

RELAXATION AND SLEEP POLICY

Mandatory – Quality Area 2

Precious Gems Childcare Pty Ltd trading as "Kids Haven Childcare"

Quality Area 2.1.1 Wellbeing and Comfort – Appropriate opportunities to meet the need for sleep, rest and relaxation

Quality Area 2.1.2 Healthy practices and procedures-illness & injury management

Quality Area 3.1 The design and location of the premises is appropriate for the operation of a service

Quality Area 3.1.1 Fit for Purpose – Outdoor and Indoor space

Quality Area 3.1.2 Upkeep – Premises, furniture & equipment

Quality Area 6.1.2 Parents' views are respected

Children (Education and Care Services) National Regulations NSW

National Law Section 165 Offence to inadequately supervise children

National Law Section 167 Every reasonable precaution must be taken to protect children being educated and cared for

National Law Section 174(2)(b) You must notify the regulatory authority within 24 hours of any complaint alleging that a serious incident has occurred while the child is educated and cared for or complaints alleging that the Law has been contravened.

National Law Section 175 Offence relating to requirement to keep enrolment and other documents

Regulation 77 Health, hygiene and safe food practices

Regulation 81 Sleep and rest - must take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met

Regulation 84 Awareness of child protection law

Regulation 85 Incident, injury, trauma and illness policies and procedures

Regulation 86 Notification to parents of incident, injury, trauma and illness- **but not later than 24 hours after the occurrence**, if the child is involved in any incident, injury, trauma or illness while at the service

Regulation 90 Medical Condition Policy

Regulation 103 Premises, furniture & equipment to be safe, clean and in good repairs

Regulation 105 Each child has access to sufficient furniture, materials and developmentally appropriate equipment

Regulation 106 Laundry and hygiene facilities

Regulation 107 Space requirement – Indoor space

Regulation 110 Ventilation and natural light

Regulation 115 Premises designed to facilitate supervision

Regulation 161 Authorisation to be kept in enrolment record

Regulation 162 Health information to be kept in enrolment record

Related Service policies

- *Child Safe Environment Policy* *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy* *Interactions with Children Policy*
- *Occupational Health and Safety Policy* *Supervision of Children Policy*

PURPOSE

This policy will provide clear guidelines for the implementation of safe relaxation and sleep practices that meet the individual needs of children attending Precious Gems Childcare

POLICY STATEMENT

1. VALUES

Precious Gems Childcare is committed to:

- providing a positive and nurturing environment for all children attending the service
- recognising that children have different requirements for relaxation and sleep, and being responsive to those needs to ensure that children feel safe and secure at the service
- consulting with parents/guardians about their child's individual relaxation and sleep requirements/practices, and ensuring practices at the service are responsive to the values and cultural beliefs of each family
- its duty of care (refer to *Definitions*) to all children at Kids Haven Childcare, and ensuring that adequate supervision (refer to *Definitions*) is maintained while children are sleeping, resting or relaxing
- complying with all legislative requirements, standards and current best practice and guidelines, including recommendations by Red Nose (refer to *Sources*).

2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Kids Haven Childcare.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met (<i>Regulation 81</i>)	R	R	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring all educators, staff and volunteers comply with the recommendations of Red Nose in relation to safe sleeping practices for children (<i>refer to Sources</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring educators receive information and induction training to fulfil their roles effectively, including being made aware of the sleep and rest policies, their responsibilities in implementing these, and any changes that are made over time	R	<input type="checkbox"/>			
Taking reasonable steps to ensure the sleep/rest needs of children at the service are met, with regard to the age of children, developmental stages and individual needs (<i>Regulation 81(1)</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Ensuring the premise, furniture and equipment are safe, clean and in good repair (<i>Regulation 103 and National Law: Section 167</i>)	R	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring that rooms used for sleep and relaxation are well ventilated; have adequate natural light; and are maintained at a temperature that ensures the safety and wellbeing of children (<i>Regulation 110</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring sleep and rest environments are free from cigarette, e-cigarette, or tobacco smoke (<i>Regulation 82</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring adequate supervision of children sleeping and resting, being within sight and hearing distance and are monitoring visually checking the child's breathing and the colour of the child's lips and skin tone (<i>National Law 165</i>)	R	R	<input type="checkbox"/>		<input type="checkbox"/>
Developing relaxation and sleep practices that are responsive to: <ul style="list-style-type: none"> the individual needs of children at the service parenting beliefs, values, practices and requirements the length of time each child spends at the service circumstance or events occurring at a child's home consistency of practice between home and the service a child's general health and wellbeing the physical environment, including lighting, airflow and noise levels 	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring cots (including evacuations cots) provided at the service comply with the most current Australian/New Zealand Standards (<i>refer to Sources and Attachment 1</i>)	R	<input type="checkbox"/>			
Ensuring that hammocks, prams and strollers are not used to settle children to sleep	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Conducting regular safety checks of equipment used for sleeping/resting, such as cots and mattresses (<i>Regulation 103 and National Law: Section 167</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Removing any hazards identified in the child's resting or sleeping environment and informing the approved provider, as soon as is practicable	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring that any hanging cords, mobiles, curtains and blinds are inaccessible to children who are resting or sleeping	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring that artificial heating, such as heat bags and hot-water bottles, is not used to provide warmth		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring that each child has their own bed linen, and that the <i>Hygiene Policy</i> and procedures are implemented for the cleaning and storage of cots, mattresses and linen		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Ensuring that there is adequate space to store bedding in a hygienic manner (<i>refer to Hygiene Policy</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring compliance with WorkSafe Victoria's Children's services – occupational health and safety compliance kit (<i>refer to Sources</i>), including in relation to staff lifting children into and out of cots	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Regularly reviewing practices to ensure compliance with the recommendations of Red Nose in relation to safe sleeping practices for children (<i>refer to Sources</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Providing information and training to ensure staff are kept informed of changing practices in relation to safe sleep practices for children	<input type="checkbox"/>	<input type="checkbox"/>			
Providing information to families about the service's relaxation and sleep practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Ensuring parents/guardians are consulted about appropriate relaxation and sleep practices for their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educating families about evidence-based safe sleeping practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessing whether there are exceptional circumstances for alternative practices where family beliefs conflict with current recommended evidence-based guidelines for safe sleeping practices, seek written support from a medical practitioner and develop a risk management plan	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementing the documented sleep regime and risk management strategies where in exceptional circumstances family beliefs conflict with current recommended evidence-based guidelines for safe sleeping practices	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Providing a written medical report if their baby/child is not to be placed on their back during sleep. Parents/guardians must communicate alternative resting practices to staff.				<input type="checkbox"/>	
Ensuring the educational program provides opportunities for each child to sleep, rest or engage in appropriate quiet play activities, as required	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensuring that resting and sleeping practices are not used as a behaviour guidance strategy (<i>refer to Interactions with Children Policy</i>)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Providing a range of opportunities for relaxation throughout the day		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Supervising children displaying symptoms of illness closely, especially when resting or sleeping (<i>refer to Incident, Injury, Trauma and Illness Policy</i>)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Documenting and communicating children's rest and sleep times to co-workers during shift changes		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Developing communication strategies to inform parents/guardians about their child's rest and sleep patterns, including times and length of sleep		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraging children's independence and assisting children with dressing as needed.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

3. BACKGROUND AND LEGISLATION

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for children's sleep and rest.

The Early Years Learning Framework (EYLF) and the *Victorian Early Years Learning and Development Framework* (VEYLDF) include a focus on social, emotional, spiritual and physical wellbeing and health. Development Outcome 3 in both framework documents refers to a child's ability to take increasing responsibility for their own wellbeing. One of the indicators for this capacity is that children "recognise and communicate their bodily needs (for example thirst, hunger, rest, comfort, physical activity)". The EYLF suggests that to promote this, educators should:

- consider the pace of the day within the context of the community
- provide a range of active and restful experiences throughout the day, and support children to make appropriate decisions regarding participation.

Holistic approaches recognise the importance of physical, mental and spiritual wellbeing. Educators who provide a range of active and restful experiences throughout the day support children's individual requirements for health, nutrition, sleep, rest and relaxation.

Employers have a responsibility under the *Occupational Health and Safety Act* to provide a safe and healthy working environment. This duty extends to others present in the workplace, including children and volunteers. Providing a safe sleeping environment for children at the service includes complying with current Australian/New Zealand standards in relation to equipment, such as cots and mattresses (*refer to Sources*).

Legislation and standards

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *Occupational Health and Safety Act 2004*

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc.

Red Nose: (formerly SIDS and Kids), the recognised national authority on safe sleeping practices for infants and children (refer to Sources)

Relaxation: Relaxation or other activity for bringing about a feeling of calm in your body and mind

Rest: A period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep.

SIDS (Sudden Infant Death Syndrome): The sudden and unexpected death of an infant under one year of age with an onset of a fatal episode occurring during sleep, that remains unexplained after a thorough investigation, including performance of a complete autopsy and review of the circumstances of death and the clinical history.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required

- notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

ATTACHMENTS

- Attachment 1: Cots

AUTHORISATION

This policy was adopted by the Approved Provider of Kids Haven Childcare on 01st December 2022.

REVIEW DATE: 01/01/2024

ATTACHMENT 1. COTS

There are currently (at the time of printing) two standards that apply to the use of cots:

- Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010), and
- Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety Requirements (AS/NZS 2130:1998).

Services can check current standards on the SAI Global website at: www.saiglobal.com

Household cots usually have a lower base and mattress, and WorkSafe Victoria have expressed concern for staff in relation to the manual handling risks posed when working with cots at a lower height. The Institutional Cot Standard allows for cots with a higher base and mattress, but requires these cots to be made of metal, and to have a drop side that can be lowered to the level of the mattress. The early childhood sector has expressed concerns in relation to the safety of cots with sides that lower to the level of the mattress.

Services should investigate options either for:

- cots that meet the Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010) and have a higher base and mattress, or
- cots that meet the Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety Requirements (AS/NZS 2130:1998).

No alterations should be made to purchased cots under any circumstances, as this may have serious consequences in relation to liability in the event that an incident occurs.

ELAA does not recommend that services use portable or folding cots, as they present an increased risk of injury or death to a child if erected incorrectly. Portable cots also pose an increased risk of manual handling injuries to staff. If a service requires an extra cot to be available for occasional use, it is possible to purchase a cot that meets the Australian/New Zealand Standard – Cots for household use, and folds flat for easy storage.

Further information on portable or folding cots is available as outlined below:

- Red Nose: <https://rednose.org.au/article/portable-cots>
- Australian Competition and Consumer Commission: www.productsafety.gov.au