

# Sleep, Rest, Relaxation and Clothing Policy

Policy first issued	11 <sup>th</sup> August 2016
Current review date	19 <sup>th</sup> July 2023
Personnel responsible	Childcare Operations

NQS 2 Children's Health and Safety

## NQS

QA2	2.1.1	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
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	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	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
	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
	6.1.3	Families are supported - Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing
	7.1.3	Roles and responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

## National Law

Section	165	Offence to inadequately supervise children
	167	Offence relating to protection of children from harm and hazards

## National Regulations

Regs	81	Sleep and Rest
	82	Tobacco, drug and alcohol-free environment
	103	Premises, furniture and equipment to be safe, clean and in good repair
	87	Incident, injury, trauma and illness record
	105	Furniture, materials and equipment
	106	Laundry and hygiene facilities
	110	Ventilation and natural light
	168(2)(a)(v)	Education and Care Services must have policies and procedures relating to sleep and rest for children

## EYLF

LO 3	Children take increasing responsibility for their own health and wellbeing
	<ul style="list-style-type: none"> <li>Children recognise and communicate their bodily needs (for example, thirst, hunger, rest, comfort, physical activity).</li> <li>Educators consider the pace of the day within the context of the community.</li> <li>Educators provide a range of active and restful experiences throughout the day and support children to make appropriate decisions regarding participation.</li> </ul>

## Aim

Our Centre aims to meet each child's needs for sleep, rest and relaxation in a safe and caring manner that takes into consideration the preferences and practices of each child's family.

## **Related Policies**

Dealing with Medical Conditions Policy

Enrolment Policy

Governance Policy

Health, Hygiene and Safe Food Policy

Incident, Injury, Trauma and Illness Policy

Physical Environment Policy

Staffing Arrangements Policy

Tobacco, Drug and Alcohol Policy

## **Implementation**

Most children benefit from periods of rest, which help them grow and prepare them for meaningful learning experiences. Our Centre implements rest periods, which are consistent with the developmental needs of children, including a short period of rest each day for older children.

Educators have a legal obligation to ensure children are safe when sleeping or resting, and our safe sleep and rest procedures follow current Red Nose guidelines, the recognised national authority in this area, as well as relevant guidance from ACECQA and our Regulatory Authority. Educators will accommodate any requests about their child's sleeping practices where these are not inconsistent with the safe sleeping practices discussed in the policy.

Educators must also comply with laws requiring them to offer children sleep and rest based on their age, development and individual sleep and rest needs. Educators will consider families' preferences about the amount of sleep their child has at the Centre, but if a child is displaying signs of tiredness, educators must allow the child to sleep or rest for a reasonable period of time.

Where families are concerned that children's sleep at the service is impacting night sleep patterns, educators will discuss expected sleep patterns with families based on advice from recognised authorities and adjust a child's sleep time at the service if appropriate. The Nominated Supervisor and educators, however, will make the final decision about the child's sleep and rest at the service to ensure they can meet their obligations. For example, if a resting child falls asleep without assistance in instances where families have requested the child not have naps, educators may allow the child to sleep for a period they believe is in the best interests of the child.

### **Representative of the Approved Provider Responsibilities**

The Approved Provider must ensure systems are in place to ensure the health and safety of children, including during periods of sleep and rest. These systems include effective induction processes, training opportunities, spot checks and audits of educator practices and sleep/rest environment, and procedures ensuring compliance with policies and procedures, including supervision and safe sleep practices.

The Approved Provider is also responsible for ensuring there is suitable furniture and equipment, for example, cots which comply with relevant Australian Standards, and the environment is hygienic and comfortable

### **Nominated Supervisor Responsibilities**

The Nominated Supervisor must ensure sleep practices, environment and equipment are safe and reflect best practice guidelines from recognised authorities, and educators understand and follow Service sleep and rest policies and procedures, including the safe sleeping practices in this policy at all times.

### **The Nominated Supervisor will ensure:**

- There is a quiet and restful environment for sleep and rest that enables educators to see, hear and closely monitor children.
- Sleep spaces are light enough to allow supervision and for educators to properly see babies' and toddlers' breathing, lip and skin colour (and that of older children who may be ill, have additional needs etc) when they physically check them
- There are comfortable spaces for children to engage in quiet experiences.
- Rostering enables adequate supervision of sleeping and resting children.
- Educator to child ratios are maintained at all times children are sleeping and resting.
- Information about safe sleeping practices is discussed during enrolment and displayed or available in the parent information area.
- Educators implement the safe sleeping practices in the policy at all times.
- Hanging cords or strings from blinds, curtains, mobiles or electrical devices are away from cots and beds / stretchers.
- Babies are never left to sleep in a bassinet, bouncer, hammock, pram or stroller.
- There is no furniture in the sleep or rest area that a child could pull over or collapse onto themselves.
- Heaters and electrical appliances are not near cots or beds / stretchers.

## Family Responsibilities

If a child has a medical condition, which prevents educators from following these procedures, for example the child cannot sleep on their back, a medical practitioner must authorise an alternative resting practice in writing as part of the child's Medical Management Plan.

Families should also update educators on their child's sleeping routines and patterns when these change, and let educators know when their child has not slept well during the night.

### **The Nominated Supervisor will ensure educators, staff and volunteers:**

- Ensure they understand and follow the safe sleeping practices in this policy at all times
- Can always see and hear sleeping or resting children.
- Accommodate each child's and family's preferences for rest, sleep and clothing to the extent they are consistent with our policies and requirements. This includes preferences related to a child's social and cultural heritage. In line with the principles and objectives of the National Law, if a resting child falls asleep without assistance in instances where families have requested the child not have naps, educators may allow the child to sleep for a period they believe is in the best interests of the child's health and wellbeing.
- Follow the procedures in this policy, which are based on recommendations from Red Nose (formally known as SIDS and Kids).
- Communicate daily with parents about their child's sleep and rest routines at the Centre and at home.
- Regularly monitor all children who are sleeping with specific attention to breathing patterns, and monitor all children under two at least every 10 minutes.
- Monitor the temperature of the rest environment to ensure it is comfortable without becoming too hot or cold.
- Help children learn about their needs for rest and comfort and where appropriate negotiate the need for sleep and rest with children.
- Encourage child to communicate their needs for sleep and rest and make appropriate decisions about these needs.
- Provide children who do not require sleep or rest with quiet, meaningful activities.
- Support children who need rest and relaxation outside our designated 'rest time'.
- Group children in a way that minimises overcrowding.
- Play calm, relaxing music.

- Comfort children when required. Educators must try to avoid rocking children to sleep so that children do not come to expect this at home.
- Respect the privacy needs of each child when dressing and undressing.
- Ensure babies are never left to sleep in bassinet, bouncer, hammock, pram or stroller.
- Ensure hanging cords or strings from blinds, curtains, mobiles or electrical devices are away from cots and mattresses.
- Implement the safe sleeping practices which we follow at all times, with the only exception based on written authorisation from a child's doctor.
- record the time children sleep and rest and provide this information to families.

## Safe Sleeping Practices

- All children must always be seen and heard while sleeping or resting and children are actively supervised ie educators are not distracted by other duties.
- A child's face is never covered when they sleep or rest.
- Regular physical checks of all sleeping and resting children must be made paying particular attention to breathing patterns and skin colour. Checks will be more frequent if there are increased risk factors e.g. medical conditions, illness or sleep issues.
- Temperature or rest environment monitored to ensure it's not too hot or cold.
- Adequate space between sleeping and resting children.
- Incorporate natural or artificial lighting during sleep or rest times.

## Safe Resting Practices for Babies (birth to 3 years)

### Educators, staff and volunteers will:

- Place babies and toddlers on their back to rest (unless a medical practitioner has authorised an alternative resting practice due to a medical condition).
- Children under two are physically checked from the side of the cot at least every 10 minutes and recorded on *Safe Sleeping Checklist*. Physical checks do not include looking through a window or using CCTV, audio or heart monitors.
- Babies re-positioned onto back when they roll onto their front or side if they cannot repeatedly roll from back to front to back (occurs around 5-6 months of age).
- Babies who can roll back and forth may be left to find their own sleeping position.
- Ensure a baby's comforter is never close to their face while sleeping.
- Place babies and toddlers (if using cot) so their feet are close to the bottom end of the cot and they cannot wriggle under the bed linen.
- Ensure quilts and doonas are not used as bed linen, and that pillows, soft toys, lamb's wool and cot bumpers are not used.
- Babies' arms are free from wraps once startle reflex disappears (around 3 months old).
- Use light bedding as the preferred option, and tuck all bedding in to prevent a baby from pulling it over their head. Sleeping bags with a fitted neck and armholes (and no hood) may also be used instead of bed linen.
- Wraps should be made from lightweight material like muslin or cotton. Wraps should not be used if babies can roll from back to front to back again.
- Place children in cots without bottles (for safety and dental hygiene reasons).
- Remove bibs, dummy chains and hooded clothing before putting child down to rest or sleep.
- Play calm, relaxing music.
- Provide dummies if required but they will not be attached to chains. Dummies should not be replaced if they fall out while child is sleeping.
- No electric blankets, hot water bottles or wheat bags to be used.

## How to Sleep Baby Safely – sourced from Red Nose <http://rednose.com.au>

1. Sleep **baby on their back** from birth, not on the tummy or side.
2. Sleep baby with **head and face uncovered**.
3. Keep baby **smoke free** before birth and after.
4. Provide a **safe sleeping environment** night and day.
5. Sleep baby in their **own safe sleeping place** in the **same room as an adult caregiver** for the first six to twelve months.

## Safe Resting Practices for Preschool Children (3-5 years)

### Educators, staff and volunteers will:

- Place preschool children on their back to rest (or ask them to lay on their back to rest).
- Allow preschool children to find their own sleeping position if they move while sleeping or after lying on their back initially.
- Ensure a preschool child's face is never covered with bed linen while they are sleeping.
- Use light bedding as the preferred option.
- Settle children in beds without bottles (for safety and dental hygiene reasons).
- Offer quiet experiences to those preschool children who do not fall asleep.
- Play calm, relaxing music.

## Cots

All cots must meet Australian Standards and be labelled AS/NZ 2172:2010 or AS/NZS 2195:2010 (folding cots).

- Cot mattresses should be in good condition, clean, firm, flat and must fit the cot base with no more than a 20mm gap between the mattress and the sides of the cot.
- The distance between slats must be at least 50mm.
- For cots in the lowest base position the distance between the top of the mattress base and the top edge of the lowest cot side or end must be a minimum of:
  - 600mm when the access is closed.
  - 250mm when the access is open.
- For cots in the upper base position the distance between the top of the mattress base and the top edge of the lowest cot side or end must be a minimum of:
  - 400mm when the access is closed.
  - 250mm when the access is open.

### The Nominated Supervisor will also ensure:

- Mattress firmness complies with AS/NZS 8811.1:2013 Methods of testing sleep surfaces.
- Mattresses are not tilted or elevated.
- Plastic packaging is removed from new mattresses.
- Waterproof mattress protectors are strong, not torn and a tight fit.
- Only mattresses supplied with portable cots are used in those cots, and no additional padding or mattress is added under or over the mattress.

Refer [www.productsafety.gov.au](http://www.productsafety.gov.au) for more information.

## Safety Checks: Beds, Cots, Environment

Every 4 weeks the Centre will conduct a safety check of the resting environments, equipment and / or aids by following the *Cot and Sleep Safety Checklist*.

To promote learning and wellbeing, educators may occasionally encourage children to sleep and rest outdoors in suitable weather conditions e.g. it's not too hot or raining. Educators will ensure:

- Beds are placed in clean and shaded areas i.e. not in wet dirt or mud.
- Bed linen is washed at the end of the day if it is dirtied outside.
- Beds are cleaned before being stored inside after rest time.
- Children are supervised at all times.
- The quality of children's sleep and rest time is not affected by being outdoors.

**Prams and strollers will not be used for children to sleep or rest in.**

## Hygiene Practices

**The Nominated Supervisor will ensure:**

- Cots and mattress protective covers are cleaned with soap and water daily. If a child soils a cot or mattress educators, staff and volunteers will:
  - Wash hands and put on gloves
  - Clean the child
  - Remove gloves
  - Dress the child; wash the child's hands and your hands.
  - Put on gloves.
  - Clean the cot
    - Remove the bulk of the soiling or spill in the cot / bed with absorbent paper towels.
    - Place the soiled linen in a plastic-lined, lidded laundry bin. Throw liner out after linen is washed and place new liner in bin.
    - Remove any visible soiling of the cot or mattress by cleaning thoroughly with detergent and water.
    - Use disinfectant after detergent if surface is or could be contaminated with infectious material.
    - Air dry if possible
  - Remove gloves and wash hands
  - Provide clean linen for the cot.
- Cleaning schedules are displayed in rooms. (Refer to the *Physical Environment Policy* for cleaning schedules).
- Each child has their own bed linen and it is washed every week following their last day at the Centre.

## Amber Teething Necklaces and Bracelets

Based on Australian Government product safety warnings, we do not allow children to wear amber teething necklaces or bracelets at our Centre. This is to minimise the risk they may choke on the beads if the necklaces or bracelets break apart.

## Children's Clothing

Children should wear clothing that is comfortable, suitable for the weather, allows them to explore and play freely, and minimises the risk of injury (young children can, for example be strangled or choked by items of clothing or jewellery). Educators will remove jewellery and teething necklaces if children wear them to the Centre.

**Educators, staff and volunteers will discuss with parents the need for children to be dressed in clothes that:**

- Are suitable for the weather i.e. loose and cool in Summer to prevent overheating and warm enough for cold weather including outdoor play in Winter.
- Protect them from the sun during outdoor play (refer to *Sun Protection Policy*).

- Do not restrict children’s comfort or compromise their safety when playing, sleeping and resting. E.g. children should not wear hats with cords or strings that may get caught on equipment and furniture. Footwear should be stable and supportive e.g. no thongs, clogs, crocs or backless shoes which can cause children to trip.
- Allow easy access for toileting i.e. elasticised trousers, track pants – rather than buttons, zips, belts etc.
- Can get dirty when children play and engage in Centre activities. Children should not come dressed in their best clothes.
- Include appropriate footwear so children can play comfortably and safely. I.e. thongs, clogs, crocs or backless shoes have a trip factor and compromise children’s safety when playing and using equipment.
- Are clearly labelled with the child’s name.

**Educators, staff and volunteers will:**

- Ensure children are protected from the sun during outdoor activities in accordance with the *Sun Protection Policy*.
- Monitor children to ensure they are appropriately dressed for all weather, play experiences, rest and sleep routines.
- Provide clean and appropriate spare clothing to children if needed.
- Encourage children to use aprons for messy play and art experiences to protect their clothing.

## Sources

Education and Care Services National Law and Regulations

Early Years Learning Framework

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

Standards Australia: AS / NZS 2172:2010, Cots for household use – Safety requirements

Standards Australia: AS / NZS 2195:2010, Folding cots – Safety requirements

Red Nose <http://rednose.com.au>

NHMRC: Staying Healthy Preventing Infectious Diseases in Early Childhood Education and Care Services

NQF e-bulletin QLD 09.05.16

Product Safety Australia

ACECQA Safe Sleep and Rest Practices Information Sheet

NSW Department of Education: Sleep and Rest for Children – Policy/Procedure Guidelines for ECEC

## Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Last reviewed: 19.07.2023**

**Date for next review: July 2024**