

# SLEEP, REST & RELAXATION POLICY

**FEBRUARY 2020**

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
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	
81	Sleep and Rest
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

## Purpose

The education and care service will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs, age and developmental stages according to **Regulation 81**. The education and care service will provide beds and cots that comply with Australian Standards. The risk of Sudden Unexpected Death in Infancy (SUDI) will be minimised by following practices and guidelines set out by health authorities including Red Nose.

## Responsibilities for the Approved Provider

- Ensure there are adequate numbers of cots and bedding available to children that meet Australian Standards.
- Ensure that mattresses are in good condition, clean, firm and flat.
- Ensure that all cots meet AS/NZS 2172:2003.
- Ensure that areas for sleep and rest are well ventilated and have natural lighting.
- Ensure that supervision windows will be kept clear to ensure safe supervision of sleeping children.

## Responsibilities for the Nominated Supervisor

- Maintain up to date knowledge regarding safe sleeping practice and communicate this information to educators and families.

- Ensure the temperature of each room is between 20-23 degrees Celsius depending on weather and what the child is wearing.
- Ensure that there is cot checks checklists for each cot room and that regular checks are happening.
- Ensure that there is no blinds, curtains, cords, or electrical appliances close enough to the cots for the babies to reach.
- 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 that sleeping infants are closely monitored and that all sleeping children are within hearing range and observed.
- Ensure the child's safety is always the priority.

## Responsibilities for the Educators

- 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 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.
- Arrange children's beds and cots to allow easy access for children and staff.
- Arrange children's beds and cots to allow for appropriate air flow
- Create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, turning off lights and ensuring children are comfortably 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. However, if a child would like to be patted that is ok as well.
- Encourage children to rest their bodies and minds for 20-30 minutes. If children are awake after this time, they will be provided quiet activities for the duration of rest time.
- Maintain adequate supervision ensuring that ratios are met at all times.
- 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 as well as jewellery included amber necklaces and other dangling items around the neck. The room temperature will be considered to ensure maximum comfort for the children.
- Ensure children rest/sleep with their beds/mattresses head to toe to minimise the risk of cross infection.

- Acknowledge children’s emotions, feelings and fears regarding sleep/rest time.
- Develop positive relationships with children to assist in settling children confidently when sleeping and resting.

### Children in Cots

- Give bottle-fed children their bottles before going to bed. Children will not be put in cots or in beds with bottles for dental hygiene purposes. Unless parents have notified us in writing they approve of a bottle in cot.
- Ensure that cot rooms and sleep rooms must have operational baby monitors on at all times.
- Observe children at 10-15-minute intervals while they sleep in these rooms. Educators must go into the rooms and physically see babies breathing. The educator will then officially record the time and initial.
- Ensure that cot mattresses are clean, firm and the correct size for the cot frame.
- Babies or children should not share cots or beds at any time.
- Make up cots to comply with Red Nose Safe Sleeping Guidelines. Babies will be placed on their backs to sleep, but they will be able to find their own sleeping position once baby is able to roll & change position. This is usually around 4-6months. 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.
- Encourage the use of sleeping bags for babies. If they have fitted neck and armholes there is no risk for the child’s face being covered. If baby is not being wrapped at home, this should not be introduced or practiced in care services.
- Securely lock cots sides into place to ensure children’s safety.
- Be aware of manual handling practices when lifting babies in and out of cots.
- Participate in staff development about safe sleeping practices. The education and care service will access the Red Nose resource kit and provide information to families on safe sleeping practices.
- Babies should not be left in a bassinet, hammock, or pram/stroller to sleep, as these are not safe substitutes for a cot.
- Not elevate or tilt mattresses.

### Current Recommended Evidence-Based Practices

Safe Sleeping Practices all ages	Safe Sleeping Practices under 2
Face should be uncovered	Should be placed on their back when being settled. If children roll after falling asleep, they can be left
A quiet place should be provided	Ensure bedding is tucked in secure to ensure child does not cover face should they roll
Sleep and rest equipment should be safe and free from hazards	Use lightweight wraps of cotton or muslin for babies that are wrapped when sleeping
Adequate supervision of all children should be considered when placing staff while children are sleeping	Leave the arms free from wrapping once the startle reflex disappears around 3 months of age
Children should be closely monitored while sleeping eg checking at regular intervals to ensure breathing and colour of their skin	Discontinue using wraps when the baby can roll from back to tummy to back again

	Young children should not be moved out of a cot too early nor should a child remain in a cot for too long. When a child is observed attempting to climb out of the cot with possible success, it is time to move them out of the cot
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## Safe Environment and Equipment

Safe Cots	Safe Mattresses	Safe Bedding	Safe Placement
All cots sold in Australia must meet the current mandatory standards for cots (AS/NZS 2172) and should be labelled as such	Should be in good condition. Clean, firm and flat and fit the base with not more than a 20mm gap between mattress, sides and ends	Light bedding is the preferred option. Bedding should be tucked into the mattress to avoid covering head	Ensure a safety check of sleep and rest environments is undertaken on a regular basis
All portable cots sold in Australia must meet the current mandatory standards for cots (AS/NZS 2195) and should be labelled as such	Use the mattress provided in a portable cot. Do not add additional padding over or under or additional mattresses	Pillows, doonas, loose bedding and fabric, lamb wool, bumpers and soft toys should be removed from cots	Keep heaters and other electrical appliances away from the cot and reach of the child
Bassinets, hammocks and prams/strollers do not carry safety codes for sleep	Remove plastic packaging from mattress	Soft and or puffy bedding in cots is not necessary	Ensure hanging cords or strings from blinds, curtains, mobiles or electrical devices are away from cots
	Waterproof mattress protectors should be strong, not torn and fit tightly		Lodge a report if any hazards are reported
	Mattresses should not be elevated or tilted		Do not use electric blankets hot water bottles or wheat bags in cots

## Babies and Toddlers

- Babies should be placed on their back to sleep when first being settled.
- 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.
- If a baby is wrapped when sleeping, consider the baby's stage of development
- If a dummy is being used, the dummy should be offered for all sleep periods.
- If a dummy falls out of a baby's mouth during sleep, it should not be re-inserted.
- Babies or young children should not be moved out of a cot into a bed too early; they should also not be kept in a cot for too long.

## Definitions, Terms & Abbreviations

<b>Term</b>	<b>Meaning</b>
SUDI	Sudden Unexpected Death in Infancy
SIDS	Sudden Infant Death Syndrome

## Related Statutory Obligations & Considerations

### **Australian Children’s Education and Care Quality Authority (ACECQA)**

<http://www.acecqa.gov.au/>

### **Australian Competition & Consumer Commission**

<https://www.accc.gov.au/> and

[https://www.productsafety.gov.au/system/files/Keeping%20baby%20Safe\\_0.pdf](https://www.productsafety.gov.au/system/files/Keeping%20baby%20Safe_0.pdf)

### **Department of Education**

<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

### **Early Years Learning Framework (EYLF)**

[http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

[Kit/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

### **Education and Care Services National Regulations 2011**

<http://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

### **Children (Education and Care Services National Law Application) Act 2010**

<https://www.legislation.nsw.gov.au/acts/2010-104.pdf>

### **National Quality Framework (NQF)**

<http://acecqa.gov.au/national-quality-framework/>

### **Red Nose**

<https://rednose.com.au/section/safe-sleeping>

<https://rednose.com.au/article/what-is-a-safe-cot>

## Related Telephone Numbers

- Early Childhood Directorate - 1800-619-113
- Department of Health - 1800-020-103
- Kidsafe - 9845-0890
- Rednose - 1300 998 698

## Amendment History

<b>Date</b>	<b>Amendment</b>	<b>Notes of amendment</b>
12 <sup>th</sup> July 2018	Policy created	
2 <sup>nd</sup> May 2019	Reviewed	-No changes made
20 <sup>th</sup> February 2020	Reviewed & amended	-Additional Points Added -Grammar errors fixed -Formatting -NQS & Regulations Added

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date:	20 <sup>th</sup> February 2020
Version:	003
Last Amended By:	Natalie Payne
Next Review:	July 2020
Position:	Educational Leader