



Sleep and Rest Policy

Policy Number	QA 2/20	Title	Sleep and Rest Policy
Revision	1.1	Written By	Director
Reviewed By	EHOOSH Management Committee	Approved By	EHOOSH Management Committee
Supersedes	Version 1	Effective Date	July 2022

1. Policy Statement

The purpose of the Sleep and rest for children policy is to ensure the safety, health and wellbeing of children attending our service and appropriate opportunities are provided to meet each child’s need for sleep, rest and relaxation.

Our Service believes that effective rest and, where necessary, sleep strategies are important factors in ensuring a child feels safe, secure, and comfortable in the service environment. The service defines ‘rest’ as a period of inactivity, solitude, calmness or tranquility and considered different to a child being in a state of sleep. Whilst the majority of children who access our service may never need to sleep or rest during their time at the service, it is important that educators can accommodate the rest needs of all children regardless of their age if needed. All children have individual sleep and rest requirements. Examples of when this may be necessary are when children are feeling unwell, if they are

tired from an excursion or if they have additional needs and their rest, requirements are greater than their peers.

2. Background

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for children's sleep and rest.

Our Sleep and rest for children policy provides our educators, management, and all other stakeholders with the information they need to support children's needs for sleep and rest and that they get met while attending the service.

There is now research available to inform decisions about safe sleeping environments, including research that identifies poor sleep procedures and inadequate supervision as risk factors, which can result in, or contribute to, serious harm to young children.

All children need rest and sleep for their wellbeing and health, and this is an area of service policy and procedure that our service very carefully considers, monitors, and actively reviews to ensure risks are appropriately addressed at all times.

We value feedback from families and ensure that our policies, procedures, practices, and decisions are based on the most up to date advice from recognised authorities, such as Red Nose Australia.

3. Procedures

3.1. Safe Sleep Practices for All Children

- Approved providers, Nominated Supervisors and Educators 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 considered to protect them from harm and hazard meeting the service's duty of care, it is a requirement that management and educators implement and adhere to the service's Sleep and Rest Policy.
- The service's Sleep and Rest Policy is based on recommendations from the evidence-based practice detailed on the ACECQA website and national authority Red Nose
- The service consults with families about their child's individual needs and to be aware of the different values and parenting beliefs, cultural or otherwise that are

associated with rest.

- If a family's beliefs and practices are in conflict with ACECQA and Red Nose recommendations, then the service will not endorse an alternative practice, unless the service is provided with written advice from a medical practitioner.
- All children will be placed on their back to rest when first being settled for a rest. If a child changes from this position during their sleep, then allow them to find their own sleeping position.
- All children will rest with their face uncovered.
- All rest environments are free from cigarette and tobacco smoke.
- The rest environment, equipment and materials will be safe and free from hazards.
- Educators monitor resting children at regular intervals and supervise the rest environment.
- Educators will read the risk assessment and participate in amending the risk assessment in regards to sleep and rest in the EHOOSH Hub

3.2. Rest

- If a child requests a rest there is a designated area for the child to be inactive and calm, away from the main group of children.
- Quiet, solitary play experiences are available for those children who request the need for a rest or time away from their peers.
- Pillows, cushions, blankets and light bedding are available for children to ensure that their rest is as comfortable as possible.
- Educators will show awareness of children's comfort and avoiding overcrowding when children need rest or sleep.
- Our service will provide a range of both active and restful experiences throughout the program and support children's preferences for participation.

3.3. Safe Resting Practices for a Child Who is Unwell

- Children will be encouraged to rest in a quiet, comfortable and safe place.
- Children will be allowed to find their own sleeping position.
- All children will rest with their face uncovered.
- Children will be encouraged to lie down & make themselves comfortable away from other children when displaying signs of being unwell.
- Children who are unwell (and waiting collection from a parent /guardian) will be given the highest supervision priority and monitored constantly especially if the child has a high temperature, vomited or received minor trauma to their head.
- Parents will be contacted immediately to make arrangements to collect the child as soon as possible.
- Educators will refer to the service's Incident, Illness, Injury and Trauma policy for additional information.

3.4. The Rest/Sleep Environment and Equipment

- The service will ensure a rest or sleep space is available or be made available to children at all times. The quiet area is located in the EHOOSH Hub and has beanbags, cushions and a couch available for children to utilise.
- The area and equipment will be checked regularly as part of the services' safety check and hazard identification practices.
- Hygiene standards will be maintained when children use the rest/sleep area
- The service will regularly wash pillowcases and blankets, particularly when a child is unwell.
- The service will ensure the room temperature, airflow, noise and lighting is conducive to sleep and rest when necessary.
- Children's clothing items should be checked prior to them sleeping to ensure it doesn't present any hazards whilst asleep.

4. Roles and Responsibilities

Approved Provider

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure Educators (including casual/relief staff receive information and induction training to fulfil their roles effectively, including being made aware of the sleep and rest policies, their responsibilities in implementing these and any changes that are made over time.
- Take reasonable steps to ensure that Nominated Supervisors, Educators, Staff and Volunteers follow the policy and procedures.
- Ensure the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, developmental stages and individual needs of the children.
- Ensure the premises, furniture and equipment are safe, clean and in good repair, including ensuring all equipment used meets any relevant Australian Standards and other product safety standards, such as Australian Competition and Consumer Commission (ACCC) guidelines.
- In alignment with ACCC guidelines, portacots should only be used for temporary, short-term arrangements.
- Ensure the cots, beds, bedding and bedding equipment being used for sleep and rest are safe and appropriate for the ages and developmental stages of children who will use them (considering for example, if the children might roll, climb out of a cot, fall from a high sleep surface, become trapped between a sleep surface and wall, become trapped face down in bedding, are over the recommended weight limit for sleeping surfaces, or if children's breathing might become impeded from weighted sleep products)
- Ensure that each child has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.
- Ensure that the indoor spaces used by children are well ventilated; have adequate natural light; and are maintained at a temperature that ensures the safety and wellbeing of children.
- Ensure sleep and rest environments are free from cigarette or tobacco smoke.

- Ensure that the premises are designed to facilitate supervision.
- Ensure children are supervised during periods of sleep and rest. This should include ensuring clear procedures and processes are in place for regular physical bed-side checks of children and recording all checks at the time they occur.
- Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection.
- Notify families at least 14 days before changing the policy or procedures if the changes will:
 - affect the fees charged or the way they are collected or
 - significantly impact the service’s education and care of children
 - significantly impact the family’s ability to utilise the service.

Nominated Supervisor

- Ensure the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, developmental stages and individual needs of the children.
- Ensure sleeping spaces have sufficient light to allow supervision.
- Ensure sleep practices, environments and equipment continue to be safe and in line with best practice guidelines.
- Ensure that bassinets are not on the education and care service premises (including centre-based care and family day care) at any time that children are being educated and cared for by the service.
- Ensure educators understand and follow the service’s policies and procedures.
- Ensure procedures are tailored to the specific service or home environment.
- Ensure educators understand their legal roles in the implementation of the policies and procedures.
- Ensures children are supervised during periods of sleep and rest. This should include ensuring clear procedures are in place for checks of children and documenting of all checks at the time they occur.

Educators

- Ensure procedures are relevant to their particular service type and venue. If not, discuss this with the nominated supervisor/family day care coordinator.
- Have a good understanding of the service's policy and procedures, and embed practices that support safe sleep into everyday practice.
- Identify and suggest any potential improvements to service procedures and practice.
- Identify and remove potential hazards from sleep environments.
- Ensure that bassinets are not on the education and care service premises (including centre-based care and family day care) at any time that children are being educated and cared for by the service.
- Document children's sleep and rest needs and provide information to families about their child's sleep and rest patterns.
- Consult families to gather information about individual children's needs and preferences.
- Model and promote safe sleep practices and make information available to families.
- Ensure the needs for sleep and rest of the children being educated and cared for by the service are met, considering the ages, developmental stages and individual needs of the children.
- Maintain supervision of sleeping and resting children including regular physical bed-side checks including visual inspection of the child's:
 - Sleeping position
 - Skin and lip colour
 - Breathing
 - Body temperature
 - Head position
 - Airway
 - Head and face, ensuring they remain uncovered.
 - Ensure sleeping spaces have adequate light to allow supervision.

	<ul style="list-style-type: none"> ○ Ensure children’s clothing is appropriate during sleep times and does not have any items that are loose and could get tangled and restrict breathing (including but not limited to bibs and jewellery). ○ Report issues with day-to-day sleep practice, environment and equipment to the nominated supervisor or provider.
Families	<ul style="list-style-type: none"> ● Regularly update the service on their child’s sleeping routines and patterns. ● Provide informal updates on the previous night’s sleep to assist with sleeping during the day. ● Provide specified bedding if required by the service. ● Dress child appropriately for the weather conditions and provide additional clothing. ● Review the service’s policies and procedures relating to sleep and rest.

5. References

Legislative Requirements

Section 165	Offence to inadequately supervise children
Section 167	Offence related to protection of children from harm and hazards
Regulation 82	Tobacco, drug and alcohol-free environment
Regulation 84A	Sleep and rest
Regulation 84B	Sleep and rest policies and procedures
Regulation 84C	Risk assessment for purposes of sleep and rest policies and procedures
Regulation 84D	Prohibition of bassinets
Regulation 87	Incident, injury, trauma and illness record

Regulation 103	Premises, furniture and equipment to be safe, clean and in good repair
Regulation 105	Furniture, materials and equipment
Regulation 106	Laundry and hygiene facilities
Regulation 107	Space requirements – indoor space
Regulation 110	Ventilation and natural light
Regulation 115	Premises designed to facilitate supervision
Regulation 116	(Family Day Care only) Assessments of family day care residences and approved family day care venues
Regulation 168	Education and care service must have policies and procedures
Regulation 169	Additional policies and procedures – family day care
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

Revision Chronology

Version Number	Date	Reason for Change
1.0	May 2018	Created National Regulations
1.1	May 2018	Endorsed by OOSH executive committee
1.2	July 2022	Review and evaluation
2.0	October 2023	Update in regulations