



# SAFE SLEEP & RELAXATION POLICY



## Purpose

Insight Early Learning is committed to ensuring that each child's sleep and rest needs are met in a manner that is safe, responsive and consistent with regulatory requirements.

The service provides a safe, calm and developmentally appropriate environment that supports children's sleep, rest and relaxation, taking into account each child's age, developmental stage, health status and individual needs.

Insight Early Learning is committed to:

- Providing appropriate and flexible opportunities for sleep, rest and relaxation throughout the day
- Implementing safe sleep and rest practices in accordance with the Red Nose Australia Safe Sleep Guidelines and relevant legislation
- Always ensuring adequate supervision during sleep and rest periods
- Working in partnership with families to support individual sleep and rest routines, while maintaining the safety of children and consistency with the service's Sleep and Rest Policy and Procedures

## Scope

This policy applies to all educators, staff, students, volunteers, families, and children enrolled at Insight Early Learning services.

## Legislative Requirements

Education and Care National Law	
Regulation	Description
84A	Sleep and rest
84B	Policy and procedures: sleep and rest
84C	Risk assessment for sleep/rest
84D	Prohibition of bassinets
85	Notification to parents
86	Notification to the regulatory authority
103, 105, 115	Safe furniture, premises, and supervision
168 (2)(a)(vii)	Policies for sleep and rest

## Relevant National Quality Standard (NQS) Elements

Quality Area 2 – Children's Health and Safety	
2.1.1	Wellbeing and comfort
2.1.2	Health practices and procedures
2.2.1	Supervision

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## Implementation

### Individualised Sleep and Rest

Each child’s sleep and rest needs are discussed with families upon enrolment and reviewed regularly. Cultural and family preferences are respected while prioritising **child safety, regulatory requirements and best practice**.

Insight Early Learning will only support requested sleep and rest practices where they align with **Red Nose safe sleep recommendations** and legislative requirements.

Where a child’s home sleep routine cannot be implemented due to safety or regulatory considerations, families will be informed of the reasons. Educators will work in partnership with families to identify **safe and appropriate alternatives**.

Any variation to standard safe sleep practices must:

- Be discussed and agreed with families, and
- Be supported by **current written advice from a registered medical practitioner**

Children who do not sleep or rest during scheduled sleep times will be supported to engage in **quiet, restful experiences** that are developmentally appropriate and responsive to their individual needs, interests and preferences, while ensuring the safety and rest needs of all children in the environment.

Information and observations relating to each child’s sleep and rest patterns are **documented and shared with families regularly** to support continuity between home and the service.

Students and volunteers must **not be left unsupervised** and must always be accompanied by an educator during sleep and rest periods.

All educators, including permanent and casual staff, receive training in sleep and rest practices as part of **onboarding and induction**, with ongoing training provided as required.

### Sleep Environment Safety

All sleep environments meet *Australian Standards and regulatory requirements*. *The service ensures that:*

- Cots, mattresses and beds are clean, firm, well-fitting and well maintained
- Bassinets are *prohibited* under Regulation 84D and are not used under any circumstance
- Inclined products are not used to support sleep routines
  - Bouncers are only used where prior written approval has been granted by the Approved Provider and a documented risk assessment has been completed, approved and implemented. These products must be aligned with the ACCC Product Safety Guidelines.
- Prams and car seats are not used for sleep at the service
- Sleep areas are free from hazards, including loose bedding, pillows, soft toys, bumper pads, cords or hanging items
- Feeding or drinking does not occur in a cot at any time
- Dummies may be used provided they do not have chains, cords or pins attached
- All necklaces (including religious or amber necklaces), clothing and drawstrings are removed prior to sleep
- Children must not be shaken, rocked, or subjected to rattling movements while in cots.
- Where additional settling support is required, educators may use gentle, rhythmic tapping on the mattress, ensuring the child remains in a safe sleep position and is closely supervised at all times.
- Swaddling or wrapping
  - Is only used when it is part of the child’s regular home routine and requested by families.
  - It is consistent with Red Nose Guidelines
  - Ceases once a child shows signs of rolling.

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- Uses only lightweight wraps (e.g. cotton or muslin) supplied by the family.
- Children are supported to remain in cots until approximately 18 months of age
  - Where earlier transition is required due to safety concerns (e.g. climbing attempts), a risk assessment will be completed and shared with families

Where children fall asleep, educators will support age-appropriate sleep durations, generally ranging from approximately 45 minutes for infants to up to 90 minutes for preschool-aged children, in line with recommended sleep cycles and individual needs as per the national Sleep Foundation

### Supervision and Monitoring

Sleeping children are actively and physically checked at least every 10 minutes.

An educator is nominated as the sleep monitor whenever children are sleeping in a cot room. The sleep monitor will:

- Wear a badge, wristband or lanyard identifying responsibility for sleep checks
- Record each check on the Sleep register
- Use a timer set at 10-minute intervals
- Handover responsibility to another educator if leaving the room, including advising of the check schedule
- Additional requirements include
  - Sleep areas arranged to allow clear visibility, adequate lighting and safe access
  - Ongoing communication between educators to support consistent monitoring
  - Tailored monitoring plans for children with additional needs to medical conditions
  - Sleep check retained for all Nursery and Tiny Tots rooms

### Safe Sleep Guidelines (Red Nose)

Insight Early Learning follows **Red Nose Australia Safe Sleep Guidelines**, including:

- Placing babies on their back to sleep
- Using a firm, flat, well-fitting mattress
- Maintaining smoke-free sleep environments
- Avoiding soft bedding, pillows, toys or loose blankets
- Preventing overheating
- Supporting breastfeeding where appropriate
- Ensuring wraps allow hip movement and are discontinued when rolling begins

### Roles and Responsibilities

Educators will:

- Support children to feel safe and settled for sleep and rest
- Observe and respond to signs of tiredness and readiness for sleep or rest
- Always maintain adequate supervision and ratios
- Complete approved safe sleep training (including Red Nose)
- Provide alternative quiet activities for children who do not sleep
- Ensure regular cleaning and maintenance of sleep equipment and areas
- Not rest or sleep with children
- Never use physical force to require a child to rest or remain on a bed
- Maintain required first aid, asthma and anaphylaxis qualifications (Room Leaders and Responsible Persons)
- Follow the IEL Safe Sleep and Relaxation procedure

Families are encouraged to:

- Share information about their child's sleep routines, needs and changes

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- Provide updated medical documentation where alternative arrangements are required
- Work collaboratively with educators during transitions (e.g. cot to bed)

## Transition from Cot to Bed

Educators will:

- Observe for signs of readiness or safety concerns
- Consult with families to plan transitions
- Ensure sleep spaces remain safe and developmentally appropriate

## Medical Exceptions

Where a child requires alternative sleep positioning or arrangements due to a medical condition, **written advice from a registered medical practitioner** is required and reviewed regularly.

## Risk Management

Sleep and rest risk assessments are conducted:

- At least **annually**, and
- Whenever circumstances change

Risk assessments consider:

- Number, age and needs of children
- Health needs and family requests
- Sleep environment layout and supervision arrangements
- Educator training and rostering
- Product information and purchase dates

## Record Keeping and Reporting

- Sleep registers are completed for all children in Nursery and Tiny Tots rooms
- Sleep-related incidents are documented and shared with families
- Incidents are reported promptly to the Nominated Supervisor or Area Manager
- Serious incidents are reported to the Regulatory Authority as required
- All records are stored securely and confidentially

## Cleaning and Hygiene

- Cots, beds, and mattresses are cleaned between uses
- Bed linen is washed regularly
- Sleep environments are cleaned checked daily

## Training and Professional Development

- All Nursery staff complete Red Nose safe sleep training prior to assuming sleep responsibilities
- All staff receive sleep and rest training during induction and ongoing professional development

## Review

This policy will be reviewed annually or earlier in response to legislative changes, incidents, or identified improvements.

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