





# Health and Safety - Sleep and Rest Procedure

## Council Early Years Services

<b>Procedure Number:</b>	D20-276761	<b>Directorate:</b>	Connected Communities
<b>Approval by:</b>	Coordinator Integrated Early Years Hubs	<b>Responsible Officer:</b>	Team Leader Integrated Early Years Hubs
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<b>ACECQA Quality Area:</b>	QA2 – Health and Safety QA3 – Physical Environment QA5 – Relationships with children QA6 – Collaborative Partnerships with families and communities	Element 2.1.1, 2.1.2 and 2.2.1 Element 3.1.1, 3.1.2 and 3.2.1 Element 5.1.1 and 5.1.2 Element 6.1.2, 6.1.3 and 6.2.1	

## 1. Purpose

This procedure is to provide guidelines to Council staff to ensure all children are provided with the safety and comfort they need to rest or sleep while attending Knox Early Years Services which:

- Reflect recommended Safe Sleep standards (as outlined by [Red Nose](#), Australia’s leading authority on safe sleeping).
- Address adequate supervision of children.
- Support children’s individual sleep and rest needs.
- Give children time to self-settle and prepare for rest.
- Build respectful, trusting relationships which will support children’s decisions and protect their dignity in an age appropriate manner.
- Support overall family wellbeing and parenting.
- Follow Education and Care Services National Law Act 2010 & National Regulations 2011 with regards to safe sleeping practices.

## 2. Scope

This procedure applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, families, children and others attending the program and activities of Council Early Years Services.

## 3. Responsibility

Responsibilities for the procedure are:

Person	Responsible for
Approved Provider/Nominated Supervisor	<ul style="list-style-type: none"> <li>• Provide adequate sleeping equipment and cots that are labelled with Australian Standards AS2172 (to confirm they meet mandatory requirements).</li> <li>• Ensure sleeping areas/environments are designed and maintained to:               <ul style="list-style-type: none"> <li>○ Ensure ALL cots/bedding are positioned a safe distance from heaters, electrical appliances and hanging cords or string.</li> </ul> </li> </ul>

- Facilitate adequate supervision of children.
- Conduct quarterly safety checks of the sleep and rest environments and equipment.
  - Report any hazards as instructed via Fact Sheet – Reporting a Building Maintenance Request.
- Implement policies, procedures and training with educators, staff and families to support safe sleeping practices.
- Ensure educators, staff and families are aware of and adhere to current safe sleeping practices as advised by Red Nose (leading Australian Safe Sleep Authority).
- Develop systems with educators and staff to ensure hygiene practices are implemented in the sleep/rest environment, including storage and cleaning of sleeping equipment and linen.

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Educators

- Work in consultation with families about their child’s individual needs for sleep/rest, being sensitive to each child’s individual needs ensuring sleep and rest times are a positive experience.
  - If a family’s values and practices are in conflict with [Red Nose](#), then the service cannot endorse an alternative practice, unless the Service is provided with written advice from a Medical Practitioner.
- All children will be actively supervised during sleep/rest.
- Ensure the sleep environment is an appropriate temperature, and well ventilated.
- Ensure all children can be seen and are within hearing range of educators at all times when resting/sleeping.
- If children are sleeping/resting outdoors, ensure the current Sun Protection Procedure is being followed.
- When possible, provide an environment suited to the individual needs of children.
- Allow children to take any comforters and/or book to bed to assist in their settling for sleep/rest. Remove the items from the bed once the child is asleep.
- Remove excess clothing to ensure children do not overheat.
- Have knowledge and demonstrate awareness of KCC ethical practices in relation to respecting the dignity of children and their individual need for sleep/rest. (*Refer to Code of Conduct Procedure and Children’s Health, Wellbeing and Safety Policy*).
- Use knowledge of individual children to facilitate positive and responsive interactions during sleep/rest time and understand that children will be able to settle confidently when they have formed bonds with familiar and trusted educators.
- Ensure any necklace, bracelet or clothing items that pose a choking/strangulation risk are removed when children are preparing for sleep/rest.
- Place all children on their back to rest (unless alternative sleep/rest practice is directed in writing by child’s medical practitioner). If child turns/rolls onto their side or stomach during sleep, they will be allowed to find their own sleeping position, as per Red Nose guidelines.

- Position a child’s feet at bottom end of the cot to prevent the child wriggling down under bed linen.
- Use light weight bed linen and tuck it in around the child to prevent child pulling it over their head.
  - In relation to wrapping or swaddling, this practice is only recommended until the child is 3 months old or able to roll.
  - Quilts, duvets, pillows, lamb’s wool and cot bumpers are not permitted as suitable bed linen.
- Minimise any discomfort or distress for all children and acknowledge children’s emotions, feelings and fears.
- Offer quiet activities to children who do not sleep/rest.
- Endeavor to spend quiet time with children, either reading or ‘soothing’ them to sleep.
- Clean cots/beds between each child’s use with warm soapy water or disinfectant.
- Ensure each child has their own bed linen and this is washed at the end of their week or when soiled.
- Ensure children are not left to rest or sleep in prams or strollers.

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### Families

- Keep educators and staff informed of sleep/rest patterns/needs/changes at home.
  - Provide comfort items (sleeping bag or dummy) for children to sleep/rest.
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## 4. Procedure

The following steps must be taken to complete this procedure:

### 4.1 Supervision

Responsible persons must/will maintain effective supervision at all times by:

- Actively supervising children during sleep/rest times. All children are to be checked and observations documented at five minute intervals for signs of regular breathing and well-being. *Refer to Checklist – Safe Sleeping Record.*
- The environment should be well ventilated and lit so children can be seen and are within hearing range.
- Ensure children’s faces are uncovered during rest/sleep time.
- Remove comfort items once the child has fallen asleep.
- When a child is unwell, educators will actively supervise the child while waiting for family/guardian to arrive and collect the child (Refer to *Administration of Medication Procedure* for more information)
- Actively monitor an unwell child during sleep/rest time, especially if they have a high temperature, has vomited or has received a minor trauma to their head.

### 4.2 Related Standard Work Practices

Nil

## 5. Related References

### 5.1 Community & Council Plan 2017-2021

- Goal 8 - We have confidence in decision-making

### 5.2 Relevant Legislation

- Education and Care Services National Law Act, 2010

- Education and Care Services National Regulations, 2011
- [ACECQA: Guide to the National Quality Framework](#)
- [Red Nose: Safe Sleeping Guidelines](#)

### 5.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

### 5.4 Related Council Policies & Procedures

- Nil

### 5.5 Related Knox City Council Procedures

- Providing a Child Safe Environment Procedure
- Hygiene and Infectious Disease Procedure
- Sun Protection Procedure
- Supervision of Children Procedure

### 5.6 Related Resources

- Department of Education and Training (DET).

All Team Leaders, Educators and staff working for Knox City Council Early Years Services are required to read and understand all Knox City Council Early Years Policies and Procedures.

We strongly recommend all families enrolling in Knox City Council Early Years Services read the Knox City Council Early Years Services Policies and Procedures.

## 6. Definitions

Rest 'Rest' is defined as a period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep.

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For further glossary and definitions please see *Family and Children's Services Quality System Glossary and Definitions*.

## 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

Refer to D19-275224 (Quality System Document Control Register) for further clarification regarding the review and amendment of this document.