

1. Policy Statement

St Nicholas have an obligation to provide suitable opportunities for children attending OOSH to rest, relax and sleep if required. Safe spaces for children to rest and relax promote health and well-being and provide opportunities for children to self-regulate.

This procedure outlines the responsibilities and practices that support consistent, safe, and appropriate sleep and rest across St Nicholas OOSH Services.

2. Purpose

The purpose of this Policy and Procedure is to:

- Outline the practices St Nicholas OOSH services and staff will implement to promote safe sleep and rest for children
- Ensure families are informed of, and have access to, the OOSH service's procedures relating to children's sleep and rest
- Support compliance with the Education and Care Services National Law and National Regulations, which require services to have policies and procedures in place for children's sleep and rest

3. Procedure Direction

Step	Detail
Sleep and rest risk assessment	Educators will conduct a Sleep and Rest Risk Assessment which considers the following, and includes how children will be protected from any risks identified (Regulation 84C): • the number, ages and developmental stages of the children being educated and cared for • the sleep and rest needs of the children being educated and cared for including 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 to adequately supervise and monitor children during sleep and rest periods • the level of knowledge and training of staff supervising children during sleep and rest periods • any potential hazards in sleep and rest areas or on a child during sleep or rest

	the physical safety and suitability of sleep and rest environments including temperature, light and ventilation Sleep and Rest Risk Assessments will be 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.
Minimising sleep and rest risks	To minimise the risks captured in the Service Sleep and Rest Risk Assessment the following practices will occur: - The St Nicholas enrolment process will capture children's specific health and well-being needs including any rest requirements and the child's age and developmental stage - The Nominated Supervisor will capture the individual health care needs of children via discussions with the family, to detail any specific rest routines as identified in any health care plans - The <i>Opening and Closing Checklist</i> will be completed at the start and end of each session to ensure the environment is safe - The Educational Leader will plan and program indoor/outdoor rest, relaxation and 'chill out' zones or areas for the purpose of rest, relaxation or sleep if required - Quiet zones designed for rest and relaxation will be located away from main activity areas - Equipment/furniture used in rest areas will be clean, in good repair and suitable for a child to rest and relax on - If a child falls asleep during a session, Educators will ensure the child's face is uncovered, the child is comfortable and the child's parent/guardian is contacted - If a child becomes ill during a session, the child will be actively monitored and provided with a place to rest comfortably until they can be collected by their parent/guardian - Any hazards which arise during the session will be dealt with immediately and resting children will be removed from the area
Supervision	The rest area will be visible and actively supervised by an Educator at all times.
Staff training and knowledge	- During onboarding / service induction all educators receive St Nicholas policies and procedures for review - Staff will be required to read and acknowledge the Sleep and Rest Policy and Procedure as well as the Sleep and Rest Risk Assessment - Supervision strategies are discussed daily during tool box talk meetings, including for rest and relaxation.

	- Rest and relaxation opportunities are created for children through planned program activities both for the indoor and outdoor environments - If required, staff will undertake specific training to assist with the individual health care needs of a child in relation to sleep and rest.
Furniture and equipment	If Preschoolers attend the service: - Preschoolers must not sleep on couches or lounges - Preschoolers, if needing to sleep, must be provided with a floor mat to sleep on - Quiet or calm areas should include a floor rug or mat, large cushions or child sized floor sofas. - Beanbags must not be used

4. Roles and Responsibilities

Role	Responsibility
Approved Provider	Ensure that the obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met. Take reasonable steps to ensure that St Nicholas staff members, educators and visitors follow the policy and procedure
Nominated Supervisor Responsible Person	- Undertake a risk assessment to ensure adequate supervision and monitoring of children during periods of sleep and rest is conducted - Ensure that obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met - Consult with families to gather information about individual children's needs and preferences - Ensure educators (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the sleep and rest procedures, their responsibilities in implementing these, and any changes that are made over time - Take reasonable steps to ensure that educators and staff follow the policy and procedures - Ensure the needs for rest, and sleep if required, 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 - 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 that the premises are designed to facilitate supervision - Ensure children are supervised during periods of sleep and rest

St Nicholas	Name: OOSH Sleep and Rest Policy and Procedure	Page 3
Issue Date: Feb 2026	Review Date: July 2026	Document Owner: Executive Director, St Nicholas

	• Take reasonable steps to ensure that the policy and procedures are communicated to educators, staff and stakeholders • Take reasonable steps to inform and support educators and staff of their responsibilities in implementing the policy and procedures at all times • Guide and mentor educators and staff to be able to follow the policy and procedures
St Nicholas Staff / Educators	• Have a good understanding of the service's policy and procedures, and embed practices that support safe sleep and rest into everyday practice • Identify and suggest any potential improvements to service procedures and practice • Identify and remove potential hazards from sleep/rest environments • 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 • 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 • Adhere to St Nicholas policies and procedures
Parent / Guardian	• Review the service's policies and procedures relating to sleep and rest. • Be aware of, support and follow the service's policies and procedures

5. Related Documents

Policies and Procedures

- Enrolment and Orientation Policy and Procedure
- Providing a Safe Environment Policy and Procedure
- Interactions with Children Policy and Procedure
- Emergency and Evacuation Policy and Procedure
- Staffing Policy and Procedure
- Administration of First Aid Policy and Procedure

Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)
Regulation: 84A, 84B, 84C, 103, 105, 115
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)
Section: 135, 167

Other References

St Nicholas	Name: OOSH Sleep and Rest Policy and Procedure	Page 4
Issue Date: Feb 2026	Review Date: July 2026	Document Owner: Executive Director, St Nicholas

Sleep and rest for children – Policy and Procedure guideline. March 2026

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

Other Related St Nicholas Documents

- St Nicholas Risk Assessment
- St Nicholas Enrolment Form (digital)
- St Nicholas Open and Close Checklist

6. Definitions

Term	Definition
Educator	A St Nicholas team member whose primary role is working directly with children
Staff member	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
OOSH	St Nicholas service providing education and care to school aged children

7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 1 - 2 years to ensure it continues to be current and effective.

St Nicholas	Name: OOSH Sleep and Rest Policy and Procedure	Page 5
Issue Date: Feb 2026	Review Date: July 2026	Document Owner: Executive Director, St Nicholas