



BOURKE AND DISTRICT CHILDREN'S SERVICE'S

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY

POLICY NAME: SLEEP AND REST

POLICY STATEMENT

All children have individual sleep and rest requirements. Our objective is to meet each child's need for sleep, rest, and relaxation by providing a comfortable, relaxing, and safe space to enable their bodies to rest. This environment will also be well supervised to ensure the safety, health and wellbeing of children attending our service.

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 means our educators, management, coordinators, other staff, families, and the community can be confident that children's needs for sleep and rest are met while attending the service.

Our Sleep and Rest Policy will assist management, educators, and other staff to 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 the national authority on safe sleeping practice for infants and children- Red Nose (formerly SIDS and Kids). Our policy sets out quality practice and is informed by recognised and evidence-based principles. Safe Sleep practices are informed by Red Nose and guidance from ACEQCA.

OVERALL STRATEGIES / HOW WILL IT BE DONE?

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.

SAFE EQUIPMENT

- As per Regulation 84D, Our Service will ensure no bassinets are used or stored within the service. All staff and educators will be made aware of this regulation and policy.
- Equipment will not be used in a way that it was not originally intended.
- Equipment will not be used if it has been recalled. All bedding Equipment must meet the relevant safety standards (including AS/NZS 2172, AS/NZS 2195 and AS/NZS 8811 1:2013).
- Rockers and bouncers will not be used for sleep and rest times. Red Nose recommends only using rockers and bouncers, for supervised play time. Children are on an incline position whilst on this equipment, so children are to be actively supervised at all times. Hammocks and prams/strollers are not considered safe equipment to sleep in and cannot be considered a substitute for a cot.

SAFE COT MATTRESS

- Mattresses should always be in good condition, they should be clean, firm, and flat. Cot mattresses should fit the cot with no more than a 20mm gap between the mattress sides and ends.
- A firm sleep surface that is compliant with the AS/NZS Voluntary Standard (AS/NZS 8811.1:2013 Methods of testing infant products - sleep surfaces - test for firmness should be used.
- Mattresses should never be elevated or tilted.

SAFE BEDDING

- Light bedding that meets Australian Standards will be used
- Remove pillows, doonas, loose bedding, or fabric from cots.

SUPERVISION DURING SLEEP AND REST

The space used for sleep and rest will have adequate light and ventilation so that educators can supervise each child. Children, sleeping and resting, will always be within sight and hearing distance so that educators can monitor children's safety and wellbeing and respond immediately when a child is distressed or in a hazardous situation

- Our service will not use CCTV, audio monitors or heart monitors to replace physical checks. CCTV will only be used to support ongoing supervision.



BOURKE AND DISTRICT CHILDREN'S SERVICE'S

SLEEP AND REST SPECIFIC RISK ASSESSMENT

The Nominated supervisor will conduct a comprehensive risk assessment in order to identify any potential risk/s or hazards and ensure the safety of all children during sleep and rest, Educators will review the risk assessment.

The risk assessment will be reviewed at least annually, or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised during sleep or rest.

Our risk assessment will consider and include the following information:

- the number, age, medical needs, developmental stages, and individual needs of children
- the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods.
- Supervision and monitoring is conducted during sleep and rest is conducted and documented, including the method and frequency of checking children's safety, health, and wellbeing.
- the safety and suitability of any cots, beds and bedding equipment, having regard to the ages and developmental stages of the children.
- any potential hazards in sleep and rest areas on a child during sleep and rest periods (such as jewellery, clothing)
- the physical safety and suitability of sleep and rest environments (including temperature, lighting, and ventilation) (ACECQA 2023).

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER AND NOMINATED SUPERVISORS WILL:

- Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children (regulation 84A). The approved provider will ensure there are policies and procedures in place for managing sleep and rest for children (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).
- 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.
- 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.
- 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).
- If families have any requests for sleep and rest times that vary from those recommended by ACECQA and Red Nose, a risk assessment will be required, with a supporting letter from a Medical Practitioner.
- 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.
- Ensure copies of the policy and procedures are readily accessible to Nominated Supervisors, educators, families, and volunteers and available for inspection.
- Nominated Supervisors and educators are not expected to endorse practices requested by a family if they differ from Red Nose safe (formerly SIDS and Kids) sleeping recommendations.
- If any requirements differ from Red Nose sleeping recommendations, a risk assessment will be completed for the child and written authorisation from a medical practitioner will be required and shared with educators.
 - Ensure that children's safety, health, and well-being are upheld at all times.
 - Maintain up to date knowledge and training regarding safe sleeping practice and communicate this information to educators and families.



BOURKE AND DISTRICT CHILDREN'S SERVICE'S

- Support all educators to have the knowledge, training, and practical skills to implement safe sleep and rest practices, develop secure attachments with children and provide sensitive and responsive care.
- Ensure there is a procedure for educators to record the time and observation of physical checks of children sleeping and resting.

EDUCATORS WILL:

- Consult with families about children's sleep and rest needs. Educators will be sensitive to each child's needs so that sleep and rest times are a positive experience.
- Ensure that beds/mattresses are clean and in good repair. Beds and mattresses will be wiped over with warm disinfectant between each use. Beds will be stored safely.
- Ensure that bed linen is clean and in good repair. Bed linen is for use by an individual child and will be washed before use by another child.
- Identify and remove potential hazards from sleep environments. As per risk assessment matrix.
- Ensure the sleeping environment has been considered, identified hazards in the sleeping environment are removed or mitigated (such as access of a child to other parts of the environment as they wake; including items that could pose a risk such as blinds, cords or other objects, and access of other people to the sleeping environment and sleeping children).
- Arrange children's beds and cots to allow easy access for children and staff.
- Create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, dimming lights and ensuring children are comfortably and appropriately clothed.
- The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories.
- Remember that children do not need to be "patted" to sleep. By providing a quiet, tranquil environment, children will choose to sleep if their body needs it.
- Promote children's agency and decision making by providing routines and environments, both indoors and outdoors, that facilitate sleep and rest opportunities.

BABIES AND TODDLERS (0-2)

- Additional supervision is required if a child is wearing a baby sleeping bag whilst sleeping outside a cot. The sleeping suit should be removed as soon as the child wakes to avoid risk of falling and injury.
- If a medical condition exists that prevents a baby from being placed on their back, the alternative practice should be confirmed in writing with the Service, by the child's medical practitioner and a risk assessment will be conducted for that child.
- Babies over four months of age can generally turn over in a cot but may not always be able to roll back again. When a baby is placed to sleep, Educators should check that any bedding is tucked in securely and is not loose. Babies of this age may be placed in a safe baby sleeping bag, meeting Red Nose guidelines (i.e., with fitted neck and arm holes, but no hood). At no time should a baby's face or head be covered (i.e., with linen). To prevent a baby from wriggling down under bed linen, they should be positioned with their feet at the bottom of the cot.
- If being used, a dummy should be offered for all sleep periods. Dummy use should be phased out by the end of the first year of a baby's life (in consultation with parents). If a dummy falls out of a baby's mouth during sleep, it should not be re-inserted.

CHILDREN IN COTS

Educators will:

- Turn off wall-mounted heaters before children use the room for sleeping. Cot rooms will be air conditioned and maintained at an appropriate temperature.
- Ensure that cot mattresses are clean, firm and the correct size for the cot frame.
- Make up cots to comply with Red Nose safe sleeping messages. Babies will be placed on their backs to sleep, but they will be able to find their own sleeping position. No loose bedding is to be available to the child. Bed linens will be firmly tucked under the mattress to reduce the risk of a child covering their face. Put the baby's feet at the bottom of the cot so the baby cannot slip down under the covers. Tuck the baby in securely so bed linen is not loose. No doonas, duvets, pillows, or cot bumpers will be placed in cots.
- Securely lock cots sides into place to ensure children's safety.



BOURKE AND DISTRICT CHILDREN'S SERVICE'S

- Physically check sleeping children at least once every 10 minutes. The circumstance and needs of each child should be assessed to determine any risk factors that may mean physical checks are required more frequently than this. Educators will inspect the child's:
 - sleeping position
 - skin and lip colour
 - breathing
 - body temperature
 - head position
 - airway
 - head and face, ensuring they remain uncovered.
 - The educator will then officially record this at the time of the check, not retrospectively.
- Give bottle-fed children their bottles before going to bed. Children will not be put in cots or in beds with bottles.

TODDLERS AND PRESCHOOLERS

Educators will:

- be respectful for children's individual sleep and rest requirements.
- discuss children's sleep and rest needs with families and include children in decision making (children's agency)
- provide a tranquil and calm environment for children to rest by turning off lights, playing relaxing music, reading stories, cultural reflection.
- ensure children are comfortably clothed.
- encourage children to rest their bodies and minds.
- introduce relaxation techniques into rest routine.
- ensure children sleep with their face uncovered.
- closely monitor sleeping and resting children
- provide quiet activities for children- puzzles, books, drawing if they do not fall asleep.
- provide information to parents/families about the child's rest time at the service.

PARENTS/FAMILIES WILL:

- be informed and given a copy during orientation of our Sleep and Rest Policy and procedure.
- be provided with regular information and communication about safe sleep practices from Red Nose and any changes to our policies or procedures.
- be informed that if any requirements for sleep for their child differs from Red Nose sleeping recommendations, written authorisation from a medical practitioner will be required.
- be requested to provide educators with regular updates on their child's sleeping routines and patterns, especially for infants.
- Any bedding provided by families must comply with Red Nose recommendations and ACECQA guidelines.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Sleep and Rest Policy will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance, and culture
Standard 3	Families and communities are informed and involved
Standard 4	Equity is upheld and diverse needs are taken into account
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training
Standard 8	Physical and online environments minimise the opportunity for abuse to occur
Standard 10	Policies and procedures document how the organisation is child safe.



BOURKE AND DISTRICT CHILDREN'S SERVICE'S

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 AND NATIONAL LAW

Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazard
82	Tobacco, drug, and alcohol-free environment
84A	Sleep and Rest
84B	Sleep and rest policies and procedures
84C	Risk assessment for purposes of sleep and rest policies and procedures
84D	Prohibition of bassinets
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
106	Laundry and hygiene facilities
107	Space requirements-indoor space
110	Ventilation and natural light
115	Premises designed to facilitate supervision
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be available
172	Notification of change to policies or procedures
176	Time to notify certain information to Regulatory Authority

STATUTORY LEGISLATION & CONSIDERATIONS

- [Work Health and Safety Act 2011](#)
- [Australian smoke free legislation \(state/territory specific\)](#)
- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations](#)

SOURCES

- ACECQA. (n.d.). Safe sleep and rest practices: <https://www.cecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices>
- ACECQA. (2023). [Sleep and Rest for Children. Policy Guidelines.](#)
- Australian Children's Education & Care Quality Authority. (2014).
- Australian Competition and Consumer Commission (ACCC). (2013). Find out more: [Keeping baby safe](#)
- [Early Childhood Australia Code of Ethics. \(2016\).](#)
- Education and Care Services National Law Act 2010. (Amended 2023).
- Education and Care Services National Regulations. (Amended 2023)
- Guide to the National Quality Framework. (2017). (Amended 2023).
- NSW Department of Education. (2022). [Sleep and rest for children-Policy guidelines for early childhood education and care services. \(updated\)](#)
- Red Nose: <https://rednose.org.au/section/safe-practices>
- Red Nose: Cot to bed safety https://rednose.org.au/downloads/RN3356_Cot_Bed_DL_Oct2018_Online.pdf
- Revised National Quality Standard. (Amended 2023).
- Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.



BOURKE AND DISTRICT CHILDREN'S SERVICE'S

RELATED POLICIES

- Administration of First Aid Policy
- Child Safe Environment Policy
- Enrolment Policy
- Death of a Child at the Service Policy
- Dental Health Policy
- Emergency and Evacuation Policy
- Family Communication Policy
- Furniture and Equipment Safety Policy
- Health and Safety Policy
- Interactions with Children, Family and Staff Policy
- Physical Environment Policy
- Respect for Children Policy
- Staffing Arrangements Policy
- Tobacco, Drug and Alcohol-Free Policy
- Work Health and Safety

RELATED DOCUMENTS

Sleep and Rest Procedure
Safe Sleep Audit

Safe Sleep Record
Safe Sleep Practices Risk Assessment Action Plan

POLICY AUTHORISED BY	Prue Ritchie	POLICY REVIEWED	17/10/2023
NEXT REVIEW DATE	17/10/2024		