

POLICY STATEMENT

SAFE SLEEP AND REST

AUTHORISATION

| | |
|---|--|
| POLICY TYPE: | Operational |
| POLICY LOCATION: | Corporate and Community Service |
| RESPONSIBLE OFFICER: | Children Services Coordinator |
| AUTHORISED BY: | Director Corporate and Community Services |
| DATE ADOPTED: | 11 March 2025 |
| ADOPTED BY: | Manex |
| MINUTE NO: | |
| REVIEW DUE DATE: | July 2027 |
| REVISION NUMBER: | |
| RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN | This Policy supports Council's Delivery Program Strategy DP4.2 Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Mobile Resource Unit and Toy Library services). |

DOCUMENT HISTORY

| VERSION NO. | DATE | DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i> | AMENDED BY <i>(Where required)</i> |
|--------------------|----------------|---|--|
| 0 | October 2016 | | CSU Coordinator |
| 1 | July 2017 | | CSU Coordinator |
| 2 | August 2018 | | CSU Coordinator |
| 3 | May 2021 | | CSU Coordinator |
| 4 | September 2021 | | CSU Coordinator |
| 5 | February 2024 | | CSU Coordinator |
| 6 | March 2025 | | CSU Coordinator |

REVIEW OF THIS POLICY

This Policy will be reviewed within two (2) Years from the date of adoption or as required in the event of legislative changes or business practice changes. Any amendment to the Policy must be by approval of the General Manager/Manex.

1. Purpose:

Bland Shire Council Children Services Unit services will ensure that all children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm or hazard. Children will have appropriate opportunities to sleep, rest and relax in accordance with their individual needs.

2. Scope:

In this policy 'staff' refers to staff employed by Bland Shire Council Children Services Unit. Children refers to children enrolled in a CSU service aged 2 years and above, and families is the parent/caregiver listed on the child's enrolment form.

3. Outcomes:

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment and are appropriate for children aged 2 year and above.

4. Roles and Responsibilities:

The implementation of this policy applies to the Approved Provider, Nominated Supervisor, Educators and Parents enrolled within a Bland Shire Children Service. Each role is listed below in the policy procedure.

5. Definitions:

In this policy 'staff and educators' refer to staff employed by Bland Shire Council Children Services Unit. Families refer to any family that has an enrolled child at any Bland Shire Children Service.

6. Legislation and Supporting Documents:

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011: Regulations, 84D, 103, 105, 110 & 115 Work Health and Safety Act 2011 (NSW)

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Red Nose - www.rednose.org.au

Australian Competition and Consumer Commission (ACCC) – www.accc.gov.au - Cot safety PDF

7. Attachments:

Policy Procedure

The Approved Provider 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 there is adequate space and a designated area to provide rest and relaxation to children.
- ensure that areas for sleep and rest are well ventilated and have natural lighting.

The Nominated Supervisor will:

- maintain up to date knowledge regarding safe sleeping practice and communicate this information to educators and families.
- ensure that areas for sleep and rest are well ventilated and have natural lighting whilst ensuring the temperature is optimal for children's comfort.
- ensure all families have the opportunity to update their child's rest requirements as required.

- if the family's beliefs and requests conflict with current recommended evidence-based guidelines, determine if there are exceptional circumstances that allow for alternate practices, e.g. rare medical conditions, in such cases written support from the child's medical practitioner must be sought and associated risk assessments and risk management plans would be implemented. Where the circumstances are not exceptional, the Nominated Supervisor is not required to endorse practice requests if these do not comply with safe sleeping recommendations by Red Nose Australia.

Educators will:

- maintain adequate supervision and maintain educator ratios throughout the rest period.
- assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required.
- ensure all equipment carries safety codes for sleep (if sleep equipment is required).
- The use of bassinets, hammocks and strollers are prohibited within the service (Reg 84D) as a sleeping surface.
- ensure that beds/mats are clean and in good repair. Beds and mattresses will be wiped over with warm water and natural detergent or vinegar between each use (Ungarie)
- 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/mats to allow easy access for children and staff.
- 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. The room temperature will be considered to ensure maximum comfort for the children.
- ensure children will sleep and rest with their face uncovered.
- ensure items which may cause choking are inaccessible such as curtain/blind cords.
- ensure that areas for sleep and rest are well ventilated and have natural lighting whilst ensuring the temperature is optimal for children's comfort.
- 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.
- closely monitor sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular intervals (at intervals no longer than 10 minutes apart), ensuring an educator is always within sight and sound distance of sleeping and resting children so that they can assess a child's breathing and the colour of their skin.
- look for and respond to children's cues for sleep (e.g. yawning, rubbing eyes, disengagement from activities, crying, decreased ability to regulate behaviour and seeking comfort from adults).
- minimise any distress or discomfort. Acknowledge children's emotions, feelings and fears.
- 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.
- ensure Preschool and School aged children in care are provided with opportunity for rest and relaxation having regard to the ages, development stages and individual needs of the children.
- 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.

- 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.
- communicate with families about their child's sleeping or rest times and the service policy regarding sleep and rest times. Communications with families should be maintained to encourage a consistent approach in responding appropriately and respectfully to children's sleep and rest needs.
- 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 (where relevant).
- participate in staff development about safe sleeping practices. The Education and Care Service will access the *Red Nose website* and provide information to families on safe sleeping practices.

Families will:

- provide information to Educators regularly regarding their child's sleep/rest needs.
- identify and consult with the service any potential sleep/rest medical risks, providing relevant documentation.