

# Nunawading Christian College ELC

## Sleep and Rest Policy



### Document Control

Revision Number	Implementation Date	Review Date	Prepared By	Approved By
7	February 2022	March 2023	Katherine Darroch	Leanne Munchan

## Rationale

All children have individual sleep and rest requirements that need to be met. Children need a comfortable and relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure and safe at our Service.

## National Quality Standard (NQS)

<b>Quality Area 2: Children's Health and Safety</b>		
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
<b>Quality Area 3: Physical Environment</b>		
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

<b>Children (Education and Care Services) National Law NSW</b>	
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
110	Ventilation and natural light
115	Premises designed to facilitate supervision
168	Education and care service must have policies and procedures
176	Time to notify certain information to Regulatory Authority

## Related Policies

Interactions with Children Policy

## Purpose

Our Service will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. Our service also adheres to the recommendations by ACECQA for safe sleep and rest practices. 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.

Our Service will only approve an alternative practice if the service is provided with written advice from and the contact details of a registered medical practitioner accompanied by a risk assessment and risk minimisation plan for individual children. 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 to ensure we respect and cater for each child's specific needs.

The United Nations Convention on the Rights of the Child states that “all children have the right to relax and play” (My Time, Our Place: Framework for School Age Care in Australia, p. 4). Our OSHC Service will cater for the needs of individual children who may require a rest after a busy school day.

## 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.

### **Approved Provider/Management will ensure:**

- 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.
- There are adequate numbers of mats and bedding available to children that meet Australian Standards.
- Sleep and rest environments is safe and free from hazards including cigarette and tobacco smoke.
- Areas for sleep and rest are well ventilated and have natural lighting.
- 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.

### **A Nominated Supervisor/ Responsible Person 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.
- Maintain up to date knowledge regarding safe sleeping practice and communicate this information to educators and families.
- Ensure there are 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.
- Ensure that all sleeping children are within hearing range and observed. This involves checking/inspecting sleeping children at regular intervals, and ensuring they are always within sight and hearing distance of sleeping and resting children so that they can assess a child’s breathing and the colour of their skin.
- Provide children with safe sleeping equipment and environment, including adequate ventilation and adequate lighting to enable effective supervision.

- Negotiate sleep and rest routines and practices with families to reach agreement on how these occur for each child at the Service.
- Ensure 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.
- Ensure the child's safety is always the first priority.
- Ensure children who are sleeping or resting have their face uncovered at all times.
- Ensure the sleep and rest environment is free from cigarette or tobacco smoke.

#### 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 that beds/mattresses are clean and in good repair.
- 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.
- 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. 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.
- 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.
- Respond to children's individual cues for sleep (yawning, rubbing eyes, disengagement from activities, crying etc).

- Acknowledge children's emotions, feelings and fears.
- Develop positive relationships with children to assist in settling children confidently when sleeping and resting.
- 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
- 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 a relaxation tape
- 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

### 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](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](http://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
February 2017	<ul style="list-style-type: none"> <li>• Minor adjustments made with the addition of the National Quality Standard requirements for sleeping.</li> </ul>	February 2018
October 2017	<ul style="list-style-type: none"> <li>• Merged Rest Time Policy with Sleeping Requirements Policy. Changes made to comply with changes to National Regulations and revised National Quality Standard and safe sleeping practice.</li> </ul>	October 2018



April 2019	<ul style="list-style-type: none"><li>• Added the service follows ACEQA's recommendations on rest times. Deleted patting strategy to comply with Child Safe Environment Policy</li></ul>	April 2020
April 2019	<ul style="list-style-type: none"><li>• minor changes to add OSHC</li></ul>	April 2020
August 2020	<ul style="list-style-type: none"><li>• Referenced appropriate content to ACECQA</li><li>• Sources checked for currency</li><li>• Red Nose link added</li><li>• Parent information added</li></ul>	February 2021
March 2021	<ul style="list-style-type: none"><li>• Added section specifically for pre-school aged children</li><li>• Checked currency of information from sources</li><li>• Additional related policies added</li></ul>	February 2022
February 2022	<ul style="list-style-type: none"><li>• Checked currency of information and sources</li><li>• New Legislative Requirements added.</li></ul>	February 2023