



REST TIME POLICY

PURPOSE

Kilkenny Primary School OSHC supports every child's right to rest, relax and have quiet time when needed.

The service will:

Provide safe and comfortable opportunities for rest and relaxation

Respond to each child's age, developmental stage, individual needs and wellbeing

Support children's choice and agency – children will not be forced to sleep or rest

Maintain adequate supervision if a child rests or falls asleep

Identify and manage sleep and rest risks through a service-specific risk assessment

SCOPE

This policy applies to:

Children attending Before School Care, After School Care, Vacation Care and pupil free days

Families

Educators and staff

OSHC Director and Responsible Persons

Approved Provider / Governing Council

Volunteers, students and visitors

NATIONAL QUALITY STANDARD

Quality Area 2 – Children's Health and Safety

2.1.1 Wellbeing and comfort – children have appropriate opportunities for sleep, rest and relaxation

2.2.1 Supervision – children are adequately supervised and protected from harm and hazards

Quality Area 3 – Physical Environment

3.1.1 Fit for purpose – spaces used for rest are safe and suitable

Quality Area 7 – Governance and Leadership

Policies, risk assessments, staff responsibilities and records support consistent practice





LEGISLATIVE FRAMEWORK

Kilkenny Primary School OSHC operates in South Australia and complies with:

Education and Early Childhood Services (Registration and Standards) Act 2011 (SA),
incorporating the Education and Care Services National Law (South Australia)

Education and Care Services National Regulations 2011

Education and Early Childhood Services (Registration and Standards) Regulations 2025
(SA)

Key requirements include:

Section 165 – adequate supervision

Section 167 – protection from harm and hazards

Sections 166 and 166A – inappropriate discipline and inappropriate conduct

Regulation 82 – tobacco, vaping, drug and alcohol-free environment

Regulation 84A – sleep and rest

Regulation 84B – sleep and rest policies and procedures

Regulation 84C – sleep and rest risk assessment

Regulation 84D – prohibition of bassinets

Regulations 103, 110 and 115 – safe premises, ventilation and supervision

Regulations 168, 170–172 – policies, procedures and notification of changes

DEFINITIONS

Rest

A period of calm, quiet or reduced activity that supports a child to regulate, recover and relax. Rest may include sleep.

Sleep

A child being asleep while attending the service.





REST AND RELAXATION AT KILKENNY OSHC

Kilkenny OSHC recognises that school and care days can be busy and tiring. Rest needs will vary between children.

The service will:

- Provide access to a quiet, comfortable space away from high activity where practicable
- Offer quiet activities such as reading, drawing, puzzles, sensory experiences or relaxation
- Allow children to choose whether they participate in rest or quiet activities
- Respond when a child asks to rest or shows signs of tiredness
- Give particular consideration to younger and preschool-age children attending OSHC and Vacation Care
- Consider health needs, disability, sensory needs, cultural preferences and reasonable family requests
- Ensure rest is never used as a punishment, behaviour-management consequence or method of control
- Provide children who do not want to rest with appropriate alternative experiences

SLEEP AND REST RISK ASSESSMENT

The Approved Provider and OSHC Director will ensure a sleep and rest risk assessment is completed:

- At least once every 12 months
- As soon as practicable after any incident, change or circumstance that may affect children's safety, health or wellbeing during sleep or rest
- The risk assessment will consider:
 - Number, ages and developmental stages of children
 - Individual sleep, rest, medical and sensory needs
 - Family requests and cultural preferences
 - Staffing, ratios, supervision and monitoring
 - Location and visibility of the rest area
 - Temperature, lighting and ventilation
 - Furniture, bedding and other equipment
 - Potential hazards in the area or on the child

Where the risk assessment identifies a change is required, KPS OSHC will update practices, procedures or this policy as soon as practicable.





SERVICE POLICIES

IF A CHILD FALLS ASLEEP

If a child falls asleep while attending KPS OSHC:

- The Responsible Person will be informed
- The child will be placed in a safe, suitable and supervised rest area
- An educator will remain within sight and hearing of the sleeping child
- The child's face and head will remain uncovered
- Physical checks will be completed at least every 10 minutes, or more frequently where the child's needs or the risk assessment require
- Checks will include breathing, skin colour, sleep position and general wellbeing
- The child will not be left alone or in an area where educators cannot respond immediately
- Families will be advised that their child slept, including the approximate sleep period and any concerns

REST ENVIRONMENT

Rest and sleep areas will:

- Be clean, safe and appropriate for the child's age and needs
- Allow educators to maintain supervision
- Have suitable ventilation, lighting and temperature
- Be free from tobacco smoke, vaping, drugs and alcohol
- Be free from unnecessary hazards, cords, unsafe equipment and clutter

APPROVED PROVIDER, DIRECTOR AND RESPONSIBLE PERSON RESPONSIBILITIES

They will ensure:

- The policy and sleep/rest risk assessment are current and implemented
- Educators, including casual and relief staff, understand the service's rest and sleep procedures
- Rest areas and equipment remain safe and suitable
- Staffing arrangements allow adequate supervision
- Children's individual needs and relevant family information are communicated to educators
- Any incident or identified risk is reviewed and corrective action is taken
- Required records are maintained and available for regulatory review





SERVICE POLICIES

EDUCATORS AND STAFF WILL

- Follow this policy and the current sleep and rest risk assessment
- Observe and respond to children's cues for tiredness, rest and regulation
- Respect children's choice, dignity and privacy
- Maintain ratios and active supervision at all times
- Ensure a child who is sleeping is monitored in accordance with this policy
- Avoid administrative or other tasks that prevent effective supervision of a sleeping child
- Report any safety concern, unusual sleep pattern, illness or change in a child's wellbeing to the Responsible Person
- Communicate relevant rest or sleep information to families

FAMILIES WILL

- Provide current information about their child's health, sleep/rest needs and relevant medical conditions
- Advise KPS OSHC of changes that may affect their child's need for rest or supervision
- Provide any relevant medical management plan where required
- Discuss specific cultural, sensory or family preferences with the OSHC Director

CHILD SAFE PRACTICE

KPS OSHC will:

- Listen to children and support their agency
- Never force a child to sleep or remain lying down
- Never use physical restraint, rough handling or inappropriate discipline to make a child rest or sleep
- Use respectful, age-appropriate language and reassurance
- Maintain professional boundaries and the child's dignity during rest and sleep

RECORD KEEPING AND ASSESSMENT & RATING EVIDENCE

- KPS OSHC will maintain evidence including:
- Current sleep and rest risk assessment
- Staff induction and policy acknowledgement records
- Relevant incident, injury, trauma and illness records
- Records of policy review and changes made following identified risks
- Evidence of communication with families where relevant





Kilkenny Primary School OSHC & Vacation Care

SERVICE POLICIES

CONTINUOUS IMPROVEMENT

This policy will be reviewed:

At least annually

Following a sleep/rest incident or identified risk

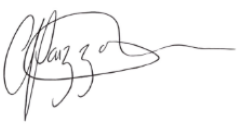
When legislation, ACECQA guidance or Education Standards Board guidance changes

When KPS OSHC practices or the age/profile of children attending changes

Feedback may be sought from children, families and staff.

Families will be notified of significant policy changes in accordance with Regulation 172.

REVIEW DETAILS

POLICY REVIEWED BY	Graziella Panazzolo	OSHC DIRECTOR	
POLICY REVIEWED	January 2026	NEXT REVIEW DATE	January 2027
MODIFICATIONS			
PREVIOUS MODIFICATIONS			

