



1.8 Sleeping and Rest Procedures

Linked Policy: Health, Safety and Wellbeing

Classification: Health, Safety and Wellbeing

Applies to: All Kaimahi

Approved by: Chief Executive

Date Approved: September 2026

Next Review Date: September 2027

Purpose:

To provide adequate sleeping/rest space for children and ensure their comfort and safety while sleeping.

Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate in a culturally responsive way and involve the Pou Ahurea if additional support is needed.

Roles and Responsibilities:

Role	Responsibilities
Kindergarten Leader / Person Responsible	Ensure all kaimahi are aware of the requirements for sleeping and resting children.
Kaimahi	To ensure children are provided with appropriate conditions for sleep and rest opportunities.

Sleeping and resting procedure

A copy of this procedure must be displayed so all adults at the kindergarten understands what is expected and parents know what will occur.

Sleep area and furniture spacing

Whenever possible, suitable bed, stretcher or couch will be set up in a designated area for children who need to rest. **The Licencing Criteria** state that these must be set up so that:

1. Children using them to are able to lie flat and be of a design to ensure the children's safety.
2. Adults have clear access to at least one side (meaning the length, not the width).
3. The area surrounding each child allows sufficient air movement to minimise the risk of spreading illness.
4. Children that can do so are able to sit and stand safely as they wake.

Sleeping and resting children

1. Must not have access to food or liquids when in bed.



2. Must be provided with individual bedding (such as blankets, sheets, sleeping bags and pillowslips) that is sufficient to keep them warm.

Monitoring sleeping and resting children

Must be monitored every 5 to 10 minutes or more frequently according to the individual needs of the child while sleeping. They will be checked for:

- Warmth
- Breathing
- General wellbeing

Monitoring records

1. Monitoring checks must be recorded on the sleep monitoring record form including:
 - Sleeping and waking times
 - Checking times
 - Name of adult making check
2. Parents/caregivers must have access to their child's sleep records, so on days where a child has slept a note will be placed on the sign out sheet informing parents of the sleep.
3. Sleep monitoring records will be kept for the current and previous year to inform an annual review of practice and to share a pattern of sleep with parents should this be required.

Non-sleeping and resting children

Non-sleeping children will have restricted access to the designated sleep area and will be encouraged to respect the sleeping children's peace while making use of alternative play space.