

EARLY YEARS POLICY

Early Years Services Sleep Rest and Relaxation	Policy No:	QA 1.3
	Document No:	D14/70690
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	17 October 2020
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

1. Purpose

This policy will provide clear guidelines for the implementation of safe sleep, rest and relaxation practices that meet the individual needs of children attending Surf Coast Shire Council Early Years Services.

Surf Coast Shire Council Early Years Services are committed to:

- providing a positive and nurturing environment for all children attending the service.
- recognising that children have different requirements for sleep, rest and relaxation 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 sleep, rest and relaxation 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 Surf Coast Shire Council Early Years Services, 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, including recommendations by SIDS and Kids and Kidsafe (refer to References).

2. Scope

Education & Care Services National Regulation: 81

3. Application

All Surf Coast Shire Council Early Years Services staff, Family Day Care educators, students, volunteers, children and their families, others attending the services.

4. Definitions

Adequate supervision

Entails all children (individuals and groups) in all areas of the service, being in sight and / or hearing of a staff member / educator at all times including during toileting, sleep, and rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Adequate supervision refers to constant, active and diligent supervision of every child at the service and requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of staff / educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each staff member / educator
- need for staff / educators to move between areas (effective communication strategies).

Duty of care

A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Rest / Relaxation

A period of inactivity, solitude, calmness.

SUDI (Sudden Unexpected Death of an Infant)

The unexpected and unexplained death of an infant, usually occurring during sleep.

Red Nose

Red Nose is dedicated to eliminating SIDS and providing support for bereaved families. A branch of SIDS and Kids is located in each state and territory, and can provide resources and assistance.

5. Policy

Effective rest, sleep and relaxation strategies are important to ensure that children feel secure and safe, and education and care settings have a duty of care to ensure that all children are provided with a high level of safety and comfort when resting, sleeping or relaxing and to maintain adequate supervision.

Surf Coast Shire Council will undertake the following practices in relation to the sleep, rest and relaxation needs of children attending the services (as applicable to the service).

5.1 Surf Coast Shire Council Early Years Services will:

- Take reasonable steps to ensure the sleep / rest /relaxation needs of children at the service are met, with regard to the age of children, developmental stages and individual needs (r 81(1)) by:
 - ensuring the educational programs provides opportunity for each child to sleep, rest or engage in appropriate quiet play activities, as required
 - responding to the individual needs of each child at the service
 - considering parenting beliefs, values, practices and requirements
 - considering the length of time each child spends at the service
 - considering circumstance or events occurring at a child's home
 - ensuring consistency of practice between home and the service
 - considering a child's general health and wellbeing
 - monitoring the physical environment, including room temperature, lighting, airflow and noise levels.
- Ensure parents/guardians are provided with information about the service's sleep, rest and relaxation practices and are consulted about their child's patterns.
- Ensure that resting and sleeping practices are not used as a behaviour guidance strategy (*refer to Interactions with Children & Behaviour Guidance Policy*).
- Document and communicate children's rest and sleep times to co-workers during shift changes (as applicable).

5.2 Sleep and Rest Safety:

- Ensure adequate supervision of children at the service at all times, including during sleep and rest.
- Close supervision of children displaying symptoms of illness; especially when resting or sleeping (*refer to Incident, Injury, Trauma and Illness Policy*).
- Ensure compliance with the recommendations of Red Nose and Kidsafe in relation to safe sleeping practices for children.
- Consult with staff / educators in relation to OH&S issues when purchasing new equipment for the service; ensuring compliance with WorkSafe Victoria's *Children's services – occupational health and safety compliance kit* (refer to References).
- Refer to References and MCH Safe Sleeping Checklist.
- Conduct regular safety checks of equipment used for sleeping/resting, such as cots and mattresses.
- Ensure that all staff and educators comply with WorkSafe Victoria's Children's services – occupational health and safety compliance kit (refer to References) in relation to lifting children into and out of cots.
- Ensure there are no hazards in the child's resting or sleeping environment e.g. hanging cords, mobiles, curtains and blinds that are accessible to children who are sleeping or resting.
- Ensure that artificial heating, such as heat bags, electric blankets and hot-water bottles, are not used to provide warmth.
- Ensure that rooms used for sleep and rest are well ventilated
- Ensure that each child has their own bed linen, and that the appropriate hygiene practices are implemented for the cleaning and storage of cots, mattresses and linen.

- Ensure that prams and strollers are not used to settle children to sleep in all Surf Coast Shire Council Early Years Services education and care settings; apart from **Type 1 care setting - Occasional Care**: where signed parental permission must be obtained at the start of each year for children to sleep for brief periods in prams and strollers whilst at Occasional Care.

5.3 Relaxation

- Holistic approaches recognise the connectedness of mind, body and spirit.
- Learning about healthy lifestyles, including nutrition personal hygiene, physical fitness, relaxation, emotions and social relationships is integral to wellbeing and self-confidence and a core feature of the learning that occurs in setting providing care for school age children.
- Educators provide a range of restful and relaxing environments/experiences throughout the day and support the child to make appropriate decisions regarding their participation in activities and experiences.
- Children have access to comfortable spaces away from the main activity area for relaxation and quiet activity as required.

5.4 Parents / Guardians Responsibility:

- Discuss their child's sleep, rest and relaxation requirements and practices prior to commencing at the service, and when these requirements change.
- Provide information on the child's enrolment form if the child requires special items while sleeping, resting or relaxing.
- Provide 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.

5.5 Maternal and Child Health Services

Maternal and Child Health Nurses provide safe sleeping education to all families accessing the service; beginning at the initial home visit; ongoing through the Key Ages and Stages consultations. Refer to Attachment 2 - *Maternal and Child Health Safe Sleeping Checklist*.

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Family Day Care Home Safety Checklist	Records	7 years conclusion of engagement of a family day care provider	Active: onsite Inactive:archived

7. Attachments

Not applicable

8. References

Related Surf Coast Shire Council and Early Years Services Policies

- D15/38696 Occupational Health and Safety Policy
- D14/28377 Educational Programs Policy
- D15/35312 Early Years Child Safe Environment Policy
- D15/33004 Early Years Supervision of Children Policy
- D14/105413 Early Years Incident, Injury, Trauma & Illness Policy
- D15/42638 Early Years Interactions with Children & Behaviour Guidance Policy

Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

- D14/28577 Family Day Care Supervision of Children Work Instructions
- D16/61237 Family Day Care Home Safety Checklist

Other References

Australian/New Zealand Standards:

- 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
- Childcare and Children's Health, vol 14, no 2, June 2011, Sleep and Oral Health. Publication of the Centre for Community Child Health:
- [www.rch.org.au/emplibrary/ccch/CCH Vol 14 No 2_Sleep and Oral Health.pdf](http://www.rch.org.au/emplibrary/ccch/CCH_Vol_14_No_2_Sleep_and_Oral_Health.pdf)

Belonging, Being & Becoming – The Early Years Learning Framework for Australia (EYLF)

Victorian Early Years Learning and Development Framework (VEYLDF)

WorkSafe Victoria, Children's services – occupational health and safety compliance kit

Approval Date:	01/04/2014	Approved by:	General Manager Culture and Community
Amendment/Review 1:	31/03/2015	Approved by:	Manager Aged and Family
Amendment/Review 2:	10/8/2017	Approved by:	Manager Aged and Family
Amendment/Review 2:	17/4/2019	Approved by:	Manager Community Strengthening
