

(Revised September 2025)

## Policy Statement:

Mueller College Outside School Hours Care (OSHC) aims to make provision for adequate learning experiences for children and young people and for ensuring that each child or young person's basic needs for care are met. Should it be required, children and young people will be given adequate time throughout the day to have rest or sleep periods while attending the Service.

The Service will consult with families about their individual needs and beliefs associated with rest times for their children. The "rest period" can be defined as a period of inactivity, solitude, calmness or tranquillity, and may include children sleeping.

## Background:

The Education and Care National regulations require Service providers to have Policies and procedures that support safe sleep practices as well as wholistic health practices including rest.

## Important terms:

<b>Children and young people</b>	Refers to the children and young people present in the care environment.
<b>Educator</b>	Refers to the staff employed by the Service to provide care for children and young people attending.
<b>Parent/guardian</b>	Refers to the primary carer/s of the child or young person attending the Service.
<b>Family</b>	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.

## Legislation:

### National Quality Standard (NQS)

Quality Area **2: Children's Health & Safety**

**5: Relationships with Children**

**6: Collaborative Partnerships with Families and Communities**

<b>2.1</b>	Health	Each child's health and physical activity is supported and promoted.
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.
<b>5.2</b>	Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
<b>6.1</b>	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
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.

## Education and Care Services National Regulations

84A	<p>The approved provider of an education and care service must take reasonable steps to ensure that 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.</p> <p>Penalty: \$1100.</p> <p><b>Note</b></p> <p>A compliance direction may be issued for failure to comply with subregulation (1).</p> <p>(2) A nominated supervisor of an education and care service must take reasonable steps to ensure that 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.</p> <p>Penalty: \$1100.</p> <p>(3) A family day care educator must take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the educator as part of a family day care service are met, having regard to the ages, developmental stages and individual needs of the children.</p> <p>Penalty: \$1100</p>
84B	<p><b>Sleep and rest policies and procedures</b></p> <p>The sleep and rest policies and procedures required under regulation 168(2)(a)(v) must address—</p> <p>(a) how children will be protected from any risks identified in a risk assessment conducted under regulation 84C; and</p> <p>(b) how the sleep and rest needs of children being educated and cared for by the service are met, including how the ages, developmental stages and the sleep and rest needs of individual children are considered; and</p>

	<p>(c) how the health care needs of individual children being educated and cared for by the service are met; and</p> <p>(d) how requests from families about a child's sleep and rest and cultural preferences are considered; and</p> <p>(e) supervision and monitoring during sleep and rest periods, including—</p> <p>(i) the method and frequency of checking the safety, health and wellbeing of children during sleep and rest periods; and</p> <p>(ii) the documentation of sleep and rest periods; and</p> <p>(f) how the sleep and rest practices at the service are consistent with any current health guidelines on the best practices to adopt to ensure the safety of children during sleep and rest; and</p> <p>(g) the induction, training and knowledge of staff who educate and care for children at the service in relation to best practices for children's sleep and rest; and</p> <p>(h) the location and arrangement of sleep and rest areas at the service and how this meets the sleep and rest needs of children being educated and cared for by the service; and</p> <p>(i) safety and suitability of cots, bedding and bedding equipment, having regard to the ages and developmental stages of children who will use the cots, bedding and bedding equipment; and</p> <p>(j) management of potential hazards—</p> <p>(i) in sleep and rest areas; and</p> <p>(ii) on a child during sleep and rest periods; and</p> <p>(k) management of physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation); and</p> <p>(l) in the case of a family day care service that provides overnight care, management of risks relating to overnight care at each family day care residence or approved family day care venue of the service; and</p> <p><b>(m) communication of the sleep and rest policies and procedures to a parent.</b></p>
84C	<p>The approved provider of an education and care service must ensure that a sleep and rest risk assessment is conducted in accordance with this regulation—</p> <p>(a) at least once every 12 months; and</p> <p>(b) as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest.</p> <p>Penalty: \$2200.</p> <p><b>Note</b></p> <p>A compliance direction may be issued for failure to comply with subregulation (1).</p> <p>(2) A risk assessment must consider the following—</p> <p>(a) the number, ages and developmental stages of children being educated and cared for—</p> <p>(i) by the education and care service; or</p> <p>(ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;</p> <p>(b) the sleep and rest needs of 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)—</p> <p>(i) by the education and care service; or</p> <p>(ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;</p> <p>(c) the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods;</p> <p>(d) the level of knowledge and training of staff supervising children during sleep and rest periods;</p> <p>(e) the location of sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas—</p> <p>(i) at the education and care service; or</p> <p>(ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;</p> <p>(f) the safety and suitability of any cots, beds and bedding equipment, having regard to the ages and developmental stages of the children who will use the cots, bed and bedding equipment;</p> <p>(g) any potential hazards—</p> <p>(i) in sleep and rest areas; or</p> <p>(ii) on a child during sleep and rest periods;</p> <p>(h) the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation)—</p> <p>(i) at the education and care service; or</p> <p>(ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;</p> <p>(i) in the case of a family day care service that provides overnight care to a child, any risks that the overnight care provided at the family day care residence or approved family day care venue of the service may pose to the safety, health or wellbeing of the child.</p> <p>(3) As soon as practicable after conducting a risk assessment under this regulation, the approved provider of an education and care service must make any necessary updates to the sleep and rest policies and procedures.</p> <p><b>(4) The approved provider must keep a record of each risk assessment conducted under this regulation.</b></p>
105	<p>The approved provider of an education and care service must ensure that each child being educated and cared for by the education and care service has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.</p> <p><b>Note.</b></p> <p>A compliance direction may be issued for failure to comply with this regulation.</p>

## Education and Care Services National Law

301 (3,f)	Requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;
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## **Principals:**

Mueller College Outside School Hours Care aims to ensure that all children and young peoples need for sleep and rest are catered for. Children of all ages need adequate sleep and rest. Individualised adjustments are welcomed and implemented as required to ensure all children or young people and family needs are considered. Children and young people will have regular opportunity to engage in activities that allow practical experiences and extension of the concepts around rest and its benefits.

## **Procedure:**

### **Educators and Lead educators will:**

- be sensitive to an individual children and young peoples need for sleep and rest and will adapt the program where possible to provide a suitable rest environment.
- make every effort to make quite spaces available to children and young people requiring rest. These areas will be supervised and regulated at all times.
- the designated rest area may include a cushion, bean bag or comfortable seat in a quiet section of the care environment.
- encourage children and young people to dress appropriately for the room temperature when resting, with children encouraged to remove jumpers, jackets, hats and bulky clothing.
- although blankets may be used, ensure faces of sleeping children and young people are uncovered when they are sleeping and supervision is maintained at all times.
- encourage children and young people to use the rest period as a time to relax and engage in quiet activities at different points in the program.
- educate children and young people on the importance and value of rest including a variety of strategies.
- Be aware of the signs of exhaustion in children and young people: General tiredness, problems with attention, irritability, moodiness, emotional outbursts or headaches.
- ensure that children and young people who are unwell and are awaiting collection by a parent/guardian or authorised pick up person will be given the highest supervision priority and monitored constantly, especially if they have a high temperature, have vomited or have received a minor trauma to the head.

### **Educational leaders will:**

- ensure inclusion of rest periods and quite periods within the educational program.
- equip educators with the tools and knowledge to facilitate the use of rest practices including calming technics and mindfulness.

### **Nominated Supervisors and Approved providers will:**

- ensure practicum students and volunteers will not be left unsupervised when settling children for a rest.
- share the 'Sleep and Rest Policy and Procedure' with all employees upon their induction and ensure it is available to staff and families at all times.
- equip educators to facilitate periods of rest through provisions of safe, well supervised, restful spaces.
- additional professional development will be provided as needed and during review processes.
- have a risk assessment available at the Service for safe sleep and rest practices.
- regularly review current views about the health, safety and wellfair of children and young people will be to ensure practices are maintained and educators are well informed of rest policies and practices.
- review all Service policy annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.

## See Also:

- Mueller OSHC Supervision Policy & Procedure
- Mueller OSHC Providing a Child Safe Environment Policy & Procedure
- Mueller OSHC General Risk Assessments

## REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Guide to the National Quality Framework, Revised September 2025
- My Time, Our Place – Framework for School Age Care in Australia – Produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments. Ver2.0, Revised 2022
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- The Code of Ethics - Early Childhood Australia Inc. (2025 update)
- Child Care Regulation 2003 (Current as at April 2011)
- ACECQA Sleep and Rest for Children Policy Guidelines (Aug 2024)
- Recognising Tiredness – Raising Children Network
- Child Care Centre Desktop Rest Time Policy, 2024
- Child Protection Regulation 2023, Aug 2023

## REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	23/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.3		
MODIFICATIONS	<ul style="list-style-type: none"> <li>• Updated references</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	PAST REVIEW DATE	
	<ul style="list-style-type: none"> <li>• Updated references</li> <li>• Addition of review table</li> </ul>	DEC 2024	
	<ul style="list-style-type: none"> <li>• January legislation update</li> <li>• Child safe practice update</li> </ul>	MAR 2025	