

Sleep & Rest for Children Policy & Procedure

We are committed to providing children with safe practices and environments. We respect children's rights to sleep, rest and relaxation in accordance with the United Nations Convention on the Rights of the Child, in particular article 31.

PURPOSE

The purpose of sleep the sleep and rest for children policy to ensure the safety, health and wellbeing of children of children attending our services and appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation. Safe sleep practices are informed by red nose and guidance from ACEQCA.

SCOPE

This policy applies to all Educators, Educator Assistants, families, and children that attend Clarence Family Day Care.

POLICY

At our service, we will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. The risk of Sudden Infant Death Syndrome (SIDS) for infants will be minimised by following practices and guidelines set out by health authorities.

Our FDC Service defines 'rest' as a period of inactivity, solitude, calmness, or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of a child's day, we feel that it is important for children to participate in a quiet/rest period during the day in order to rest, relax, and recharge their body. Effective rest strategies are important factors in ensuring a child feels secure and safe in an early childhood environment.

Educators will consult with families about their child's individual needs, ensuring all parties are aware of the different values, cultural, and parenting beliefs and practices, or opinions associated with sleep requirements.

We have a duty of care to ensure children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm and hazard. In meeting the Service's duty of care, it is a requirement that all Educators and Educator Assistants implement and adhere to this policy to ensure we respect and cater for each child's specific needs.

- We support Article 31 from the UN Convention on the Rights of the Child that states: "Children have the right to relax, play and to join in a wide range of leisure activities".
- Effective sleep and rest strategies are important factors in ensuring a child feels secure while being cared for within an educator's service.
- Educators have a duty of care to ensure infants and children are provided with a high level of safety when sleeping and resting, and every precaution is taken to protect them from harm and hazard.
- Approved providers are responsible for ensuring sleep and rest policies and procedures are in place. Educators will be provided with information from time to time regarding safe sleeping practices based on current research and recommended evidence-based principles and guidelines. Educators are also responsible for ensuring that they keep up to date with current industry recommendations.
- Red Nose (formally SIDS and Kids) is considered the recognised National Authority on safe sleeping practices for infants and toddlers.
- Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns; Educators need to consider these different requirements.

PROCEDURE

Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns and Educators need to consider these different requirements. In order to provide a positive, safe sleep and rest time experience educators will:

- Take into consideration each child's age, developmental stage and individual needs.
- Discuss each child's sleep patterns and rest needs with parents/guardians before the child commences care and periodically as the child becomes older to promote a positive sleep/rest experience.
- Respect family preferences and cultural differences for sleep and rest.
- Remind families that children will neither be forced to sleep nor prevented from sleeping and the service is obligated to adhere to safe sleeping practices. Show parents the cot/bed that their child will sleep in and discuss who will supply and launder bed linen.
- If a child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there should be comfortable, safe area available for them to rest(if required).
- Children sleep and wake at different times and may need some time to adjust to being awake. Children should not be awakened during their sleep except in case of emergency or as directed by a family member after they have communicated this with educators.
- There are adequate number of cots and beds available for children that meet Australian standards and are in safe, clean and in good repair.
- Children's sleep and rest environments and equipment should be safe and free from hazards (e.g., no power points and cords accessible to children, mobile phones hanging over cots etc).
- Ensuring a smoke free environment is maintained for young children at all times.
- Create a calm and relaxed atmosphere for sleep/rest by playing music, reading stories, dimming the lights and cultural reflection for specific sleep practices and routines of individual children. Children's perspectives on what is restful for them should be considered through consultation with the child (age-appropriate).
- Ensuring children are comfortably clothed and shoes removed.
- Position beds and cots with an unobstructed access to assist in managing emergency situations and to reduce the risk of cross contamination.
- Encourage children to rest their bodies for 20-30 minutes. If children are not asleep, they will be provided with quiet activities for the duration of rest time. Children not resting will be encouraged to respect the needs of sleeping children and educators will promote this with the thoughtful organisation of their learning environments.
- Directly observe individual babies and/or children sleeping and resting at 10-minute intervals and officially record this on the sleep supervision checklist. Educators must physically see the baby/child breathing. Adjust frequency of supervision based on the child's current health status.
- Communicate with families about their child's sleeping or rest times.
- All children are to be provided with opportunities to participate in a range of energetic, active and relaxing experiences throughout the day.
- For children with health and medical issues: any requests where sleep practices are different to SIDS guidelines must be confirmed in writing by the child's medical practitioner. A Medical Condition Risk Minimisation and Communication Plan is also to be completed in consultation with the family.
- If a family's beliefs and requests are against current recommended evidence-based guidelines, our FDC Service will need to determine if there are exceptional circumstances that allow for alternate practices. We will only approve an alternative practice if a care deviation form is completed in writing.

Safe Sleeping Bedding and Equipment

- Bed linen is firmly tucked under the mattress to reduce the risk of a child covering their face.
- Babies' feet are placed at the bottom of the cot, so they cannot slip under the covers.
- Ensuring the mattress is firm, clean, flat and is the right size for the cot.
- Removing any quilts, doonas, duvets, pillows, toys and cot bumpers.
- Providing a separate cot/bed and bedding for each child.
- Ensuring the cot complies with mandatory standards for household cots AS/NZS 2172:2003 (note amendments to AS/NZS 2172:2003 in 2013) and are labelled to indicate. Portable cots comply with mandatory standards AS/NZS 2195-2010. (note AS/NZS 2195-2010 amendment in 2015)
- Ensuring bassinets, hammocks, and prams/strollers will not be used as a substitute for a cot.
- Ensuring babies and children are not put to bed with a bottle.
- If being used a dummy should be offered for all sleep periods for children under one.
- Feeding bottle fed babies their bottle before being placed in bed.
- Follow "Wrapping Babies" found on the Red Nose website for safe wrapping procedures.

What is a Safe Cot?

A safe cot is one that meets the Australian Standard for cots.

- All new and second-hand cots sold in Australia must meet the current Australian and New Zealand Standard for Household Cots AS/NZS 2172:2003 (note amendments to AS/NZS 2172:2003 in 2013) and are labelled to indicate. Portable cots comply with mandatory standards AS/NZS 2195-2010. (note AS/NZS 2195-2010 amendment in 2015)
- If you are planning to use a second-hand cot, check that it meets those standards.
- Only use a single, firm, mattress that fits snugly (within 20 mm of sides and ends) into the cot.
- The mattress must be flat (not tilted or elevated).
- Do not use cot bumpers or soft bedding, as these have been associated with fatal sleep accidents
- For further details about cot measurements, see the Australian Government's Product Safety website at www.productsafety.gov.au.
- Old or second-hand cots may be dangerous.
- Never place baby in a cot that does not meet current Australian safety standards.

Portable Cots

- All portable cots sold in Australian stores must meet the mandatory Australian Standard AS/NZS 2195 -2010 (note amendment in 2015) for portable cots (porta cot).
- When assembling a portable cot, it is important to read the instructions carefully, the instructions are there to help keep baby safe from sleeping accidents
- Educators must provide evidence to Clarence Family Day Care that the portable cot complies with Australian Standards for portable cots
- Only use the firm, thin, well-fitting mattress supplied with the portable cot.
- Never add a second mattress or additional padding under or over the mattress, specifically designed for the porta cot, as baby may become trapped face down in gaps between the mattress and the sides.
- If accepting a second-hand portable cot, there must be a label or sticker that states compliance with AS/NZ 2195-2010 (as per Kidsafe recommendation).
- Wear and tear can expose baby to hazards.
- Only use a portable cot that has the mesh intact and that has no broken parts.
- Ensure that the base is flat and regularly check the porta cot for signs of damage.
- Do not use bedding that has exposed elastic as this presents a strangulation hazard for baby.
- Do not use a portable cot if your child weighs more than 15kg (or check instructions of your particular model).

There is to be no bassinets used at anytime

Safe physical environment for sleeping and rest

- Sleep areas are to be kept free of animals/pets at all times.
- Furniture, cords and other objects should be stored away from cots and out of reach of children
- Ensure safety checks of sleep and rest environments is undertaken on a regular bases.
- Ensure hanging cords or strings from blinds, curtains, mobiles, heaters and electrical devices area away from cots and mattresses
- Ensure all beds should be stacked neatly and stored away in their designated areas.
- Ensure children's beds are cleaned using an effective and safe cleaning product before new children use the bed
- Position beds/cots with a distance that ensures children cannot touch or share items with each other and do not obstruct the exit paths for emergencies.
- During rest and sleep times educators will not play music that is so loud educators cannot hear children speak.
- Sleep area is well ventilated, has adequate natural light and can be maintained at a temperature that ensures children's safety and wellbeing. Rest areas will be safe and free from hazards including cigarette and tobacco smoke.
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Supervision of sleeping Children

- Maintain adequate supervision of sleeping and resting children. This involves being within sight and hearing distance at all times, and physically checking children's breathing by observing the rise and fall of their chest and their lip and skin colour regularly, for example, every 10 minutes –

particularly for children under two years of age. All checks should be conducted in person at the cot side (or side of the floor mattress/toddler bed for children who have moved from a cot), and recorded at the time they occur.

- Use of a baby monitor plus 10 minute direct checks is recommended if infants are sleeping in a separate room. The monitor is to be kept turned on and must remain with the educator at all times.
- Checks should not be conducted through a window or by use of CCTV, audio monitors or heart monitors
- Compliance with Red Nose safe sleeping guidelines and placing babies and young children on their backs to sleep.
- Ensuring no loose bedding, cords or toys are in the cot.
- Removing any necklaces (e.g. amber necklaces) or jewellery the baby or child may be wearing that could constitute a strangulation or choking hazard.
- Ensuring the child's head remains uncovered and clothing is free of drawstrings, hoods, ribbons or cords.

SOURCE

- Education and Care Services National Law Act
- Education and Care Services National Regulations
- Australian Children's Education & Care Quality Authority (ACECQA)
- National Quality Standards
- United Nations Human Rights. Office of the High Commissioner. Convention on the Rights of the Child
- Australian Government Product Safety website <https://www.productsafety.gov.au/>
- Red Nose organisation <https://rednose.org.au/>
- Australian and New Zealand Standards <https://www.standards.org.au/>

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazard
81	Sleep and Rest
82	Tobacco, drug and alcohol-free environment
87	Incident, injury, trauma and illness record
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
107	Space requirements-indoor space
110	Ventilation and natural light
115	Premises designed to facilitate supervision
116	Assessments of family day care residences and approved family day care venues
166	Children not to be left alone with visitors
168	Education and Care Services must have policies and procedures
168 (2)(a)(v)	Sleep and rest for children
169	Additional policies and procedures-family day care
170	Policies and procedures to be followed

171	Policies and procedures to be available
172	Notification of change to policies or procedures

I acknowledge I have received a copy of the Sleep & Rest for Children Policy & Procedure, v. 3.0, effective 1 October 2023.

I have read and been informed about the content, requirements, and expectations of the Interactions with Sleep & Rest for Children Policy & Procedure at Clarence Family Day Care.

I have received a copy of the policy and agree to abide by the policy as a condition of my engagement with Clarence Family Day Care.

I understand that if I have questions, at any time, regarding the Sleep & Rest for Children Policy & Procedure, I will re-read the policy, consult with the Nominated Supervisor/Director or the Manager.

Name: _____

Signature: _____ Date: _____