

## **STATEMENT**

All children have individual sleep and rest requirements. Our objective is to meet these needs by providing a comfortable, relaxing and safe space to enable their bodies to rest. This environment will be well supervised ensuring all children feel safe and secure at our service.

## **PURPOSE**

Our Service will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs.

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.

## **SCOPE**

This policy applies to children, families, staff, and management of the Outside School Hours Care (OSHC) Service and visitors.

## **IMPLEMENTATION**

Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns that Nominated Supervisors and Educators need to consider within the Service. As per Standard 2.1 (Element 2.1.1) of the NQS, each child's comfort must be provided for and there must be appropriate opportunities to meet each child's sleep, rest and relaxation needs.

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 child'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 bodies. Effective rest strategies are important factors in ensuring a child feels secure and safe in an OSHC environment.

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

## **MANAGEMENT WILL ENSURE:**

- Reasonable steps are taken to ensure that the need 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.
- nominated supervisors, educators, staff and volunteers follow the policy and procedures
- Sleep and rest environments will be safe and free from hazards including cigarette and tobacco smoke.
- Areas for sleep and rest are well ventilated and have natural lighting.
- The supervision window (or similar) will be kept clear to ensure safe.
- Safe sleep practices are documented and shared with families.

## **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.
- ensure educators understand and follow the Sleep and Rest Policy

- Maintain up to date knowledge regarding safe sleeping practice and communicate this information to Educators and families.
- Ensure that sleeping children are closely monitored and that all sleeping children are within hearing range and observed. This involves checking/inspecting sleeping children at regular intervals, 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.
- Negotiate sleep and rest routines and practices with families to reach an 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:**

- 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 mats are clean and in good repair.
- Create a relaxing environment for sleeping children by ensuring children are comfortably clothed.
- Ensure the environment is tranquil and calm for both Educators and children.
- 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.
- Ensure children rest/sleep with their beds/mattresses head to toe to minimise the risk of cross infection. Mats and cushions etc will be positioned at least 1.5 metres apart (COVID-safe plan)
- 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 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, whilst 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. 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 in regard to sleep/rest time.
- Develop positive relationships with children to assist in settling children confidently when sleeping and resting.

**COMPLIANCE**

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.
NATIONAL QUALITY STANDARD (NQS) 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	
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
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
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

**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).
- 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 Standard. (2017).
- Red Nose: <https://rednose.com.au/section/safe-practices>

- Red Nose: <https://rednose.com.au/section/safe-sleeping>
- Revised National Quality Standard. (2018).
- The NSW Work Health and Safety Act 2011
- The NSW Work Health and Safety Regulation 2011

**VERSION CONTROL & REVIEW**

<b>File Reference</b>	CSP037 – Sleep & Rest Policy				
<b>Date Created</b>	October 2021	<b>Created By</b>	Jordan Ross	<b>Responsible</b>	Children's Services Manager

Version Number	Modified or Reviewed by	Modifications Made/Notes	Date	STATUS (Internal, External, Archived)
V1	TT	New Policy	July 2019	External
V2	SR	Content Review	February 2021	External
V3	JR	New Format Content Review	October 2021	External
V3	MT	Content review, formatting and approval	25/11/2021	External