using)	Moderate	Use light bedding and tuck in tightly	All staff	Whilst child is sleeping/resting
child (3 - 4yrs of age) sleeping in the mat area	Power points not being covered - Electrocutation	Moderate	- Power points to be covered with safety - Ensure mats are not placed near power points	All staff	AM and PM checks All times
child (3 - 4yrs of age) sleeping in the mat area	Resource shelves near the beds – Children could push or climb near their beds, causing it to fall on top of them or recuses to fall	Moderate	- Ensure all beds are well away from the shelves - Remove the furniture if space is limited - Educate children “no touching toys when resting”	All staff	Whilst child is sleeping/resting
child (3 - 4yrs of age)	Trolleys in the room can be a climbing/pushing	Moderate	Ensure trolley is away from the sleep area	All staff	Whilst child is sleeping/resting

sleeping in the mat area	hazard if left near that sleeping area				
child (3 - 4yrs of age) sleeping in the mat area	Beds/light blanket (if used) not cleaned after each use causing the possibility of spread of germs/illnesses.	Moderate	- All beds are cleaned with cleaning spray after each use to eliminate the spread of germs/illnesses - Light blanket (if used) to be washed after each use	All staff	Included in the daily Cleaning schedule Monitor as required

Plan and Review			
Plan prepare by:	Full name Kerry Osborn		Date January, 2024
	Signature		
	Role/Position Nom. Supervisor		
Prepared in consultation with	Full name Ashlee Grero		Date January, 2024
	Signature		
	Role/Position Ed Leader		
Communicated to all relevant staff	Yes, staff meeting		Comment (if required)

Plan and review

Risks identified from this risk assessment have been addressed within policy and procedure (regulation 84C) as well as other matters required under regulation 84C, including:

- the number, ages and development stages of children being educated and cared for,
- the sleep and rest needs of children at the service (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)
- the suitability of staffing arrangements required to adequately supervise and monitor children during sleep and rest periods
- the level of knowledge and training of the staff supervising children during sleep and rest periods
- the safety and suitability of any bedding equipment and having regard to the ages and developmental stages of the children who will use them
- any potential hazards in sleep and rest areas or on a child during sleep and rest periods
- the physical safety and suitability of sleep and rest environments, including temperature, lighting, and ventilation

Yes ☐ Comment if needed

Next sleep and rest risk assessment to be conducted January 2025 *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

RISK MATRIX

A risk matrix is a useful tool to use during the risk assessment process. It helps in identifying the level of risk by looking at the likelihood that a negative event may occur, and the severity of the consequence should it occur.

The Guide to the NQF defines likelihood and consequences in a risk matrix in Section 5: Regulatory Authority power.

Risk Matrix						
Likelihood						
Consequences		Rare	Unlikely	Possible	Likely	Almost certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

LIKELIHOOD

The risk matrix includes five levels of likelihood:

- Rare
- Unlikely
- Possible
- Likely
- Almost Certain.

When thinking about likelihood, the approved provider and service leaders should prioritise actions based on ensuring

compliance with the minimum legislative standards, particularly those standards relating to the safety, health and wellbeing of children. The following table is a useful guide.

Likelihood	
Rare	Very unlikely – the event may occur only in exceptional circumstances
Unlikely	Improbable – the event is not likely to occur in normal circumstances
Possible	Potential – the event could occur at some time

Likely	Probable – the event will probably occur in most circumstances
Almost certain	Very likely – the event is expected to occur in most circumstances

CONSEQUENCE

The risk matrix also includes five levels of consequences:

- Insignificant
- Minor
- Moderate
- Significant
- Major

This considers the potential impact and how it might affect the safety and wellbeing of children, families, staff and the wider community.

20 Appendix C: Sleep Check List

Check every 10 minutes

Room _____

Date	Child's name	Staff Name	Staff Initials	10 min intervals

After completion, please hand to the office

