



1. Purpose

St Paul Lutheran School SPLASH (OSHC) is committed to providing a safe, supportive and inclusive environment that meets children's social, emotional and physical needs.

This policy outlines how SPLASH ensures that:

- Children's individual sleep and rest needs are met
- Adequate supervision is maintained at all times
- Sleep and rest environments are safe and free from hazards
- Families are consulted regarding their child's rest needs
- Sleep is documented through a Sleep Record
- Practices align with National Law and Regulations

2. Scope

This policy applies to all educators, staff members, visiting specialists, volunteers, children, families, and any adults involved in the education and care of children while they are at the service.

3. Policy Statement

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for children's sleep and rest.

Our Sleep and rest for children policy provides our educators, management, coordinators, other staff, families and the community with the information they need to support children's needs for sleep and rest while attending the service.

There is now much research available to inform decisions about safe sleeping environments, including research that identifies poor sleep procedures and inadequate supervision as risk factors, which can result in, or contribute to, serious harm to young children. All children need rest and sleep for their wellbeing and health, and this is an area of service policy and procedure that our service very carefully considers, monitors and actively reviews to ensure risks are appropriately addressed at all times. We value feedback from families and ensure that our



policies, procedures, practices and decisions are based on the most up to date advice from recognised authorities, such as Red Nose Australia.

SPLASH recognises that children attending OSHC may become tired and require rest or sleep due to:

- Age and stage of development (particularly 4–5 year olds)
- Long days at school and OSHC
- Changes in routine
- Participation in high levels of physical activity
- Illness or recovery
- Missed or disrupted sleep

Children will never be forced to sleep or prevented from resting.

SPLASH will provide safe, comfortable and supervised opportunities for rest and sleep while ensuring children who do not wish to sleep are engaged in quiet activities.

This policy operates in conjunction with the **SPLASH- Sleep and Rest Risk Assessment (Appendix A)**

4. Legislative Requirements

Section/Regulation	Description
Regulation 165	Offence to inadequately supervise children
Regulation 167	Offence relating to protection of children from harm and hazards
Regulation 82	Tobacco, drug and alcohol-free environment
Regulation 84A	Sleep and Rest
Regulation 84B	Sleep and rest policies and procedures
Regulation 84C	Risk assessment for purposes of sleep and rest policies and procedures
Regulation 84D	Prohibition of bassinets
Regulation 87	Incident, injury, trauma and illness record



Regulation 103	Premises, furniture and equipment to be safe, clean and in a good repair
Regulation 105	Furniture, materials and equipment
Regulation 106	Laundry and hygiene facilities
Regulation 107	Space requirements- indoor space
Regulation 110	Ventilation and natural light
Regulation 115	Premises designed to facilitate supervision
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies and procedures

5. Principles informing our Policy

All decision-making is carried out in accordance with the principles of our service's Sleep and Rest Policy.

- Our approach to supporting and promoting children's health and physical activity, including safe sleep and nutrition, is informed by current recognised guidelines and up-to-date information.
- Our service's safe sleep and rest procedures and practice follow Red Nose Australia guidelines, the recognised national authority in this area.
- Effective sleep and rest strategies are important factors in ensuring each child feels secure and is safe at our service.
- Educators, staff and management have a shared duty of care to ensure all children are provided with a high level of safety when sleeping and resting, including adequate lighting to enable effective supervision by staff and ventilation for children, and every reasonable precaution is taken to protect them from harm and hazard.
- Children sleeping and resting will always be adequately supervised so that educators can supervise children's safety and wellbeing. Educators will be able to visually check the child's sleeping position, breathing and the colour of the child's lips and skin, body temperature, head position, airway and the child's head and face, ensuring they remain uncovered.



- Child safety is our first priority. Educators can confidently refer to the service's Sleep and rest for children policy and procedures if families make requests that are contrary to the safety of the child.
- Opportunities will be provided to meet each child's sleep, rest and relaxation needs and ensure children feel secure and safe.
- Physical spaces are designed to support supervision, with consideration given to how educators may position themselves within the physical space.
- We will consult with families about their child's routine for sleep and rest at home and carry this out at the service where possible and safe to do so, in line with the prevailing safe sleep practices recommended by Red Nose Australia.

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 support the sector to improve outcomes for children.	acecqa.gov.au
Rest	A period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep.	
Relaxation	Relaxation or other activity for bringing about a feeling of calm in your body and mind.	

7. Related Policies

- Administration of First Aid
- Enrolment and orientation Policy
- Interactions with Children
- Providing a child safe environment
- Staffing
- Emergency and Evacuation.



8. Induction and ongoing training

- All leaders, educators and staff will be informed of the Sleep and Rest Policy
 - during induction and regularly in daily practice.
- All families will be informed of the Sleep and Rest Policy
 - During the enrolment process.
- The provider and all staff involved in management of the service will be provided with training around sleep and rest which takes account of the Education & Care Law, National Regulations and the National Quality Standards.
- Training and information sharing to assist managers, co-ordinators, educators and other staff to fulfil their roles effectively, will include reference to the Sleep and Rest Policy.

9. Policy Review

Last reviewed: February 2026

Date for next review: February 2027



Procedural Guidelines

1. Reference to Policy and Philosophy

As the Approved Provider, we ensure the service maintains a Sleep and Rest Policy and related procedures in accordance with regulatory requirements. These documents guide educators and staff in supporting children’s wellbeing, comfort, and safety during periods of rest while attending the service.

The Sleep and Rest Policy reflects the service philosophy, which prioritises children’s health, safety, and wellbeing, and recognises that children attending outside school hours care may require opportunities to rest, relax, or engage in quiet activities.

The Sleep and Rest Policy is attached to this document. Hard copies are available in the SPLASH Office and an electronic copy is available on the school website for families and staff to access.

2. Procedures

Procedures are attached to the Sleep and Rest Policy and can be accessed in the Policy Folder on Teams and on our School Website.

When registering their child at SPLASH, families will be made aware of the requirements and the importance of keeping their information and child’s Sleep and Rest needs up to date.

3. Roles and Responsibilities

Roles	Responsibilities
Approved Provider	<ul style="list-style-type: none"> • Undertake a risk assessment to ensure adequate supervision and monitoring of children during periods of sleep and rest is conducted and documented, including the method and frequency of checking children’s safety, health and wellbeing • Ensure that obligations under the Education and Care Services National Law and National Regulations are met • Ensure educators (including casual/relief staff) receive information and induction training to fulfil their roles effectively, including being made



	<p>aware of the sleep and rest policies, their responsibilities in implementing these, and any changes that are made over time</p> <ul style="list-style-type: none"> • take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures • ensure the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, developmental stages and individual needs of the children • ensure the premises, furniture and equipment are safe, clean and in good repair, including ensuring all equipment used meets any relevant Australian Standards and other product safety standards, such as Australian Competition and Consumer Commission (ACCC) guidelines. • Ensure the bedding equipment being used for sleep and rest are safe and appropriate for the ages and developmental stages of children who will use them • Ensure that each child has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child • Ensure that the indoor spaces used by children are well ventilated; have adequate natural light; and are maintained at a temperature that ensures the safety and wellbeing of children • Ensure sleep and rest environments are free from cigarette or tobacco smoke • Ensure that the premises are designed to facilitate supervision • Ensure children are supervised during periods of sleep and rest. This should include ensuring clear procedures and processes are in place for regular physical bed-side checks of children and recording all checks at the time they occur • Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection • Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> ○ affect the fees 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.
<p>Nominated Supervisor</p>	<ul style="list-style-type: none"> • Ensure the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, developmental stages and individual needs of the children • Ensure sleeping spaces have sufficient light to allow supervision



	<ul style="list-style-type: none"> • Ensure sleep practices, environments and equipment continue to be safe and in line with best practice guidelines • Ensure that bassinets are not on the education and care service premises (including centre-based care and family day care) at any time that children are being educated and cared for by the service • Ensure educators understand and follow the service’s policies and procedures • Ensure procedures are tailored to the specific service or home environment. • Ensure educators understand their legal roles in the implementation of the policies and procedures • Ensures children are supervised during periods of sleep and rest. This should include ensuring clear procedures are in place for checks of children and documenting of all checks at the time they occur.
<p>Educators</p>	<ul style="list-style-type: none"> • Ensure procedures are relevant to their particular service type and venue. If not, discuss this with the nominated supervisor/family day care coordinator • Have a good understanding of the service’s policy and procedures, and embed practices that support safe sleep into everyday practice • Identify and suggest any potential improvements to service procedures and practice • Identify and remove potential hazards from sleep environments • Document children’s sleep and rest needs and provide information to families about their child’s sleep and rest patterns • Consult families to gather information about individual children’s needs and preferences • Model and promote safe sleep practices and make information available to families • Ensure the needs for sleep and rest of the children being educated and cared for by the service are met, considering the ages, developmental stages and individual needs of the children • Maintain supervision of sleeping and resting children including regular physical bed-side checks including visual inspection of the child’s: <ul style="list-style-type: none"> ○ sleeping position ○ skin and lip colour ○ breathing ○ body temperature ○ head position ○ airway ○ head and face, ensuring they remain uncovered.



	<ul style="list-style-type: none"> • Ensure sleeping spaces have adequate light to allow supervision • 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 (including but not limited to bibs and jewellery) • Report issues with day to day sleep practice, environment and equipment to the nominated supervisor or provider.
Families	<ul style="list-style-type: none"> • Regularly update the service on their child’s sleeping routines and patterns • Provide informal updates on the previous night’s sleep to assist with sleeping during the day • Provide specified bedding if required by the service • Dress child appropriately for the weather conditions and provide additional clothing • Review the service’s policies and procedures relating to sleep and rest.

4. Strategies for monitoring and implementing procedures

4.1 Provision of Rest and Sleep Environment

SPLASH will:

- Provide a quiet, comfortable and supervised rest area
- Ensure sleep areas are safe, clean and free from hazards
- Provide appropriate pillows and blankets where required
- Arrange furniture and educator positioning to ensure clear lines of sight
- Ensure the environment facilitates supervision (Regulation 115)

4.2 Supervision

- Sleeping or resting children will be supervised at all times.
- Educators will maintain visual supervision and regularly monitor breathing and wellbeing
- Educator placement will ensure adequate supervision of both sleeping and awake children.

4.3 Supporting children who are tired or unwell

If a child appears tired or unwell:

- A trained first aider will assess the child.
- Temperature and other symptoms may be checked.



- Parents/guardians will be contacted if illness is suspected.
- The child may rest in a supervised area until collection if required.

4.4 Sleep Record requirement (Appendix B)

If a child sleeps while attending SPLASH, a Sleep Record must be completed.

The Sleep Record will include:

- Child's full name
- Date
- Time sleep commenced
- Time sleep concluded
- Location of sleep
- Name and signature of supervising educator
- Observations during sleep (e.g. breathing checks, wellbeing)
- Any communication provided to families

Sleep Records will be:

- Maintained securely
- Available to families upon request
- Retained in accordance with record-keeping requirements

Families will be informed at collection if their child has slept and provided with relevant details.

4.5 Ongoing Sleep patterns

If a child regularly falls asleep at SPLASH:

- Educators will communicate with the family
- The child's rest needs will be discussed
- An agreed approach will be documented
- Sleep will be supported provided it does not negatively impact the child's overall wellbeing or family routine

4.6 Children Who Do Not Wish to Sleep

Children who do not wish to sleep will be offered:

- Quiet play experiences



- Reading or drawing activities
- Calm indoor experiences
- Supervised low-stimulation activities

4.7 Vacation Care Considerations

During Vacation Care:

- Physically active and structured activities are primarily scheduled in the morning and early afternoon.
- After 3:00pm, quieter activities are scheduled to allow downtime.
- Opportunities for rest and relaxation are incorporated into the daily routine.

5 Sleep and Rest Risk Assessment

SPLASH maintains a documented **Sleep and Rest Risk Assessment (Appendix A)** that:

- Identifies potential hazards
- Outlines control measures
- Addresses supervision strategies
- Is reviewed regularly

6 References and Resources

ACECQA [Guide to the NQF | ACECQA](#)

ACECQA [Opening a new service | ACECQA](#)

ACECQA [Sleep and rest legislative requirements | ACECQA](#)

Queensland Government – Meeting children’s sleep, rest and relaxation needs- [factsheet-sleep-practices.pdf](#)

[Red Nose Australia](#) is considered the recognised national authority on safe sleeping practices for infants and children. Approved providers and service leaders are encouraged to use Red Nose Australia resources to regularly develop, review and maintain the most up-to-date sleep and rest policies and procedures



7 Policy Review

Last reviewed: March 2026

Date for next review: March 2027

8 Appendices

Appendix A: Sleep and Rest Risk Assessment



Risk Assessment-
SPLASH- Sleep and F

Appendix B: Sleep Record



SPLASH Sleep
Record.docx