



# JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

## QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

# SAFE SLEEP AND REST TIME

Date Approved:

### Related Legislation

- Education and Care Services National Law: Sections 165, 167
- Education and Care Services National Regulations: 82, 84A, 84B, 84C, 87, 103, 105-107, 110, 115, 116, 168-172
- Australian Consumer Law 2011
- Work Health and Safety Act 2011

### Related Guidelines, Standards, Frameworks

- National Quality Standard Quality Area 2: Children's Health and Safety: Standards QA2: 2.2.2, 2.1.2 QA3: 3.1.1, 3.1.2, QA6: 6.1.2 QA7: 7.1.3
- ACECQA: Sleep and Rest for Children: Policy Guidelines – [www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines\\_SleepRestForChildren\\_July.pdf](http://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_SleepRestForChildren_July.pdf)
- Red Nose Safe Sleeping Guidelines

### Sources/Useful Resources

- ACECQA's Sleep and Rest legislative Requirements – [www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices#NEWLeg](http://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices#NEWLeg)
- ACECQA's Sleep and Rest Risk Assessment Template – [www.acecqa.gov.au/sites/default/files/2023-08/Sleep\\_restriskassessment\\_template\\_1.pdf](http://www.acecqa.gov.au/sites/default/files/2023-08/Sleep_restriskassessment_template_1.pdf)
- Product Safety Australia – [www.productsafety.gov.au](http://www.productsafety.gov.au)
- Kidsafe Australia – <https://rednose.org.au>
- ACCC Product Safety Australia – [www.productsafety.gov.au/publication/keeping-baby-safe-a-guide-to-infant-and-nursery-products](http://www.productsafety.gov.au/publication/keeping-baby-safe-a-guide-to-infant-and-nursery-products)
- Red Nose Australia – [www.rednose.org.au](http://www.rednose.org.au)
- NSW Department of Education – ECE Resource Library-Safe Sleep and Rest: <https://education.nsw.gov.au/early-childhood-education/leadership/resource-library/safe-sleep-red-nose>
- Kidsafe – Kidsafe Family Day Care Safety Guidelines (7<sup>th</sup> ed) – [https://kidsafe.com.au/wp-content/uploads/2020/06/FINAL-FDC-Safety-Guidelines\\_7thEd.pdf](https://kidsafe.com.au/wp-content/uploads/2020/06/FINAL-FDC-Safety-Guidelines_7thEd.pdf)
- New South Wales Government – NSW Health Safe sleep for babies – <http://health.nsw.gov.au/kidsfamilies/MCFhealth/child/Pages/safe-sleep.aspx>
- Northern Territory Government – Safe sleeping – <http://nt.gov.au/community/parents-and-families/sleep-and-your-child-zero-to-six-years/safe-sleeping>
- Queensland Government – Meeting children's sleep, rest and relaxation needs – <http://eprints.qut.edu.au/114096/3/114096c.pdf>
- Queensland Government – Sleep health and sleep development practices for infants and children – <https://earlychildhood.qld.gov.au/aboutUs/Documents/factsheet-sleep-health.pdf>
- South Australian Government – South Australian Safe Infant Sleeping Standards
- Tasmanian Government – Tasmanian Department of Health and Human Services SIDS and Safe Sleeping
- Victorian Government – Victorian Department of Education and Training Safe sleeping for babies
- Western Australian Government – Western Australia Department of Local Government and Communities Safe Infant Sleeping Policy

### Links to other policies

- Administration of First Aid
- Clean & Maintaining the Environment
- Clothing and Footwear
- Emergency Management
- Enrolment & Orientation
- Family Communication and Participation
- Interactions with Children
- Providing a Child Safe Environment
- Supervision

# INTRODUCTION

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy, and secure in their environment.

## Goals – What are we going to do?

Jumbunna will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. Jumbunna will provide beds that comply with Australian Standards. The risk of Sudden Unexpected Death in Infancy (SUDI), including Sudden Infant Death Syndrome (SIDS), will be minimised by following practices and guidelines set out by health authorities.

## Strategies - How it will be done?

Educators, staff, and management have a shared duty of care to ensure all children are provided with a high level of safety when sleeping and resting, including adequate lighting to enable effective supervision by staff and ventilation for children and every reasonable precaution is taken to protect them from harm and hazard.

### Safe Equipment

- The Australian Competition and Consumer Commission (ACCC) sets out standards and requirements for sleep and bedding equipment such as portacots. Portacots should only be used for temporary, short-term arrangements. Visit the Australian Competition and Consumer Commission (ACCC) or Product Safety Australia for more information on equipment standards and safety.
- All equipment is to carry safety codes for sleep. Bassinets, hammocks, and prams/strollers are not considered safe equipment to sleep in and cannot be considered a substitute for a cot.
- Equipment will not be used in a way that it was not originally intended.
- Equipment will not be used if it has been recalled. All bedding equipment must meet the relevant safety standards (including AS/NZS 2172, AS/NZS 2195 and AS/NZS 8811 1:2013).
- Red Nose recommends only using rockers and bouncers, for supervised play time. Children are in an incline position whilst on this equipment, so there needs to be active supervision at all times. "Rockers and bouncers should never be used unsupervised, and they should never be used for sleeping, or as a substitute for a safe sleep space."

### Safe Bedding

- Light bedding that meets Australian Standards is recommended.
- Remove pillows, doonas, loose bedding or fabric from cots.

### Supervision during sleep and rest

- The space used for sleep and rest will have adequate light and ventilation so that educators can supervise each child.

- Children, sleeping and resting, will always be within sight and hearing distance so that educators can monitor children's safety and wellbeing and respond immediately when a child is distressed or in a hazardous situation.
- Children will be physically checked/ inspected at least every 10 minutes by inspection of the child's:
  - a) sleeping position
  - b) skin and lip colour
  - c) breathing
  - d) body temperature
  - e) head position, airway head and face, ensuring they remain uncovered.
- The sleep check will be documented and signed by the observer (date, time, signature recorded)
- Jumbunna will not use CCTV, audio monitors or heart monitors to replace physical checks.
- Jumbunna will take into consideration the risk for each individual child, such as considering the age of the child, medical conditions, individual needs and history of health and/or sleep issues.
- Educators will maintain active supervision and will not perform programming or administrative duties that would take their attention away from sleeping and resting children.

### **Assessing risk for sleep and rest times**

- Jumbunna will conduct a risk assessment to identify and mitigate risks associated with sleep and rest. These will include the individual needs of children, the location of the sleep and rest space, the environment, the equipment used for sleep and rest, supervision practices, ventilation, lighting, beds and linen and staff understanding of the service's sleep and rest policy and procedures.
- Jumbunna will conduct a sleep and rest risk assessment at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safety, health and wellbeing of children during sleep and rest. Our service will make any necessary updates to the sleep and rest policies and procedures as soon as practicable after conducting the sleep and rest risk assessment and keep a record of each sleep and rest risk assessment conducted.
- Please refer to [ACECQA's sleep and rest risk assessment template](#).

### **Communicating with families about safe sleep practices**

- Our service will communicate with families about our safe sleep practices, on enrolment and when any changes are made.
- Our service will consult with families about their child's routine for sleep and rest at home and carry this out at the service where possible and safe to do so, in line with the prevailing safe sleep practices recommended by Red Nose Australia.
- Our service will consult families about their child's individual needs and will be sensitive to different values and parenting beliefs, cultural or otherwise, associated with sleep and rest.

### **The Approved Provider will:**

- *“Take reasonable steps to ensure that the needs 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 must also ensure there are policies and procedures 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).”*
- Undertake a risk assessment to ensure adequate supervision and monitoring of children during periods of sleep and rest is conducted and documented, including the method and frequency of checking children’s safety, health, and wellbeing.
- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure educators (including casual/relief staff) 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.
- Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures.
- Ensure the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, developmental stages, and individual needs of the children.
- Ensure the premises, furniture and equipment are safe, clean and in good repair. Ensure the cots, beds, bedding and bedding equipment being used for sleep and rest are safe and appropriate for the ages and developmental stages of children who will use them (considering for example, if the children might roll, climb out of a cot, fall from a high sleep surface, become trapped between a sleep surface and wall, become trapped face down in bedding, are over the recommended weight limit for sleeping surfaces, or if children’s breathing might become impeded from weighted sleep products).
- Ensure that each child has access to sufficient furniture, materials, and developmentally appropriate equipment suitable for the education and care of that child.
- Ensure that the indoor spaces used by children are well ventilated; have adequate natural light; and are maintained at a temperature that ensures the safety and wellbeing of children.
- Ensure sleep and rest environments are free from cigarette or tobacco smoke.
- Ensure that the premises are designed to facilitate supervision.
- Ensure children are supervised during periods of sleep and rest. This should include ensuring clear procedures and processes are in place for regular physical bed-side checks of children and recording all checks at the time they occur.
- Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff, and volunteers, and available for inspection.

### **The Nominated Supervisor will:**

- Ensure that children’s’ safety, health and well-being are upheld at all times
- Maintain up to date knowledge and training regarding safe sleeping practice and communicate this information to educators and families.

- Support all educators to have the knowledge, training and practical skills to implement safe sleep and rest practices, develop secure attachments with children and provide sensitive and responsive care.
- Ensure there is a procedure for educators to record the time and observation of physical checks of children sleeping and resting.

### **Educators will:**

- Consult with families about children's sleep and rest needs. Educators will be sensitive to each child's needs so that sleep and rest times are a positive experience.
- Ensure that beds/mattresses are clean and in good repair. Beds and mattresses will be wiped over with warm water and neutral detergent between each use. Beds will be stored in store rooms adjoining classrooms, or against a wall away from thoroughfares.
- Ensure that bed linen is clean and in good repair. Bed linen is for use by an individual child and will be washed before use by another child.
- Identify and remove potential hazards from sleep environments. As per risk assessment matrix.
- Ensure the sleeping environment has been considered with hazards in the sleeping environment removed or mitigated (such as access of a child to other parts of the environment as they wake; including items that could pose a risk such as blinds, cords or other objects, and access of other people to the sleeping environment and sleeping children).
- Arrange children's beds to allow easy access for children and staff.
- Create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, dimming lights and ensuring children are comfortably clothed. The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories.
- Remember that children do not need to be "patted" to sleep. By providing a quiet, tranquil environment, children will choose to sleep if their body needs it.
- Promote children's agency and decision making by providing routines and environments, both indoors and outdoors, that facilitate sleep and rest opportunities.
- Maintain educator ratios throughout the rest period.
- Ensure the physical environment caters for non-resting children, such as providing separate resting spaces and incorporating quiet activities into the program.
- Maintain active supervision at all times, checking children at least every ten minutes to see the rise and fall of each child's chest and the colour of their skin and lips.
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required.
- Communicate with families about their child's sleeping or rest times and the service policy regarding sleep and rest times.
- Respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping. Sleep and rest patterns will be recorded daily for families.
- Ensure children will sleep and rest with their face uncovered.

- Encourage children to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets, and bulky clothing. The room temperature will be considered to ensure maximum comfort for the children.

### **Families will:**

- Regularly update the service on their child's sleeping routines and patterns.
- Provide informal updates on the previous night's sleep to assist with sleeping during the day.
- Provide specified bedding if required by the service.
- Dress their child appropriately for the weather conditions and provide additional clothing.
- Review the services policies and procedures

## **Monitoring, Evaluation and Review**

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every twelve (12) months.

Families and staff are essential stakeholders in the policy review process and will give opportunity and encouragement to be actively involved.

In accordance with R.172 of the Educational and Care Services National Regulations, Jumbunna will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

### **DOCUMENTATION**

| <b>Documents related to this policy</b>                 |  |
|---|--|
| Related policies  |  |
| Forms, record keeping or other organisational documents |  |

| <b>Policy Name:</b> | <b>Safe Sleep &amp; Rest Time</b>  | <b>Policy Number:</b> |                        |
|---------------------|--|-----------------------|------------------------|
| Date Approved:      | 30 <sup>th</sup> June 2024   | Approved By:          | Senior Management Team |
| Date Issued:        | 9 <sup>th</sup> August 2024  | Review Date:          | 30 June 2026           |
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