



Guidance for Policy on Overnight Services

(where the service operates as an overnight Pre-school Service)

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1.0 Purpose

The purpose of this document is to provide preschool services who operate overnight with the regulatory requirements for the policy to cover overnight provision as set out by the [Child Care Act \(1991\) Early Years Service Regulations \(2016\)](#). An overnight pre-school service is a service in which pre-school children are taken care of for a total of more than 2 hours between the hours of 7pm and 6am.

This document provides the core regulatory requirements for this policy, in addition to prompts and considerations that will support registered providers to ensure that their policy and procedures are fully developed and are reflected in the practices in their service.

The information in this document should be applied to the specific policy covering overnight provision and the accompanying procedures of the pre-school service. This document should be read in conjunction with the [A Practical Guide to Developing Policies, Procedures and Statements in Early Years Services](#)

This document is for reference only. It should not be assumed that the guidance provided is comprehensive or that it provides a definitive answer in every situation.

Further resources are available in [Appendix 1](#).

Regulatory Requirements of this Policy

Child Care Act (1991) Early Years Service Regulations (2016), Schedule 5. 1 (n)

A policy on overnight services, in relation to a pre-school service, means the procedures in place in the service to ensure the safety and welfare of pre-school children attending the service overnight, including in relation to the supervision of such children, sleeping arrangements, bedtime routine and the preservation of the privacy of such children.

2.0 Core policy requirements

A Policy Statement is recommended in this policy alongside the requirement set out further in this document. The Overnight Policy statement should set out the service's commitment to ensure the safety and welfare of children attending the service overnight.

Requirement 1

The policy specifies the procedures in place in the service to ensure the safety and welfare of pre-school children attending the service overnight.

Prompts and considerations (not an exhaustive list):

The policy specifies:

- (a) The safety provisions required, including,
 - security of the premises
 - fire safety
- (b) Any additional requirements about administering medication.
- (c) Adequate food and drink provision for overnight stays.
- (d) The type of insurance in place for the overnight service.
- (e) How parents or guardians will be contacted if required.
- (f) That relevant staff are suitable for the role, have been vetted and have received training on the policy to ensure they are aware of their role and responsibilities.
- (g) How the service will be staffed overnight.
- (h) How children will be supervised overnight
- (i) The arrangements to contact the emergency cover person in the event of an emergency during the night.
- (j) The sleep facilities available including details of cots, beds and bedding.
- (k) That a plan will be developed in collaboration with parents/guardians to ensure children's nighttime and sleep routines and needs are fully met.
- (l) How the privacy of the children is to be preserved.
- (m) The sanitary and bathing or showering facilities required and available.

3.0 Best Practice in developing and implementing an Overnight Services Policy

Please refer to the Quality and Regulatory Framework, and relevant information within the Siolta Standards and the other policy guidance notes related to the practice areas appropriate for the overnight service.

4.0 Appendix

4.1 Supporting Information

- Tusla: [Quality and Regulatory Framework](#)

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