



# Sleep and Rest for Children Policy



<b>Policy Number</b>	QA 2/20	<b>Title</b>	Sleep and Rest for Children Policy
<b>Revision</b>	2.0	<b>Written By</b>	Director
<b>Reviewed By</b>	EHOOSH Management Committee	<b>Approved By</b>	EHOOSH Management Committee
<b>Supersedes</b>	Version 1.2	<b>Effective Date</b>	October 2023

## 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, other staff, families and the community with the information they need to support children's needs for sleep and rest are met while attending the service.

There is now much 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.

## 3. Procedures

### Risk Assessment

A sleep and rest risk assessment will be conducted at least once every 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.

- Necessary updates to the sleep and rest policies and procedures will be made as soon as practicable after conducting the sleep and rest risk assessment.
- The service will keep a record of each sleep and rest risk assessment conducted.

A risk assessment must consider the matters set out below:

- The number, ages and development stages of children.
- The sleep and rest needs of children at the service (including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest).
- The suitability of staffing arrangements required to adequately supervise and monitor children during sleep and rest periods.
- The level of knowledge and training of the staff supervising children during sleep and

rest periods.

- The location of the sleep and rest areas.
- The safety and suitability of any, beds and bedding equipment and having regard to the ages and developmental stages of the children who will use them.
- Any potential hazards in sleep and rest areas or on a child during sleep and rest periods.

### 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 taken to protect them from harm and hazard in 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.

- All children will rest with their face uncovered.
- 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 maintain active supervision, and will not perform programming or administrative duties that would take their attention away from sleeping and resting children.

### 3.2. Rest

If a child requests to 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.

Educators will show awareness of children's comfort and avoiding overcrowding when children are in need of 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 and 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.

### **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 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.
- 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.
- 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.

### Nominated Supervisor

- Undertake a risk assessment to ensure adequate supervision and monitoring of children during periods of sleep and rest is conducted and documented, including the method and frequency of checking children's safety, health and wellbeing.
- Ensure that children's safety, health and well-being are upheld at all times.
- 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 educators understand and follow the service's policies and procedures.
- Ensure 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.
- 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.
- 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.
- 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 jewellery).
- Report issues with day-to-day sleep practice, environment and equipment to the nominated supervisor.

## Families

- 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 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

## Relevant Service Policies

Refer to related policies and procedures, for example:

- *The Administration of First Aid Policy*
- *Enrolment and Orientation Policy*
- *Interactions with Children Policy*
- *Providing a Child Safe Environment Policy*
- *Staffing Policy*
- *Emergency and Evacuation Policy*



## 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 includes risk assessment