



Seventh-day Adventist Schools (Victoria) Ltd

Sleep and Rest Policy

Document Control

Policy Code: ELC.ASV.QA2.12

Revision Number	Implementation Date	Review Date	Prepared By	Approved By
1	March 2023	February 2024	Katherine Darroch	

Rationale

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 ensuring all children feel secure and safe at our Service.

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

Children (Education and Care Services) National Law NSW	
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
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
168	Education and care service must have policies and procedures
176	Time to notify certain information to Regulatory Authority

Related Policies

Administration of First Aid Policy
Child Safe Environment Policy
Enrolment Policy
Emergency and Evacuation Policy

Interactions with Children, Family and Staff Policy
Staffing Arrangements Policy

Purpose

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 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 whilst attending the service. The risk of Sudden Infant Death Syndrome (SIDS) will be minimised by following practices and guidelines set out by health authorities.

If a family's beliefs and requests are against current recommended evidence-based guidelines, our Service will need to determine if there are exceptional circumstances that allow for alternate practices.

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 implement and adhere to this policy and associated procedures to ensure we respect and cater for each child's specific needs and ensure all risks are appropriately addressed at all times.

Scope

This policy applies to children, families, educators, staff, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

Implementation

'Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns, which nominated supervisors and educators need to consider within the service. As per Standard 2.1 (element 2.1.2) of the National Quality Standard, each child's comfort must be provided for and there must be appropriate opportunities to meet each child's sleep, rest and relaxation needs.' (ACECQA)

Our 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 children'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.

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

The Nominated Supervisor will ensure:

- Every reasonable precaution has been taken to protect children from harm and from hazards likely to cause injury. Hazards posing a risk of suffocation, choking, crushing or strangulation risk to children must be removed from the sleep and rest environment. (Sec. 167)
- Reasonable steps are taken 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, developmental stages and individual needs of each child.
- All Educators and new employees are provided with a copy of this policy as part of their induction program.
- Up to date knowledge regarding safe sleeping practices is maintained and information communicated to educators and families.
- To provide appropriate opportunities to meet each child's need for sleep, rest and relaxation including providing children with comfortable spaces away from the main activity area for relaxation and quiet activities
- That sleeping infants are closely monitored and that all sleeping children are within hearing range and observed. This involves physically checking/inspecting sleeping children at regular intervals (10 mins) and ensuring that they are always within sight and hearing distance of sleeping and resting children so they can easily monitor a child's breathing and the colour of their skin. It is recommended that Educators will not perform administrative duties that would take their attention away from sleeping/resting children. (Note CCTV, audio monitors or heart monitors **do not** replace the need for physically checking/inspecting sleeping children).
- To provide children with safe sleeping equipment and environment, including adequate ventilation and adequate lighting to enable effective supervision
- To negotiate sleep and rest routines and practices with families to reach agreement on how these occur for each child at the Service
- They receive information and training to fulfil their role effectively, including being made aware of the sleep and rest policies, their responsibilities in implementing these, and any changes that are made over time.
- The child's safety is always the first priority.
- Children who are sleeping or resting have their face uncovered at all times.
- Sleep and rest environments are safe and free from all hazards including cigarette and tobacco smoke.
- Educators, staff and volunteers follow the policy and procedures
- All equipment and furniture used are safe, clean and in good repair (Reg. 103, 105)
- There are adequate numbers of mattresses available to children that meet Australian Standards to be used only for sleep and rest purposes
- A safe indoor environment is provided for children that is well ventilated, has adequate natural light and can be maintained at a temperature that ensures children's safety and wellbeing (Reg.110)
- Risk assessments are conducted at least annually to ensure all potential hazards are controlled in sleep areas in line with Red Nose and ACECQA guidelines.
- Safe sleep practices are documented and shared with families. 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, written authorisation from a medical practitioner will be required and shared with Educators

Educators will:

- Have a thorough understanding of the Service's policy and practices and embed practices to support safe sleep into everyday practice.
- Consult with families about children's sleep and rest needs.
- Be sensitive to each child's needs so that sleep and rest times are a positive experience.
- Ensure there are appropriate opportunities to meet each child's need for sleep, rest and relaxation.
- Ensure that each child's comfort is provided for.
- Ensure that beds/mattresses are clean and in good repair.
- Ensure beds, cots and mattresses are used for the correct purpose of sleep and rest only.
- Ensure beds and mattresses are wiped over with warm water and neutral detergent or vinegar between each use.
- Ensure that bed linen is clean and in good repair.
- Ensure bed linen is used by an individual child and will be washed before use by another child.
- Arrange children's beds and cots to allow easy access for children and staff.
- Ensure children rest/sleep with their mattresses head to toe to minimise the risk of cross infection.
- Create a relaxing environment for sleeping children by playing relaxation music, reading stories, cultural reflection; turning off lights and ensuring children are comfortably clothed.
- Ensure there are no loose aspects of clothing that could entangle the child during sleep/rest (including necklaces and chords from blanket bags)
- Ensure the environment is tranquil and calm for both educators and children.
- Sit near children who are resting and encourage them to relax and listen to music. 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.
- Maintain adequate supervision and maintain educator ratios throughout the sleep period.
- Supervision is active, effective and frequent
- Ensure that they are not engaged in other duties (eg administrative duties) that will take their attention away from actively supervising sleeping and resting children.
- Physically check that the child is breathing by checking the rise and fall of the child's chest and the child's lip and skin colour from the side of the floor mattress /toddler bed.
- Ensure physical checks of a sleeping child occur at least every 10 minutes (Note: CCTV, audio monitors or hear monitors **do not replace** the need for physically checking/inspecting sleeping children).
- Consider higher levels of supervision and conduct more frequent checks on children with colds, chronic lung disorders or specific health care needs.

- If the child's face/body appears blue and the child is not breathing, initiate first aid immediately including calling an ambulance and beginning resuscitation.
- Ensure sleeping spaces are not dark - there needs to be sufficient light to allow supervision and to physically check children's breathing, lip and skin colour.
- Ensure that all sleeping children are within hearing range and observed.
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required.
- Communicate with families about their child's sleeping or rest times and the service policy regarding sleep and rest times.
- Respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. Any sleep requirements that differ from Red Nose recommendations must be supported by a medical certificate. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping. Sleep and rest patterns will be recorded daily for families.
- Encourage children to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing.
- Monitor the room temperature to ensure maximum comfort for the children.
- Ensure children rest/sleep head to toe to minimise the risk of cross infection.
- Monitor the room temperature to ensure maximum comfort for the children.
- Ensure that each child's comfort is provided for.
- Ensure there are appropriate opportunities to meet each child's need for sleep, rest and relaxation.
- Ensure that children who **do not** wish to sleep are provided with alternative quiet activities and experiences, while those children who **do** wish to sleep are allowed to do so, without being disrupted. If a child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there should be a comfortable, safe area available for them to rest (if required). It is important that opportunities for rest and relaxation, as well as sleep, are provided.
- Consider a vast range of strategies to meet children's individual sleep and rest needs - consider inclusion of all children and adjustments that may need to be implemented.
- Respond to children's individual cues for sleep (yawning, rubbing eyes, disengagement from activities, crying etc).
- Acknowledge and support children's agency emotions, feelings and fears.
- Develop positive relationships with children to assist in settling children confidently when sleeping and resting.
- Record sleep and rest patterns to provide information to parent/families
- If a school age child requests a rest then there is a designated area for the child to be inactive and calm, away from the main group of children.
- The designated rest area may be a cushion, bean bag, or comfortable seat in a quiet section of the care environment.

Preschool Age Children

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 for 20-30 minutes
- Introduce relaxation techniques into rest routine- use of relaxation music
- 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
- Record sleep and rest patterns to provide information to parents/families

Parents/Families Will

- Be informed during orientation of our Sleep and Rest Policy and procedure.
- 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.
- Be required to provide specific bedding for their children each day (as detailed in enrolment information).

Continuous Improvement/Reflection

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

Key terms

Term	Meaning
ACECQA- Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.
Adequate supervision	Adequate supervision means: <ul style="list-style-type: none">• that an educator can respond immediately,

	<p>particularly when a child is distressed or in a hazardous situation;</p> <ul style="list-style-type: none"> knowing where children are at all times and monitoring their activities actively and diligently
Infant	A young child between the ages of birth and 12 months
Rest	A period of inactivity, solitude, calmness or tranquility 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.
Red Nose	Red Nose is Australia's leading authority on safe sleep and safe pregnancy advice.

Source

- ACECQA. (n.d.). Safe sleep and rest practices: <https://www.acecqa.gov.au/resources/information-sheets/safe-sleep-and-rest-practices>
- Australian Children's Education & Care Quality Authority. (2014).
- Australian Competition and Consumer Commission (ACCC). (2013). Find out more: Keeping baby safe: https://www.accc.gov.au/system/files/639_Keeping%20Baby%20Safe_text_FA4-WEB%20ONLY.pdf
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2018).
- Education and Care Services National Regulations. (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Framework. (2018). (Amended 2020).
- Red Nose: <https://rednose.com.au/section/safe-practices>
- Red Nose: <https://rednose.com.au/section/safe-sleeping>
- Revised National Quality Standard. (2018).
- Standards Australia – www.standards.org.au
- The NSW Work Health and Safety Act 2011
- The NSW Work Health and Safety Regulation 2011

Review

Policy Reviewed	Modifications	Next Review Date
	<ul style="list-style-type: none"> 	