



Sleep, Rest, Relaxation and Clothing Policy

[Families Responsibilities; Safe resting practices for babies; Safe resting practices for toddlers; Safe resting practices for preschoolers; Cots; Safety Checks; Sleep Rest Environments; Hygiene Practices; Clothing; Teething Necklaces]

NQS

QA2	2.1.1	Wellbeing and comfort - Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	3.1.1	Fit for purpose - Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child
	3.1.2	Upkeep - Premises, furniture and equipment are safe, clean and well maintained
	6.1.2	Parent views are respected - The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing
	6.1.3	Families are supported - Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing
	7.1.3	Roles and responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

National Law

Section	165	Offence to inadequately supervise children
	167	Offence relating to protection of children from harm and hazards

National Regulations

Regs	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
	106	Laundry and hygiene facilities
	110	Ventilation and natural light
	168(2)(a)(v)	Education and Care Services must have policies and procedures relating to sleep and rest for children
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EYLF

LO3	Children take increasing responsibility for their own health and wellbeing <ul style="list-style-type: none">• Children recognise and communicate their bodily needs (for example, thirst, hunger, rest, comfort, physical activity).• Educators consider the pace of the day within the context of the community.• Educators provide a range of active and restful experiences throughout the day and support children to make appropriate decisions regarding participation.
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Aim

Our Service aims to meet each child's needs for sleep, rest and relaxation in a safe and caring manner that takes into consideration the preferences and practices of each child's family.

Related Policies

Enrolment Policy

Health, Hygiene and Safe Food Policy

Medical Conditions Policy

Physical Environment Policy

Staffing Arrangements Policy

Tobacco, Drug and Alcohol Policy

Implementation

Most children benefit from periods of rest which help them grow and ensure their learning and development. Our service implements rest periods which are consistent with the developmental needs of children, including a short period of rest each day for older children.

Educators will take into account families' preferences about the amount of sleep their child has at the service, and will accommodate any requests about their child's sleeping practices where these are not inconsistent with the safe sleeping practices discussed in the policy, and meet a child's needs for sleep or rest. Our service's safe sleep and rest procedures follow Red Nose guidelines, the recognised national authority in this area.

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Educators have a legal obligation to ensure children are safe and are offered sleep or rest when they need it. If a child is displaying signs of tiredness, educators must allow the child to sleep or rest for a short period of time (20-45 mins). Where families are concerned that children's sleep at the service is impacting night sleep patterns, educators will discuss expected sleep patterns with families based on advice from recognised authorities and adjust a child's sleep time at the service if appropriate. The Nominated Supervisor and educators, however, will make the final decision about the child's sleep and rest at the service to ensure they can meet their obligations. For example, if a resting child falls

asleep without assistance in instances where families have requested the child not have naps, educators may allow the child to sleep for a period they believe is in the best interests of the child.

The Nominated Supervisor will ensure:

- There is a quiet and restful environment for sleep and rest that enables educators to see, hear and closely monitor children.
- There are comfortable spaces for children to engage in quiet experiences.
- educator to child ratios are maintained at all times children are sleeping and resting.
- Information about safe sleeping practices for babies and toddlers (eg Red Nose) is included in our enrolment package
 - educators implement the safe sleeping practices in this policy at all times
 - hanging cords or strings from blinds, curtains, mobiles or electrical devices are away from cots and beds/stretchers
 - babies are never left to sleep in a bassinet, hammock, pram or stroller
 - heaters and electrical appliances aren't near cots or beds/stretchers

Family Responsibilities

If a child has a medical condition which prevents educators from following these procedures, for example the child cannot sleep on their back, a medical practitioner must authorise an alternative resting practice in writing as part of the child's Medical Management Plan.

Families should also update educators on their child's sleeping routines and patterns when these change, and let educators know when their child has not slept well during the night.

The Nominated Supervisor will ensure educators, staff and volunteers:

- accommodate each child's and family's preferences for rest, sleep and clothing to the extent they are consistent with our policies and requirements. This includes preferences related to a child's social and cultural heritage.
- communicate daily with parents about their child's sleep and rest routines at the service and at home.
- regularly monitor all children who are sleeping with specific attention to breathing patterns, and monitor all babies every 15 minutes. Monitor the temperature of the rest environment to ensure it is comfortable without becoming too hot or cold.
- help children learn about their needs for rest and comfort and where appropriate negotiate the need for sleep and rest with children. Children will be encouraged to communicate their needs where possible and to make appropriate decisions.
- provide children who do not require sleep or rest with quiet activities.
- support children who need rest and relaxation outside our designated "rest time."
- group children in a way that minimises overcrowding.
- During orientation visits educators will discuss with families, children's sleep needs. Educators will consider the correct Manual Handling Procedures at this time.
- respect the privacy needs of each child when dressing and undressing.
- Ensure they can always see and hear sleeping or resting children

Safe resting practices for babies (birth to 24 months)

Educators, staff and volunteers will:

- place babies on their back to rest (unless a medical practitioner has authorised an alternative resting practice due to a medical condition).
 - babies re-positioned onto back when they roll onto their front or side if they cannot repeatedly roll from back to front to back (occurs around 5-6 months of age). Babies who can roll back and forth may be left to find their own sleeping position
- ensure a baby's face is never covered with bed linen while they are sleeping.
- place babies so their feet are close to the bottom end of the cot and they cannot wriggle under the bed linen.
- ensure quilts and doonas are not used as bed linen, and that pillows, soft toys, lamb's wool and cot bumpers are not used.
- use light bedding as the preferred option, and tuck all bedding in to prevent a baby from pulling it over their head. Sleeping bags with a fitted neck and arm holes (and no hood) may also be used instead of bed linen.
- play calm, relaxing music.
- provide dummies if required but they will not be attached to chains.
- Do not place anything (e.g. amber teething necklaces) around the neck of a sleeping child. The use of teething bracelets (e.g. amber teething bracelets) is also not recommended while a child sleeps.
 - light bedding used and tucked in tightly. Sleeping bags with a fitted neck and arm holes but no hood may be used instead of bed linen. Wraps made from lightweight material like muslin or cotton
 - babies arms free from wraps once startle reflex disappears (around 3 months old)
 - no wraps used if babies can roll from back to front to back again
 - no quilts, doonas, pillows, soft toys, lamb's wool or cot bumpers
 - no electric blankets, hot water bottles and wheat bags
 - babies and toddlers placed so their feet are close to the bottom end of the cot
 - no bottles given to child (for safety and dental hygiene reasons)
 - no bibs on child
 - dummies provided if required without chain attachments. Dummies are not replaced if they fall out while the child is sleeping. Babies are never left to sleep in bassinets, hammocks, prams or strollers
 - toddlers moved from cot to bed if likely to succeed when attempting to climb out of cot (usually 2-3½)
 - Babies checked and sleep record completed every 15 mins

Safe Sleeping Practices

All children

- can always see and hear sleeping or resting children
- child's face is never covered when they sleep or rest

- regular checks of all sleeping or resting children paying particular attention to breathing patterns and skin colour. Checks will be more frequent if there are increased risk factors eg medical conditions, illness or sleep issues
- temperature of rest environment monitored to ensure it's not too hot or cold
- adequate space between sleeping and resting children
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Safe resting practices for preschool children (3-5yrs)

Educators, staff and volunteers will:

- place preschool children on their back to rest (or ask them to lay on their back to rest).
- allow preschool children to find their own sleeping position if they move while sleeping or after lying on their back initially.
- ensure a preschool child's face is never covered with bed linen while they are sleeping.
- use light bedding as the preferred option
- offer quiet experiences to those preschool children who do not fall asleep.
- play calm, relaxing music.

Cots

All cots must meet Australian Standards and be labelled AS/NZS 2172:2010 or AS/NZS 2195:2010 (folding cots). For normal cots this means, for example:

- Cot mattresses should be in good condition, clean, firm, flat and must fit the cot base with no more than a 20mm gap between the mattress and the sides of the cot.
- The distance between slats must be at least 50 mm.
- For cots in the lowest base position the distance between the top of the mattress base and the top edge of the lowest cot side or end must be a minimum of:
 - 600 mm when the access is closed
 - 250 mm when the access is open.
- For cots in the upper base position the distance between the top of the mattress base and the top edge of the lowest cot side or end must be a minimum of:
 - 400 mm when the access is closed
 - 250 mm when the access is open.
- Portable cots (portacots) are not intended for permanent use. The Approved Provider and Nominated Supervisor will ensure portable cots, if used, are only used temporarily (no more than few days) for children up to 15 kg. Educators will ensure locking mechanisms are secure, only use mattresses supplied with the cots, and never add additional padding or a mattress under or over the mattress.
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Refer www.productsafety.gov.au for more information.

Safety Checks: Beds, Cots, Environment

The service will regularly conduct a safety check of the resting environments, equipment and/or aids by following the Cot / Sleep Safety Checklist (Attached to WHS audit).

One method to check is; using 12 CDs or DVDs and two full one litre containers with square bottoms as follows:

- measure 40 mm from bottom of one container and mark with a line parallel to the bottom all the way around the container
- wrap discs in gladwrap
- place marked container on its side on top of discs with line at edge of discs
- place other container on top, also on its side, so it balances

If the overhanging edge of the container touches the mattress it is too soft. Mattresses will not be checked by hand.

Sleep and Rest Environment

The Nominated Supervisor will conduct regular safety checks of the rest environment and equipment.

To promote learning and wellbeing, educators may occasionally encourage children to sleep or rest outdoors in suitable weather conditions e.g. it's not too hot or raining. Educators will ensure:

- beds are placed in clean and shaded areas ie not in wet dirt or mud
- bed linen is washed at the end of the day if it is dirtied outside
- beds are cleaned before being stored inside after rest time
- children are supervised at all times
- the quality of children's sleep and rest time is not affected by being outdoors.

Prams and strollers will not be used for children to sleep or rest in.

Hygiene practices

The Nominated Supervisor will ensure:

- cots and mattress protective covers are cleaned with soap and water weekly unless visibly soiled. If a child soils a cot or mattress educators, staff and volunteers will:
- wash hands and put on gloves
 - clean the child
 - remove gloves
 - dress the child, wash the child's hands and their hands
 - put on gloves
 - clean the cot
 - remove the bulk of the soiling or spill with absorbent paper towels
 - place the soiled linen in a plastic-lined, lidded laundry bin
 - remove any visible soiling of the cot or mattress by cleaning thoroughly with detergent and water

- remove gloves and wash hands
- provide clean linen for the cot.
cleaning schedules are displayed in rooms. (Refer to the Physical Environment Policy for cleaning schedules.)
- each child has their own bed linen and it is washed every week following their last day at the service.

Children's Clothing

Educators, staff and volunteers will discuss with parents the need for children to be dressed in clothes that:

- are suitable for the weather i.e. loose and cool in summer to prevent overheating and warm enough for cold weather including outdoor play in winter.
- protect them from the sun during outdoor play (refer Sun Protection Policy).
- allow children to explore and play freely.
- do not restrict children's comfort or compromise their safety when sleeping and resting. eg Clothes with hoods or cords are not suitable for babies or toddlers to sleep in.
- allow easy access for toileting i.e. elasticised trousers, track pants – rather than buttons, zips, belts etc.
- can get dirty when children play and engage in Service activities. Children should not come dressed in their best clothes.
- include appropriate footwear so children can play comfortably and safely. i.e. thongs, clogs or backless shoes have a trip factor and do not allow children to use equipment safely.
- are clearly labelled with the child's name.

Educators, staff and volunteers will:

- ensure children are protected from the sun during outdoor activities in accordance with the Sun Protection Policy.
- monitor children to ensure they are appropriately dressed for all weather, play experiences, rest and sleep routines.
- provide clean and appropriate spare clothing to children if needed.
- encourage children to use aprons for messy play and art experiences to protect their clothing.

Amber Teething Necklaces and Bracelets

Based on Australian Government product safety warnings, we do not allow children to wear amber teething necklaces or bracelets at our service. This is to minimise the risk they may choke on the beads if the necklaces or bracelets break apart.

Sources

Education and Care Services National Regulations 2011

Early Years Learning Framework

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Standards Australia: AS/NZS 2172:2010, Cots for household use—Safety requirements

Standards Australia AS/NZS 2195:2010, Folding cots—Safety requirements

<https://rednose.com.au>

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

NHMRC: Staying Healthy Preventing infectious diseases in early childhood education and care services

NQF e-bulletin Qld 9.5.16

Product Safety Australia (folding cots)

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: November 2014; November 2015; November 2016; November 2017; March 2018; May 2019.

Reviewed : January 2020

Reviewed : June 2021

Reviewed :Sept 2021

Next review due: Sept 2022