



## ALDGATE KINDERGARTEN

3 Fairview Rd Aldgate SA, 5154 Phone 83393864 or 0418446163  
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Government of South Australia  
Department for Education

# Safe sleep and rest procedure

## Overview

Aldgate Kindergarten is required to follow the Department for Education's [safe sleeping and resting for infants and young children procedure](#) (department procedure) which aims to ensure appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation.

This Safe Sleep and Rest Procedure must be read alongside the department procedure. Together, these procedures address the requirements in regulation 168 of the National Regulations for education and care services to have sleep and rest procedures in place for children.

A copy of this procedure and the department procedure will be kept in the Site Policies and Procedures folder and on the site's website.

## Procedures

The following procedures address matters required under regulations 84B and 84C of the National Regulations. An extract of those regulations is at Appendix A.

### *How children will be protected from risks*

To protect children from risks during sleep and rest, educators will follow the 'safe sleep and rest practices' outlined in the department procedure.

To ensure educators are aware of and follow the safe sleep and rest practices:

- the site leader will ensure that the department's safe sleep practices are incorporated in induction and training for educators, including for casual and relief staff
- the site leader will ensure that educators engage in refresher training every year, which will cover safe sleep and rest practices and risk assessment requirements

## Risk assessment

A Risk assessment will be undertaken in accordance with the department procedure, which addresses requirements under regulation 84C of the National Regulations. Risk assessments will be conducted using the [template for sleep and rest risk assessment](#).

Site leaders will ensure that, as soon as practicable after a risk assessment is completed, any necessary updates to this procedure will be made.

A copy of all completed risk assessments will be kept by the service.

### *Meeting sleep and rest needs*

To ensure children's individual sleep and rest needs are met, educators will:

- request information from children and families about children's wellbeing, physical comfort or personal needs
- ask families to provide information about their cultural preferences relating to sleep and rest
- respect children's agency, including children's need or want to sleep or rest

Opportunities for rest and relaxation will be provided by:

- offering guided, supervised relaxation time each day
- offering children a variety of other supervised quiet spaces for rest and relaxation, for them to access at any time during the day

### *Meeting health care needs*

To ensure children's health care needs are met:

- as required by the department procedure, educators will ensure that, for a child who has a medical condition or additional needs which relates to their sleep or rest, a health care plan authorised by a medical practitioner is in place which outlines the safest sleep and rest practices to be implemented
- families will be asked to answer questions about their child's health care needs through questions in enrolment documents



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### ***Partnership with families***

To implement the procedures for facilitating 'a collaborative partnership with families' and for addressing 'requests to vary sleep practices', as set out in the department procedure:

- upon enrolment, educators will inform families of the service's sleep and rest policy and procedures and will provide families information about safe sleep recommendations
- the service's sleep and rest procedures and policy will be made available to families in hard copy / on the service's website
- educators will make a record of any parent communication concerning requests to vary sleep practices, and decisions made in relation to such requests
- site leaders will ensure that educators have appropriate training to address families' requests which are contrary to the safe sleep guidance

### ***Supervision and monitoring***

To ensure all children are appropriately supervised and monitored, educators will follow the 'supervision and monitoring' procedures in the department procedure. To implement the department procedure:

- the site leader will ensure that supervision and monitoring requirements for sleep and rest are incorporated into induction and training for educators, including casual and relief staff.
- educators will record any children that fall asleep, including the time the child is checked, and the initial/signature of the educator
- educators will ensure that playing children are supervised in close proximity to sleeping children to allow supervision of both groups
- educators will ensure that the physical environment facilitates effective supervision (ie windows not blocked and adequate space to move around to physically check on individual children)

### ***Sleep and rest environment***

To ensure all children are provided with a safe sleep and rest environment, educators will follow the 'providing a safe sleeping environment' procedures in the department procedure.

To implement the department procedures:

- the site leader will ensure that requirements for ensuring a safe sleep and rest environment are incorporated into induction and training for educators
- educators will use a safe sleep environment checklist to ensure that:
  - there is adequate lighting of sleep and rest areas to enable effective supervision
  - sleep and rest areas are well ventilated

### ***Sleep and rest equipment***

To ensure all children are provided with safe sleep and rest equipment:

- site leaders will ensure that periodic work health and safety checks are undertaken of the physical environment, furniture and resources of the service
- site leaders will check manufacturer standards of sleep and rest equipment upon purchasing, including for cots (which must comply with AS/NZS 2172) and folding or portable cots (which must comply with AS/NZS 2195)

### ***Reviewing sleep and rest practices***

To ensure sleep and rest practices of the service remain current and implement best practices:

- the site leader will ensure sleep practices and environments are reviewed annually
- educators will ensure that safe sleep practices and any changes to service procedures are discussed as a regular meeting agenda item

### ***Training and induction for educators***

To ensure best practices and recommendations for safe sleep and rest are met:

- the site leader will ensure that training and induction for educators (including casual and relief staff) covers the requirements in the department procedure and the procedures in this document and will use relevant tools for ensuring compliance (ie checklists)



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### Procedure creation and revision record

|                          |                   |
|--------------------------|-------------------|
| Version:                 | 1                 |
| Approved by site leader: | Bianca Stanbridge |
| Date of approval:        | 21/2/2024         |
| Date of next review:     | 21/2/2024         |
| Amendments(s):           | Nil               |

### APPENDIX A: Extract of regulations 84B and 84C of the National Regulations

[Education and Care Services National Regulations \(2011 SI 653\)](#)

#### 84B Sleep and rest policies and procedures

The sleep and rest policies and procedures required under regulation 168(2)(a)(v) must address—

- (a) how children will be protected from any risks identified in a risk assessment conducted under regulation 84C
- (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
- (c) how the health care needs of individual children being educated and cared for by the service are met
- (d) how requests from families about a child's sleep and rest and cultural preferences are considered
- (e) supervision and monitoring during sleep and rest periods, including –
  - (i) the method and frequency of checking the safety, health and wellbeing of children during sleep and rest; and
  - (ii) the documentation of sleep and rest periods
- (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
- (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
- (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
- (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
- (j) management of potential hazards –
  - (i) in sleep and rest areas; and
  - (ii) on a child during sleep and rest periods
- (k) management of physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation)
- (l) communication of the sleep and rest policies and procedures to a parent.





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### 84C Risk assessment for purposes of sleep and rest policies and procedures

- (1) 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—
  - (a) at least once every 12 months; and
  - (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.Penalty: \$2200.  
Note - A compliance direction may be issued for failure to comply with subregulation (1).
- (2) a risk assessment must consider the following:
  - (a) the number, ages and developmental stages of children being educated and cared for –
    - (i) by the education and care service; or
    - (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;
  - (b) the sleep and rest needs of children being 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) –
    - (i) by the education and care service; or
    - (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;
  - (c) the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods
  - (d) the level of knowledge and training of staff supervising children during sleep and rest periods
  - (e) the location of sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas
    - (i) at the education and care service; or
    - (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;
  - (f) the safety and suitability of any cots, beds and bedding equipment, having regard to the ages and developmental stages of children who will use the cots, bed and bedding equipment
  - (g) any potential hazards
    - (i) in sleep and rest areas; or
    - (ii) on a child during sleep and rest periods;
  - (h) the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation) –
    - (i) at the education and care service; or
    - (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;
  - (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.
- (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.
- (4) The approved provider must keep a record of each risk assessment conducted under this regulation.

# RISK ASSESSMENT TEMPLATE - SAFE SLEEPING AND RESTING FOR INFANTS AND YOUNG CHILDREN

## Introduction

Under the Education and Care Services National Regulations (National Regulations), education and care services in scope of the National Quality Framework must comply with risk assessment requirements for the sleep and rest of children being cared for at a service.

To comply with [regulation 84C](#) of the National Regulations, the Department for Education requires services to:

- undertake a sleep and rest risk assessment at least once every 12 months and as soon as practicable after becoming aware of any circumstances that may affect the safety, health or wellbeing of children during sleep and rest
- consider, as part of the risk assessment, the matters listed in regulation 84C(2)
- make any necessary updates to services' sleep and rest policies and procedures as soon as practicable after conducting a risk assessment
- keep a record of each risk assessment.

Education and care services in scope of the department's [safe sleeping and resting for infants and young children procedure](#) **must** use this template to assist compliance with the above. Completion of this template will also assist sites to develop and update their local procedures for sleep and rest.

## Using this template

This template consists of the following parts, which all services must complete, with the exception of Parts 1C and 1D, which are only relevant to certain services, as indicated below.

- PART 1: Considerations for risk assessment
  - A – Service details
  - B – For all children
  - C – For overnight care (to be completed only by services caring for children overnight)
  - D – For infants (aged 0-12 months) (to be completed only by services caring for infants aged 0-12 months)
- PART 2: Assessment of risks
- PART 3: Plan and review

## PART 1: CONSIDERATIONS FOR RISK ASSESSMENT

### PART 1A. SERVICE DETAILS

All services must complete this part.

| SERVICE DETAILS                                                                                          |                      |
|----------------------------------------------------------------------------------------------------------|----------------------|
| Name of service                                                                                          | Aldgate Kindergarten |
| Total capacity of the site (ie maximum number of children) and age groups of children attending the site | 30                   |



## PART 1B. FOR ALL CHILDREN

All services must complete this part.

| SLEEP AND/OR REST NEEDS OF CHILDREN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Notes:</p> <ul style="list-style-type: none"> <li>As stated in the <a href="#">safe sleeping for infants and young children procedure</a>, sleep practices may only deviate from recommended safe sleeping practices if requested by the child's family due to medically indicated reasons, and where supported by a health care plan authorised by a medical practitioner that clearly outlines the sleep practices to be implemented.</li> <li>If more space is required for responses, provide the further text as an attachment to the template.</li> </ul> |                                                                                                                                                                                                                                                                                                                               |
| <p><b>HEALTH CARE NEEDS</b></p> <p>Do any children have health support needs that impact their sleep or rest at the service?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>If yes, the health support needs and the relevant measures in place for safe sleep and rest should be documented in an appropriate <a href="#">agreement or care plan</a> and <a href="#">risk management plan</a>. List relevant agreements or plans below or include as attachments.</p>                                 |
| <p><b>CULTURAL PREFERENCES</b></p> <p>Have any families expressed cultural preferences that may impact sleep or rest practices?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>If yes, describe the cultural preferences that have been communicated and how the service is addressing them (or if already documented elsewhere, provide as an attachment).</p>                                                                                                                                           |
| <p><b>REQUESTS FROM FAMILIES</b></p> <p>Have any families made requests about a child's sleep or rest?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>If yes, describe the requests that have been made and how the service is addressing them (or if already documented elsewhere, provide as an attachment).</p>                                                                                                                                                               |
| SUPERVISION AND MONITORING, AND KNOWLEDGE AND TRAINING OF STAFF SUPERVISING CHILDREN                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                               |
| <p><b>Describe the staffing arrangements for supervision and monitoring of children sleeping and/or resting</b></p> <ul style="list-style-type: none"> <li>Consider how staffing arrangements enable continuous supervision and monitoring of all children, and monitoring of children who are ill or who have additional needs.</li> </ul>                                                                                                                                                                                                                        | <p>In the rare event that a child falls asleep at Kindergarten, they will be directly supervised and monitored by a staff member. If necessary, staff supervision areas will be adapted during this time to ensure adequate supervision of all children is provided. If the child is ill, they will be closely monitored.</p> |
| <p><b>What knowledge, training and experience do educators, volunteers and students at the service have in relation to children's sleep and/or rest?</b></p>                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Educators are aware of their duty of care to ensure that children are safe during sleep and/or rest.</p>                                                                                                                                                                                                                   |



## SLEEP AND/OR REST ENVIRONMENT, AND LOCATION OF SLEEP AND/OR REST AREAS

|                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Describe the location of sleep and/or rest areas</b></p> <ul style="list-style-type: none"> <li>• <i>If the service has cots or beds, how are they arranged to ensure children's safety and adequate supervision? How are they stored when not in use?</i></li> <li>• <i>Consider how sleep or rest areas are separated from non-sleep or rest areas.</i></li> </ul> | <p>There is no designated sleep area, however there are several areas that children know they can use for rest. Relaxation time after lunch is on the main carpeted mat where children can lay down if they choose to, with a weighted blanket and cushions. There is also a couch, and a quiet cube for one person.</p> |
| <p><b>Are sleep and/or rest equipment appropriate for the developmental stage of the children who use them?</b></p> <ul style="list-style-type: none"> <li>• <i>Consider in relation to use of cots/mattresses/beds (if such equipment is used by the service).</i></li> </ul>                                                                                             | <p>N/A</p>                                                                                                                                                                                                                                                                                                               |
| <p><b>What potential hazards are present in sleep and/or rest areas?</b></p> <ul style="list-style-type: none"> <li>• <i>ie blinds, curtains, hanging cords, electrical appliances, heaters, furniture</i></li> </ul>                                                                                                                                                      | <p>N/A</p>                                                                                                                                                                                                                                                                                                               |
| <p><b>Describe how the environment is suitable for sleep and/or rest, including temperature, lighting and ventilation conditions</b></p> <ul style="list-style-type: none"> <li>• <i>ie consider how lighting supports supervision of children</i></li> </ul>                                                                                                              | <p>lights are turned off when children are engaging in guided relaxation after lunch however there is a lot of natural lighting ensuring adequate supervision. The area has effective heating, cooling and ventilation.</p>                                                                                              |

## PART 1C. FOR OVERNIGHT CARE

Only services providing overnight care must complete this part.

|                                                                                                                                                              |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <p><b>RISKS TO CHILDREN OVERNIGHT</b></p> <p>What are the risks posed to the safety, health or wellbeing of the child or children during overnight care?</p> | <p>N/A</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|



## PART 1D. FOR INFANTS (0 – 12 months old)

Only services caring for infants must complete this part. This checklist indicates best practices that services must comply with to ensure the safety of infants.

| INFANT SAFE SLEEPING CHECKLIST                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                       |                              |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Safe infant sleep practices</b>                                                           | <p>Infants are placed safely in cots:</p> <ul style="list-style-type: none"> <li>• on their back to sleep</li> <li>• with head and face uncovered</li> <li>• with feet touching the bottom of the cot risk</li> <li>• with no loose bedding and bedclothes tucked in securely</li> <li>• with no quilts, doonas, pillows, cot bumpers, sheepskins, soft toys or any other items which could pose a suffocation risk</li> </ul>                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Yes |
| <b>Infant sleeping environment</b>                                                           | <ul style="list-style-type: none"> <li>• Cots are kept away from hanging cords, mobiles, electrical appliances, and curtains, have an unobstructed gap to enable free movement by an educator, and are positioned away from heaters (to reduce risk of overheating), and are appropriately maintained.</li> <li>• Bed clothes are clean and hygienic.</li> <li>• Sleep and rest environments are smoke-free.</li> <li>• Infants' amber teething necklaces and bracelets, other necklaces and chains, string beads, hair bands and clips (eg any object that may detach and become a choking hazard) are removed.</li> <li>• Infants are not 'propped up' with a bottle to settle unsupervised (as this is a choking risk).</li> </ul> |                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Yes |
| <b>Prams, pushers and bassinets</b>                                                          | <ul style="list-style-type: none"> <li>• Prams, pushers, bouncinets and rockers are not used unsupervised, and are not used as a sleeping environment. Children who fall asleep in such equipment are removed and placed in an appropriate bed, cot or mattress.</li> <li>• No bassinets are present on the service's premises for any reason.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Yes |
| <b>Does the service use any of the following sleep and rest equipment?</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Do cots comply with the current mandatory Australian Standard for cots (AS/NZS 2172) and portable cots (AS/NZS 2195)?                                                                                                                                                 | <input type="checkbox"/> Yes |
|                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Are cots fitted with <a href="#">safe mattresses</a> that are the right size, firm, clean, in good condition and placed flat (not tilted or elevated)?                                                                                                                | <input type="checkbox"/> Yes |
|                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | To reduce the risk of SUDI, there are no soft or loose bedding, bumpers or soft toys used in cots                                                                                                                                                                     | <input type="checkbox"/> Yes |
|                                                                                              | <b>Cots</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Are cot mattresses compliant with the Australian voluntary standard AS/NZS 8811.1.2013 'Methods of testing infant products – Sleep Surfaces – Test for firmness'?                                                                                                     | <input type="checkbox"/> Yes |
|                                                                                              | If Yes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Have the cots been assessed as appropriate sleeping surfaces for the developmental stage of the child/ren who use them? (Note that a cot may not be safe for children who can climb over the sides of a cot)                                                          | <input type="checkbox"/> Yes |
|                                                                                              | <b>Dummies</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Do dummies comply with the current mandatory Australian Standard (AS 2432:2015)?                                                                                                                                                                                      | <input type="checkbox"/> Yes |
|                                                                                              | If Yes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Has the service discussed the use of wraps with the relevant child/ren's family, including risks of using wraps?                                                                                                                                                      | <input type="checkbox"/> Yes |
| <b>Infant slings or carriers</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Infant wraps</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Are infants wrapped in accordance with <a href="#">Red Nose safe wrapping recommendations</a> ?                                                                                                                                                                       | <input type="checkbox"/> Yes |
|                                                                                              | If Yes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Has the service discussed the use of slings or carriers with the relevant child/ren's family, including risks of using slings or carriers?                                                                                                                            | <input type="checkbox"/> Yes |
|                                                                                              | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | If using a sling or carrier for an infant which is at higher risk of injury (ie low birthweight or premature, breathing difficulties, or aged under 4 months) have educators requested evidence of medical consent from the family before using the sling or carrier? | <input type="checkbox"/> Yes |
|                                                                                              | If Yes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | If an infant falls asleep when carried in a sling or carrier, are they transferred to a cot?                                                                                                                                                                          | <input type="checkbox"/> Yes |
| <b>Infant sleeping bag</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | If Yes: Is the sleeping bag the correct size for the infant(s) with a fitted neck, arm holes (or sleeves), and no hood, so that the infant(s) cannot slip inside the bag and become completely covered?                                                               | <input type="checkbox"/> Yes |



## PART 2: ASSESSMENT OF RISKS

Considering the information completed above, use the below table and risk matrix (on p.6) to identify and assess risks to the safety, health or wellbeing of children who sleep and rest at the service and specify how these risks will be managed and minimised. For guidance about determining the risk of potential harm, refer to the department's [risk assessment criteria matrix](#).

| IDENTIFICATION OF RISKS AND ELIMINATION/CONTROL MEASURES |                                           |                                     |                                                                                                              |                                                                 |                                                         |      |
|----------------------------------------------------------|-------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------|------|
| Activity / Scenario                                      | Hazard identified                         | Risk of potential harm <sup>1</sup> | Elimination/control measures                                                                                 | Risk following use of elimination/control measures <sup>1</sup> | Who (person(s) responsible for taking required actions) | When |
| Child falls asleep during guided relaxation session      | Child falls asleep with head on a cushion | High                                | Carefully remove the cushion from under child's head OR provide direct supervision while the child is asleep | Low                                                             | Supervising educator                                    |      |
|                                                          |                                           |                                     |                                                                                                              |                                                                 |                                                         |      |
|                                                          |                                           |                                     |                                                                                                              |                                                                 |                                                         |      |
|                                                          |                                           |                                     |                                                                                                              |                                                                 |                                                         |      |

<sup>1</sup> Indicate level of risk using the matrix on p.6.

If more space is required in the above table, provide the further text as an attachment to the template.

| RISK MATRIX |                | Consequence   |          |          |              |
|-------------|----------------|---------------|----------|----------|--------------|
|             |                | Insignificant | Minor    | Moderate | Catastrophic |
| Likelihood  | Almost certain | Moderate      | High     | High     | Extreme      |
|             | Likely         | Moderate      | Moderate | High     | Extreme      |
|             | Possible       | Low           | Moderate | High     | Extreme      |
|             | Unlikely       | Low           | Low      | Moderate | High         |
|             | Rare           | Low           | Low      | Low      | High         |

### PART 3: PLAN AND REVIEW

## UPDATES TO LOCAL (SITE-SPECIFIC) SLEEP AND REST POLICY AND PROCEDURES

Does the above risk assessment identify a need to update your sleep and rest policies and procedures?

☐ Yes    If Yes – Describe what updates are required:  
☒ No

## RISK ASSESSMENT RECORD

|                                                                                                                                                                                                                                        |                |                                                                                                                                                                                                                            |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Date risk assessment was prepared                                                                                                                                                                                                      |                | 17/11/2023                                                                                                                                                                                                                 |              |
| Person who prepared risk assessment                                                                                                                                                                                                    | Name:          | Bianca Stanbridge                                                                                                                                                                                                          | Signature:   |
|                                                                                                                                                                                                                                        | Role/Position: | Preschool director                                                                                                                                                                                                         | Date signed: |
| Approval by site leader<br><i>Leave blank if the site leader prepared the risk assessment</i>                                                                                                                                          | Name:          |                                                                                                                                                                                                                            | Signature:   |
|                                                                                                                                                                                                                                        |                |                                                                                                                                                                                                                            | Date signed: |
| Has the risk assessment been communicated to all relevant staff?                                                                                                                                                                       |                | <input checked="" type="checkbox"/> Yes    Comment (if needed):<br><input type="checkbox"/> No                                                                                                                             |              |
| Date of next risk assessment                                                                                                                                                                                                           |                | 17/11/2024                                                                                                                                                                                                                 |              |
| Note: The service must complete a risk assessment at least once over 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safety, health and wellbeing of children during sleep and rest. |                | The next risk assessment will be conducted before<br>AND as as soon as practicable after the service becomes aware of any circumstance that may affect the safety, health and wellbeing of children during sleep and rest. |              |