



Sleep and Rest Policy

Version 2 | Mahi Tuatahi

Effective Date | Whakamana tahito: Kohitātea 2023 | January 2023

Next Review | ā houanga arotake: Kohitātea 2026 | January 2026

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer, Senior Teachers, Etu Ao Visting Teacher Lead

Introduction | Timatanga Kōrero

The purpose of this policy is to:

- To ensure provision of adequate sleeping and rest space for children.
- Ensure safe practices to support the sleep routines.

Applies To | Ko Wai Whakahāngaitia

This policy applies to all Teachers, Visiting Teachers and TONI Educator's employed or contracted by He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki).

Definitions |

General Principles | Mātāpono Whānui

1. All children attending kindergarten and home-based services are entitled to rest or sleep as and when required.
2. Teachers and TONI Educators will seek information from parents/caregivers about their child's preferred sleep and rest routines.
3. Teachers and TONI Educators will implement practices and procedures for resting or sleeping children that meet their individual needs and keep them safe from harm.
4. 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.
5. Sleep records (which will be kept for two years), will be current, up to date and accessible to parents/caregivers. Teachers and TONI Educators will use the Sleep Record form developed by Whānau Manaaki to record sleep times.
6. Teachers and TONI Educators will engage in regular discussions with parents/caregivers of sleeping and resting children to ensure parents/caregivers are kept informed and are involved in decision making around their children's rest or sleep requirements. These discussions and decisions will be documented.
7. Teachers and TONI Educators will develop, display and share processes that outline how the wellbeing and safety of children who require rest or sleep will be met in their kindergarten/home.
8. Teachers and TONI Educators will provide parents/caregivers with a copy of the kindergartens or home-based services sleep policy and processes at enrolment and ask them to confirm they have sighted the procedure by signing the relevant section of the enrolment form.
9. There will be no food or liquids in the sleeping and resting area while children are resting or sleeping.
10. Sleep furniture (e.g. cots, stretchers) and bedding suitable for the needs of the child will be provided by the kindergarten/service and arranged in a way that there is adequate space in between and teachers have access to at least one side. The area surrounding each child should allow sufficient air movement to minimise the risk of spreading illness.
11. Sleep furniture will be of a design that enables children able to sit or stand when they wake.



12. If not permanently set up, sleep equipment will be safely stored in ways that promote good manual handling practices for staff.
13. The Kindergarten/home-based service will have a procedure for cleaning bedding including no sharing of linen.
14. Supervision of sleeping children by teachers is reviewed as part of teacher's supervision plan and included in the kindergarten/service procedure.

Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)

1. Education (Early Childhood Services) Regulations 2008
2. Licensing Criteria for Early Childhood Centres & Care Services 2008
3. Licensing Criteria for Home-based Education & Care Services 2008

Related Procedures or Processes and Documents | [Pākanga Tukanga me Pukapuka](#)

- Sleep Record Form

Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)

This policy is to be reviewed every three years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the Policy Working Group and will need to be approved by the Senior Leadership Team. The policy will continue on the same review cycle.





Sleep Record Form

Please ensure children do not have access to food or liquids while in bed.

Record the time each child starts rest and falls asleep, then monitor and check for warmth, breathing and general wellbeing every 5 - 10 minutes, or more frequently according to the needs of the child.

Record the **time** of each check and **initial** the box. Record the time the child wakes up or rest ended.

Date	Child	Started rest	Time asleep																Time awake/ rest ended

Ensure name/initial of the adult checking is clear to recognise. Keep a copy of this Sleep Record Form for current and previous year (2 years).

