

# SUPPORTING CHILDREN'S SLEEP AND REST

## CHILDREN'S HEALTH AND SAFETY

### QUALITY AREA 2



#### Part 1 - Purpose

To ensure all children's sleep and rest needs are respectfully met within our Early Childhood Centres.

#### Part 2 - Scope

This policy and procedure applies to all Educators and Centre Directors employed at a Northside Children's Services Early Childhood Centre.

This policy and procedure relates to Quality Areas Two and Five of the National Quality Standard.

#### Part 3 - Policy

Northside will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. Northside acknowledges that all children have the right to make decisions about their own bodies and wellbeing, and work to provide environments and spaces for children to self-regulate their sleep and rest requirements.

Under no circumstances will any child be "forced" to sleep by any means (including rewards or punishment), or to remain awake if they choose to sleep.

All Centres will provide beds and cots that comply with Australian Standards. The risk of Sudden Infant Death Syndrome (SIDS) will be minimised by following practices and guidelines set out by health authorities.

#### Part 4 - Procedures

##### **Provision of equipment and environments**

The Approved Provider will ensure that all Centres:

- "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" (Regulation 81);
- Ensure there are adequate numbers of cots and bedding available to children that meet Australian Standards;
- Ensure that all cots meet Australian Standards AS/NZS 2172;
- 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;
- Maintain up to date knowledge regarding safe sleeping practice and communicate this information to educators and families.

##### **Supporting Sleep and Rest**

The Centre Director and Nominated Supervisor of each Centre will ensure that the team of educators will:

- Regularly 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 all beds/mattresses are clean and in good repair;

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- Ensure that bed linen is clean and in good repair. Bed linen is only for use by an individual child;
- Arrange children's beds and cots to allow easy access for children and staff;
- The environment is calm and relaxed 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;
- Encourage children to rest their bodies and minds for 20-30 minutes. If children are awake after this time, they will be provided with quiet experiences for the duration of rest time;
- 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;
- 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. The room temperature will be considered to ensure maximum comfort for the children.

#### Sleep and Rest in Cots

The Centre Director and Nominated Supervisor of each Centre will ensure that the team of Educators will:

- Give children their bottles before going to bed. Children will not be put in cots or in beds with bottles;
- Observe children at 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 this;
- Ensure that cot mattresses are clean, firm and the correct size for the cot frame;
- Make up cots to comply with "SIDS safe sleeping guidelines". Babies will be placed on their backs to sleep, but they will be able to find their own sleeping position if they choose. Bed linens, including blankets 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;
- Securely lock cot's sides into place to ensure children's safety;
- Turn off wall-mounted heaters before children use the room for sleeping. Cot rooms will be air-conditioned and maintained at an appropriate temperature;
- 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 safe sleeping resources and provide information to families on safe sleeping practices.

#### Part 5 - Definitions

**Northside:** Northside Community Service, including all Services operated by both Community Services and Children's Services.

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**Approved Provider:** A person who holds a provider approval under the National Quality Framework. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.

**Nominated Supervisor:** The qualified staff member (the Approved Provider or a Director or Educator nominated to fill the position) who is identified within the Service and has been legally appointed with relevant documentation as the Nominated Supervisor. This position holds legislative and regulatory responsibilities including but not limited to quality assurance for educational programs, supervision and safety of children, entry and exit to the premises (including excursions for children), staffing, administration of medication (both prescription and non-prescription), sleep and rest, and the preparation of food and beverages. A list of the responsibilities and requirements for this position can be found in the Related Documents section of this document.

#### Part 6 – Related Documents

The Education and Care Services National Law

The Education and Care Services National Regulations

Safe Sleeping Guidelines – Red Nose: <https://rednose.com.au/section/safe-sleeping>

ACECQA Information Sheet: Nominated Supervisor: <https://www.acecqa.gov.au/sites/default/files/2018-03/InformationSheetNominatedSupervisor.pdf>

#### Part 7 – Policy Status and Details

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#### Part 8 – Revision History

<b>Revision Date</b>	<b>Version No.</b>	<b>Change</b>	<b>Reference Sections</b>
30/10/18	V2	Updates to reflect recent regulatory and quality standard changes	Policy Status & details