



## Operational Policies

### 7.17 Sleeping or Rest Policy

---

**Classification:** Health and Safety  
**Applies to:** All Staff  
**Approved by:** General Manager

**Date:** May 2023  
**Review Date:** May 2025

---

#### **Purpose:**

- To ensure provision of adequate sleeping/rest space for children and procedures that ensure their safety while sleeping.

#### **References:**

- The Early Childhood Curriculum - Te Whāriki.
- Education (Early Childhood Services) Regulations 2008  
Licensing Criteria for Early Childhood Education and Care Centres 2008

#### **National Education and Learning Priorities – NELPs considered:**

- **Objective 1 Priority 1** - Ensure places of learning, are safe, inclusive and free from racism, discrimination and bullying.

#### **Definition:**

- Kaitiaki Kindergartens – is referred to as ‘The Association’
  - Head Teachers and Centre Managers – are referred to as Service Leaders
  - Kindergartens and Early Learning Centres – are referred to as services
- 

## **Policy**

The Association undertakes that it will ensure that all children will be able to sleep or rest in comfort and safety when they require to do so.

## **Procedures**

1. All children attending an Association service are entitled to rest or sleep as and when required.
  2. Teachers will implement practices and the Association’s procedures for resting or sleeping children that meet their individual needs and keep them safe from harm.
  3. Procedures will be displayed in the sleep/rest area and made available to parents at enrolment and as part of induction.
-



# Kaitiaki Kindergartens

---

4. Teachers will seek information from parents about their child's preferred sleep/rest routines and work with them to develop a plan to meet the child's individual needs.
5. Sleeping children will be physically checked for warmth, breathing and general well-being every 5 to 10 minutes or more frequently according to individual needs. Checks will be recorded in the Sleep Record.
6. Sleep records will be current, up to date and accessible to parents. Teachers will use 'Sleep Record' form developed by the Association to record sleep times.
7. Sleep records will be kept for the current and previous year in order to inform an annual review of practice and to share a pattern of sleep with parents should this be required.
8. Sleep furniture (e.g. cots, stretchers) and bedding suitable for the needs of the child will be provided by the service and arranged in a way that there is adequate space in between and teachers have access to at least one length side.
9. Sleep furniture will be of a design that enables children to sit or stand, and to do so when they wake.
10. Furniture for sleeping on as well as bedding must be hygienically stored when not in use.
11. The service will have a procedure in place to ensure that all bedding is regularly and hygienically laundered in accordance with the Licensing Criteria for Early Childhood Education and Care Centres 2008.
12. The sleeping room or designated area for sleep must have sufficient air movement to minimize the risk of spreading illness.
13. There will be no food or liquids in the sleeping/resting area while children are resting or sleeping.

Signed:

General Manager

Date: 28/9/23

**Endorsed by**

Signed:

President of the Board

Date:

28/9/23