

SLEEP AND REST POLICY & PROCEDURE

Regulations: 168, 170, 84(B), 84C(3), 84C(4)

SLEEP AND REST POLICY

Policy Statement

This policy ensures the provision of safe, supportive, and age-appropriate sleep and rest practices at the Early Learning & Community Centre. It aligns with our service philosophy, which emphasises promoting the holistic development and wellbeing of each child. This policy reflects compliance with the Education and Care Services National Regulations, specifically regulations 168, 170, 84B, 84C(3), and 84C(4). Additionally, it incorporates guidance from the National Quality Framework (NQF), ACECQA, Australian Government - Staying Healthy Guidelines, SA Health - Staying Healthy, South Australian Education Policy, and other relevant authorities.

Background

Quality sleep and rest are crucial for a child's physical and mental growth. Our Centre recognises the significance of creating a secure and conducive environment for children during sleep and rest periods. This policy is designed to establish consistent and best practices for sleep and rest, taking into account individual needs, cultural preferences, health care requirements, and safety measures.

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 need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
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.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.1.3	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 6: COLLABORATION PARTNERSHIPS WITH FAMILIES AND COMMUNITIES		
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

Legislative Requirements:

Regulation 82 – Tobacco, drug and alcohol-free environment

- *The approved provider ensures children are cared for in a tobacco, illicit drugs and alcohol-free environment.*

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Regulation 84A – Sleep and rest

- The approved provider and nominated supervisors take responsible steps to ensure that all children needs for sleep and rest are catered for at the service, regardless of age, meeting the individual needs and developmental stages.

Regulation 84B – Sleep and rest policies and procedures

- The sleep and rest policies and procedures must address:
 - How children will be protected from risks identified in a risk assessment conducted under regulation 84C;
 - How the sleep and rest needs of children are being met and considered;
 - How health care needs of individual children are met;
 - How requests from families about a child's sleep and rest and cultural preferences are considered;
 - How the Centre supervises and monitors during sleep and rest periods, including:
 - a) Method and frequency of checking safety, health and wellbeing of children during sleep and rest times;
 - b) The documentation of sleep and rest periods.
 - Consideration of the current health guidelines on best practices are adopted to ensure the safety for children during sleep and rest;
 - Induction, training and knowledge for all staff to ensure they understand and action best practice for sleep and rest for children in the Centre;
 - Location and arrangement of sleep and rest areas is identified and meets the needs of the children;
 - Safety and suitability of bedding and bedding equipment in regards to ages and development stages of the children;
 - Management of potential hazards in regards to sleep and rest areas and when a child is sleeping and resting;;
 - Management of physical safety and suitability of sleep and rest environments, including, temperature, lighting and ventilation;
 - Sleep and rest policies are communicated with parents and families.

Regulation 84C – Risk assessments for purposed of sleep and rest policies and procedures

- A sleep and rest risk assessment is conducted in accordance with the regulation, at least every 12 months and as soon as becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest.
- A risk assessment must have the following:
 - The number, ages and developmental stages of children being educated and cared for by the Centre;
 - The sleep and rest needs of the children cared for, including health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest by the Centre;
 - The suitability of staffing arrangements to supervise and monitor during sleep and rest periods;
 - The level of knowledge and training of staff to supervise during these periods;
 - The location of the beds and storage of bedding

Regulation 87 – Incident, injury, trauma and illness record

- The Centre must keep a record in accordance with this regulation.
- The Incident, Injury, Trauma and Illness Record must include:
 - Name and age of the child, the circumstance leading to the incident, injury or trauma, the time and date of the incident, when the injury was received, or the child was subjected to the trauma.
- Details of the illness while at the Centre, including:
 - The name and age of the child, relevant circumstance surrounding the child becoming ill and any apparent symptoms, the time and date of illness.
- In both these above incidences you must also include:
 - The action taken must be documented, including any medication administered or first aid provided and/or any medical personnel contacted;
 - Details of any person who witnessed the incident, injury or trauma;
 - The name of any person who the Centre tried to notify or attempt to notify of the incident, injury, trauma or illness which the chid suffered at the Centre, with the time and date;
 - The name and signature of the person making the entry in the record and the time and date the entry was made.
- All the above information must be included in the Incident, Injury, Trauma or Illness Record as soon as possible but no later than 24 hours after the incident, injury or trauma or the onset of the illness.

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Regulation 103 - Premises, furniture and equipment to be safe, clean and in good repair

- All equipment and furniture used in the Centre is safe, clean and in good repair.

Regulation 105 – Furniture, material and equipment

- The Centre has access to sufficient furniture, materials and developmentally appropriate equipment.

Regulation 106 – Laundry and hygiene facilities

- The Centre ensures the laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children.
- The Centre has adequate hygiene and laundry facilities for dealing with soiled clothing, nappies and linen, including hygienic facilities for the storage prior to the disposal or laundering.
- The Centre has access to adequate laundry facilities.

Regulation 107 – Space requirements – indoor space

- The Centre ensures each child has at least 3.25 square metres of unencumbered indoor space.
- In calculating areas to be excluded, are any passageway or thoroughfare, toilet and hygiene facilities, any nappy changing or kitchen areas, any area permanently set aside for storage, any area for administration or staff, and/or any other space set not suitable for children.
- The verandah that is included in the outdoor space may not be included in the indoor space.

Regulation 110 – Ventilation and natural light

- The indoor space in the Centre must be well ventilated, have adequate natural light and maintained at a temperature that ensures the safety and wellbeing of children.

Regulation 115 – Premises designed to facilitate supervision

- The Centre must ensure all areas, including nappy changing areas and toilets are designed and maintained in a way that facilitates supervision of children at all times while at the service and maintains the rights and dignity of the child.

Regulation 168 – Education and care services must have policies and procedures

- Our Centre has policies and procedures as set out in sub regulation 2 in Regulation 168.

Regulation 170 – Policies and procedures to be followed

- Nominated supervisors, staff members and volunteers have an understanding of all policies and procedures and ensure they are followed at the service.

Regulation 171 – Policies and procedures to be kept available

- Digital copies of our policies and procedures are available via a QR code in our foyer, in our digital PowerQIP and in our handbook. A hard copy of our policies and procedures can be found in the ELCC Office.

Regulation 172 – Notification of change of policies and procedures

- All families are notified and sent updated policies and procedures.
- If a change to policy is planned, significantly affecting families, they will be given 14 days' notice.

Principles to inform the policy:

- Our approach to supporting and promoting children's health and physical activity, including safe sleep and nutrition, is informed by current recognised guidelines and up-to-date information.
- Our service's safe sleep and rest procedures and practice follow Red Nose Australia guidelines, the recognised national authority in this area.
- Effective sleep and rest strategies are important factors in ensuring each child feels secure and is safe at our service.
- Educators, staff and management have a shared duty of care to ensure all children are provided with a high level of safety when sleeping and resting, including adequate lighting to enable effective supervision by staff and ventilation for children, and every reasonable precaution is taken to protect them from harm and hazard.
- Children sleeping and resting will always be adequately supervised so that educators can supervise children's safety and wellbeing. Educators will be able to visually check the child's sleeping position, breathing and the colour of the child's lips and skin, body temperature, head position, airway and the child's head and face, ensuring they remain uncovered.
- Child safety is our priority. Educators can confidently refer to the service's Sleep and Rest for Children Policy and Procedures if families make requests that are contrary to the safety of the child.
- Opportunities will be provided to meet each child's sleep, rest and relaxation needs and ensure children feel secure and safe.

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- Physical spaces are designed to support supervision, with consideration given to how educators may position themselves within the physical space.
- We will consult with families about their child's routine for sleep and rest at home and carry this out at the service where possible and safe to do so, in line with the prevailing safe sleep practices recommended by Red Nose Australia.
- The circumstance and needs of each child should be considered to determine any risk factors that may impact the adequate supervision of sleeping and resting children. For example, children with colds, chronic lung disorders or specific health care needs might require a higher level of supervision while sleeping.
- Include information about the bedding equipment and how it will meet the relevant Australian Standards that govern the use and maintenance of equipment. Providers and services should not use any equipment or products in a way that was not originally intended by the manufacturer, have been recalled, or do not meet relevant safety standards (including AS/NZS 2172, AS/NZS 2195 and AS/NZS 8811 1:2013).
- Mattresses should meet the Australian voluntary standard for mattress firmness.
- The care environment, including sleep and rest areas, should be well ventilated, either with fresh air from open windows if safe to do so, or using mechanical ventilation if needed.
- All children have rights and where appropriate, should have choice about sleeping and resting within the day.

Key Terms

- **ACECQA (Australian Children's Education and Care Quality Authority):** The independent national authority that administers the National Quality Framework.
- **Rest:** A period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep.
- **Relaxation:** Relaxation or other activity for bringing about a feeling of calm in your body and mind.

Links to other policies:

- The administration of first aid
- Enrolment and orientation
- Interactions with children
- Providing a child safe environment
- Staffing
- Emergency and evacuation

Induction and Ongoing Training:

- Induction training and ongoing training will be provided to managers, coordinators, educators, and staff to assist them in fulfilling their roles effectively in implementing this policy.

Policy Created/Reviewed:

- This policy was created in January 2024. It will be reviewed every two years or as necessary, to ensure compliance with regulations and alignment with best practices.

Monitoring, Evaluation, and Review:

- This policy will be regularly monitored for compliance by designated staff members and reviewed as necessary to ensure it aligns with current regulations and guidelines.

References:

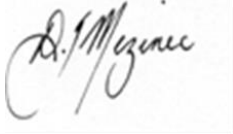
- Education and Care Services National Regulations
- ACECQA Guidelines on Sleep and Rest Risk Assessment
- Australian Government - Staying Healthy Guidelines
- SA Health - Staying Healthy Guidelines
- South Australian Education Policy and regulations
- Red Nose Australia
- KidSafe Australia
- Product Safety Australia
- Catholic Education South Australia policy and regulations

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- The Australian Children's Education and Care Service Authority (ACECQA)

Reviewed by David Meziniec
Tenison Woods College Principal



Signed:
Dated: 22.12.24

Reviewed by Fran Scanlon
Early Learning & Community Centre Director



Signed:
Dated: 18.12.24

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SLEEP AND REST PROCEDURE

Procedures Statement:

The Sleep and Rest Procedure at Tenison Woods College Early Learning and Community Centre ensures a safe, comfortable, and well-supervised environment for children's sleep and rest, in compliance with the Education and Care Services National Regulations. The procedure includes providing a safe sleep environment, recognizing individual sleep needs, maintaining active supervision, using safe sleep equipment, and adhering to recommended sleep practices. It also respects older children's rest needs, maintains communication with families, upholds stringent health and hygiene standards, and ensures staff receive ongoing training. This comprehensive approach supports the well-being and developmental needs of each child.

Procedures:

Risk Assessment and Safety Measures:

- Conduct a comprehensive risk assessment under regulation 84C to identify and mitigate potential risks during sleep and rest periods.
- Implement appropriate safety measures, including child-to-staff ratios, secure sleep areas, and emergency response protocols.

Sleep Supervisors

- Advanced Red Nose Sleep Course completed by 2 members of staff, becoming the 'Sleep Supervisors' for the Centre.
- These 2 members of staff review our sleep practices and ensure we are implementing the correct procedure, including leading an annual staff meeting or when deemed required.
- They will work with rooms to implement 'Sleep and Rest Physical checks' (Appendix 1) and ensure each day one person is in charge of recording the checks for all children.
- They will termly review the physical environment in each room and feedback to the Director their recommendations for improvement and areas of growth.

Individualised Sleep and Rest Plans:

- Working with the sleep supervisors, each room will have an overall list of children's sleep needs, easily accessible for all staff or TRT staff. (Appendix 2)
- Consider each child's age, developmental stage, and specific sleep and rest needs when creating individualised plans.
- Accommodate any health care requirements and cultural preferences in the sleep and rest plans.
- Individualised plans are created from enrolment information from families and updated through ongoing conversations with families.
- Daily the person in charge of the sleepers will record every 15 minutes the child's sleep position, breathing, skin and lips, head position and body temperature (Appendix 1)

Supervision and Monitoring:

- Each day one educator will be put into the role of sleep supervisor for their room
- This person will ensure all the checks on the sleepers are completed every 15 minutes and recorded on the rest and sleep physical check log.
- Ensure constant supervision and monitoring during sleep and rest periods.
- Termly checks of physical environment, furniture and resources will be completed by the Centre's sleep supervisors. They will feedback to the Director with their recommendations and improvements (Appendix 3).
- The Centre sleep supervisors will ensure supervision plans, daily ratio checks and sleep check charts are in place and just regularly.

Compliance with Health Guidelines:

- Follow the current health guidelines to ensure children's safety during sleep and rest.
- Stay updated on any revisions to health guidelines and adjust practices accordingly.
- Create checklists to ensure health and safety measures are being met.

Staff Induction and Training:

- Provide staff with comprehensive induction and training on best practices for children's sleep and rest.
- Regularly update staff knowledge in line with changing regulations and standards.
- In storage area, ensure bed and linen cleaning procedures are displayed in the storeroom where the beds are kept.

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Sleep and Rest Environment:

- Arrange sleep and rest areas in a way that meets individual children's needs and preferences.
- Ensure beds, bedding, and equipment are suitable and safe for each child's age and developmental stage.

Hazard Management:

- Regularly inspect sleep and rest areas for potential hazards and address them promptly.
- Educate staff on identifying and managing hazards during sleep and rest periods.

Safe Sleep Environment:

- Maintain appropriate temperature, lighting, and ventilation in sleep areas to create a comfortable and safe sleep environment.

Effective Communication with Parents:

- Clearly communicate the sleep and rest policies and procedures to parents.
- Address any specific sleep and rest preferences or cultural considerations shared by families.
- Sleep and rest times are shared with families via the Seesaw app.

Roles and responsibilities:

The approved provider will assume the following responsibilities:

- 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 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;
- 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 from a 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 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; or
 - Significantly impact the family's ability to utilise the service.

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The nominated supervisor and Director will assume the following responsibilities:

- 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 educators understand and follow the service's policies and procedures;
- Ensure procedures are tailored to the specific service;
- Ensure educators understand their legal roles in the implementation of the 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.

The educators will assume the following responsibilities:

- Ensure procedures are relevant to their particular service type and venue. If not, discuss this with the Director;
- 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 bibs and jewellery);
- Report issues with day-to-day sleep practice, environment and equipment to the Director.

The families will assume the following responsibilities:

- 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.

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APPENDIX 1 – SLEEP AND REST PHYSICAL CHECKS

SLEEP AND REST PHYSICAL CHECKS

<p>Ensure airways are always clear and commence emergency procedures if:</p> <ol style="list-style-type: none"> 1. A child has difficulty breathing 2. Blue skin colour 	<p>Sleep position: B=Back, L=Left side, R=Right side, S=Stomach</p> <p>Breathing: R=regular, F=Fast, S=Shallow</p> <p>Skin and lips: N=Normal, P=Pale, B=Blue</p> <p>Head position: FU=face up, FR=face right, FL=face left</p> <p>Body temperature (felt by hand): W=Warm, C=Cool, H=Hot</p>
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Checks to be completed every 15-minute intervals

Name of Child: _____

Day	Date	Time	Sleep position	Breathing	Skin and Lips	Head position	Body temperature	Educator (initials)

APPENDIX 2 – SLEEP AND REST OVERALL ROOM DATA

_____ Room

CHILD	DAY IN THE ROOM					SLEEP DURATION	SLEEP NAPPY	NOTES
	M	T	W	Th	F			
Charlie Brown	x	x		x		45mins – 1hr	no	Family doesn't want to sleep over an hour.

APPENDIX 3 – TERMLY PHYSICAL ENVIRONMENT CHECKS FOR SLEEPING & REST

Completed by Sleep Supervisors

2024 Physical Environment Check				
Room -	TERM ONE	TERM TWO	TERM THREE	TERM FOUR
MATRESS				
SHEETS				
SPACE				
VENTILATION				
NATUAL LIGHT				
TEMPERATURE				
SUPERVISION				
RATIO				
OTHER				