



Sleep and Rest Policy

Covers

→ Sleep and Rest Procedure

Intention

Nurturing Family Day Care Scheme acknowledges the importance of rest and sleep in the daily routine, and that this is a very individual experience for each child. By working together with families, educators can support each child to explore, play and exceed every day they are at the registered residence or approved venue by incorporating a safe rest and/or sleep into their day.

Overview

This policy, and all policies and procedures that are associated with the Sleep and Rest Policy, are implemented at all registered residences and venues by educators, staff and families who are allied with the scheme.

This comprises of -

- Ensuring the safe and well-being of the child at all times through training and awareness of this policy and the procedures within it, which work together with the Risk assessment and management form.
- Risk assessment and management forms for individual family day care residence are completed and remain the information within remains current.
- Working with the guidelines designed by Rednose.
- That children under the age of 2 are checked, and their monitoring requirements, are adhered to.
- That cots are safe places to sleep.

The approved provider of the service will ensure -

- That the space available at each registered residence or approved venue for children to rest or sleep is appropriate and safe depending on their individual needs, and this area is documented in the Risk assessment and management form.
- That the layout of the registered residence or venue will ensure that sleeping children can be seen and heard easily in order to respond immediately to distress, while children who are awake are also adequately supervised (example, all areas are re checked and assessed as safe if an educator is moving



between spaces, that doors into different areas are wide open, so that the children inside can be seen and heard easily).

- That sleep records are completed every 10 to 15 minutes when a child under 2 years of age is asleep to ensure that they have been checked by educators.
- That educators understand and follow the requirements for supervision during sleep and rest times (can adequately see and hear children easily where they are sleeping).
- That the Rednose information is used to guide practices.
- That educators and families are continually educated on current research-based information.
- That training such as the Safe Infant Sleeping (SIS) is completed by all educators yearly.
- That sleep and rest is regularly spoken about during monitoring visits with all educators and individuals associated with the Nurturing Family Day Care Scheme.
- That each residence or approved venue will have a sleep and rest Risk assessment and management plan in place, which works together with this policy, and it is reviewed at least every 12 months and updated when a change occurs in their routine or as soon as practicable after becoming aware of any circumstance that may affect the safety, health, or wellbeing of children during sleep and rest.
- That bassinets are not on the education and care service premises at any time that children are being educated and cared for by the service (regulation 84D).

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The approved provider, in partnership with all educators and families throughout their time with Nurturing Family Day Care Scheme, will ensure that each child will be safe while having a rest or sleep. All personnel associated with the scheme will be educated and work with current research to ensure that rest and sleep time is incorporated into the daily routine.

The Approved provider, Coordination team and Family Day Care educators will take reasonable steps 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, development stages and individual needs of the children (regulation 84A). The approved provider will also ensure there are policies and procedures (this one) in place for managing sleep and rest for children (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

To facilitate the continued safe and well-being of all children –

All specific elements of the individual Risk Assessment and Management Plan for an educator's residence will be implemented, while working collaboratively with the information below.

- Individual (at each family day care residence) Sleep and Rest Risk assessment and Management plan is in place which is reviewed at least every 12 months and updated when a change occurs in their routine or resources or as soon as practicable after becoming aware of any circumstance that may affect the safety, health, or wellbeing of children during sleep and rest.
- An area is provided for each child to have a safe rest or sleep time depending on their individual needs (relating to their age, development stage and medical requirements), and that this is within the educator's sight and hearing range so that adequate supervision can occur during this time (rooms not overly darkened, doors closed blocking view, music played loudly).



- That this area will not be overcrowded, will have adequate air flow and ventilation, and be cooled/heated appropriately.
- That a sleep record is documented on every child that is under 2 years of age, indicating if a portacot is used, and at what date and time the check was performed. This is to be done between 10 to 15 minutes until the child is awake.
- That a child's body position, face/head position, pallor, temperature and breathing is easily seen/identified by the family day care educator in person (not viewed through devices).
- A discussion about each child's individual need for rest or sleep will occur regularly with the parent/s or guardian/s of every child, ensuring that the family's wishes and cultural requests are respected while taking into consideration the health, safety and wellbeing of the child is being met.
- A child's individual health care needs are to be met, and if required a health management plan and communication plan to be created and updated as required.
- Educators will work with families and medical professionals to ensure the sleep and rest requirements of children who have specific health care needs are met and this will be documented in the communication plan so that all parties are aware and working together to meet the child's specific needs.
- Daily communication about the child's day, including their rest or sleep, will occur for all children, with the specific times recorded for children under 2 years of age.
- Rednose Safe Sleeping brochure will be sent to parent/s or guardian/s upon enrolment to assist with the education of all personnel.
- Information about SIDS will be routinely sent to all educators and families to ensure continued professional development and education of all personnel.
- Smoking is never permitted in a registered residence or approved venue during education and care hours.
- Cots and Porta cots are to meet Australian Standards, AS/NZS 2172, AS/NZS 2195 and AS/NZS 8811 1:2013), with the children using them to be under the required height and weight requirements as listed for that specific resource.
- Porta cots are a short-term arrangement for children, with educators to have a plan for them to be transitioned out of these when safe for the child to do so.
- Porta cots are to be checked to ensure that the folding and locking mechanism is working correctly.
- Bean bags are not permitted in registered areas during education and care hours.
- Bassinets are not on the education and care service premises at any time that children are being educated and cared for by the service.
- That the rights of a child will be paramount and adhered to at all times and will be at the forefront of all decisions and actions completed by an educator.
- A child's voice will be heard, and their wishes and behaviours acknowledged, in regard to their rest and sleep routine.
- Children who are no longer requiring a sleep will be given the opportunity to rest, with this time including quiet and engaging activities.
- All bedding used will be dealt with according to the Health and Hygiene Policy and as it is outlined in the individual sleep and rest risk assessment and management form.
- Who is to supply individual bedding will be negotiated with between educators of a registered residence or venue and the parent/s or guardian/s.
- Children will wear clothing that is appropriate for the temperature in the room they are resting and sleeping in to prevent overheating.



- Children will wear clothing that is free from cords and hoods, a child regardless of age should have their face and head clear during rest and sleep (religious exceptions will be discussed on an individually basis to ensure all personnel are heard and understood).
- Children that fall asleep in car seats and prams when returning from an excursion will be moved out of them as soon as all children are safe within the registered residences.

In accordance with SIDS Rednose, children under the age of 2 will –

- Be placed on their back to sleep unless a medical condition with a health management plan from a doctor is provided and on file.
- Be allowed to turn independently in their sleep, but never assisted.
- Be placed with their feet at the end of the mattress.
- Have linen tucked at the bottom of the mattress; never covering a child's face or above them.
- Linen will be breathable material, never quilts, donnas, thick blankets, etc.
- Have education material provided in regard to why certain linen from home may not be able to be used at a registered residence, why this is for the safety of the enrolled child, and alternatives that can be used instead, such as a sleep bag with fitted neck and armholes and no hoods.
- Not be placed with additional resources on the mattress, such as pillows, teddies, bumpers, etc.
- Dummies can be used to assist a child to fall asleep but will not have a cord attached to the child to prevent strangulation.
- Sleep aids can be used, such as clutch blankets, rag dolls, etc. but will be removed from the mattress once the child has fallen asleep if they can cover a child's face.
- Techniques used at home to assist sleep will be performed by educators if it is safe to do so for all children and is reasonably practicable given the education and care setting (children cannot be driven to sleep, placed in a pram to sleep, use a bassinet, etc.).
- Have a sleep record completed, indicating at what date and time (every 10 to 15 minutes) the check was performed and by who, as well as the length of time the child slept to be documented and communicated with the parent/s or guardian/s.
- Sleep checks that are performed every 10 to 15 minutes by an educator will occur, regardless of where a child is sleeping, and this will involve them physically observing the sleeping child to assess their breathing and that the environment meets all of the listed requirements as per this procedure.

Cots (including porta cots) at a registered residence or approved venue will –

- Meet Australian Standards AS/NZS 2172:2010 or AS/NZS 2195:2010.
- Have at least 2 sides open to allow adequate air flow and will not have any bumpers or material placed around the cot to prevent this, and be in the condition they were upon new (no tears, rips, damage, etc.)
- Have a mattress that is in good condition (without rips or holes), be firm, flat and be able to be clean (protective covers can be used to allow cleaning if they are fitted and smooth). The gap around the sides of a mattress will be less than 25mm.
- Will be checked before each use to ensure that they are in as new condition and that the folding and locking mechanism is working correctly.
- Only the appropriate mattress will be used; additional mattresses will not be placed in a cot or porta cot.
- Height and weight recommendations of individual porta cots will be adhered to at all times.
- A child will be immediately moved out of a cot when they start attempting to climb out.



- Will be transitioned out of a porta cot when it is safe for the child as this is a short term resource.
- Will not be placed near potential hazards.

Children who are required to sleep at a registered residence or approved venue overnight will –

- Have a discussion with their parent/s or guardian/s and family day care educator on how a safe and secure place will be provided for that child, including ways to encourage a sense of belonging.
- Have a private place to dress and sleep overnight.
- Have provisions made to ensure their belongings are stored appropriately and with respect to being in care for extended periods of time.
- Have the family day care educator notify the approved providers of the situation prior to this occurring (and that the registered residence or approved venue may be visited while the premise remains open).
- Have the family day care educator check to ensure that they are safe and secure before retiring for the night and again upon waking in the morning.
- Not be in at a registered residence or approved venue for 24 hours continuously without prior authorisation from the approved providers.

Sources

Education and Care Services National Law and Regulations 2011 (Updated October 2023)

- Section 165, Offence to inadequately supervise children
- Section 167, Offence related to protection of children from harm and hazards
- Reg 82, Tobacco, drug and alcohol-free environment
- Reg 84A, Sleep and rest
- Reg 84B, Sleep and rest policies and procedures
- Reg 84C, Risk assessment for purposes of sleep and rest policies and procedures
- Reg 84 D, Prohibition of bassinets
- Reg 103, Premises, furniture and equipment to be safe, clean and in good repair
- Reg 105, Furniture, materials and equipment
- Reg 106, Laundry and hygiene facilities
- Reg 107, Space requirements – indoor space
- Reg 116, Assessments of family day care residences and approved family day care venues
- Reg 168, Education and care services must have policies and procedures.
- Reg 169, Additional policies and procedures – family day care
- Reg 170, Policies and procedures to be followed
- Reg 171, Policies and procedures to be kept available
- Reg 172, Notification of change to policies or procedures

National Quality Standard (Updated February 2018)

- **2.1, Each child's health and physical activity is supported and promoted**
- **2.1.1, Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.**
- **2.2, Each child is protected.**
- **2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.**



- 6.1, Respectful relationships with families are developed and maintained and families are supported in their parenting role.
- 6.2, Collaborative partnerships enhance children's inclusion, learning and wellbeing.

Early Years Learning Framework

ACECQA Policy Guidelines August 2023

Caring for Children - Birth to 5 years (Food, Nutrition and Learning Experiences) 5th Edition, 2014

Health Direct – Australian Government Department of Health

National Childcare Accreditation Council

Rednose, <https://rednose.com.au/>

Staying Healthy in Child Care - Preventing Infectious Diseases in Early Childhood Education and Care (5th Edition) 2013

QLD Health

Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: October 2017

June 2018

June 2019

April 2020

April 2021

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September 2023

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Next review: April 2025