

SLEEP, REST AND RELAXATION POLICY

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1 NQS

QA2	2.1.1	Each child's well being and comfort is provided for including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
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2 National Regulations

Regs	81	Sleep and Rest
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3 EYLF

LO3	Children recognise and communicate their bodily needs (for example, thirst, hunger, rest, comfort, physical activity).
	Educators engage children in experiences, conversations and routines that promote healthy lifestyles and good nutrition.
	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.

4 Aim

- 4.1 Our service aims to meet each child's sleep and rest and relaxation needs in a safe and supportive manner.

5 Related Policies

The Kids' Uni Policies and Procedures apply to Kids' Uni North, Kids' Uni South, Kids Uni CBD, Kids Uni iC.

Inclusion Policy (CHI-ADM-POL-003)

Death of a Child Policy (CHI-ADM-POL-14)

Medical Conditions Policy (CHI-ADM-POL-038)

Physical Environment Policy (CHI-ADM-POL-046)

Staffing Arrangements Policy (CHI-ADM-POL-055)

Sun Protection and Clothing policy (CHI-ADM-POL-011)

6 Implementation

- 6.1 The safe sleep practices in this policy are based on recommendations from *Red Nose*. If a family's beliefs and practices conflict with *Red Nose*, the service will only endorse an alternative practice if the service is provided with written advice from, and the contact details of, a registered medical practitioner. In meeting the service's duty of care, it is a requirement that all educators implement and adhere to this policy.

6.2 UOW Pulse Ltd Children's Services will ensure that the Nominated Supervisor (who is responsible for ensuring all staff members, educators and volunteers) must implement the following requirements –

- i. The service will provide a quiet and restful environment for sleep and rest periods that is within hearing and observation range for educators to closely monitor children. All children will be closely supervised when sleeping. Breathing checks will be conducted every 10 minutes and recorded for all children aged 0-36 months old when they are sleeping. Educators must enter the cot room, or kneel beside the stretcher bed, and look for visual signs of breathing such as rise and fall of chest. Educators will also listen for breathing and observe the child's skin colour to ensure that the child is breathing at every check. If an educator is unsure at any point or cannot hear / see a child's breathing, the educators should lightly touch the child's face so that they move slightly in their sleep.
- ii. There will be comfortable spaces for the children to engage in quiet experiences to allow for a balance of active and restful experiences for children throughout the day. We will support children who require rest outside of designated rest periods in the toddler and preschool environments.
- iii. We recognise the differences between each child and family's preferences in relation to routines for rest and sleep. We will work in partnership with families to determine appropriate rest and sleep routines for children. (As outlined above, all safe sleep practices will need to be adhered to in line with the recommendations from *Red Nose*, this is not negotiable).
- iv. We respect the need for rest and sleep requirements to be aligned with each child's social and cultural background and personal preferences. There may be times when families and educators need to discuss differing perspectives on children's routines and sleep periods:
 - If a resting child falls asleep without assistance in instances where families have requested that their child does not sleep, this would indicate that this child requires this rest. Educators may allow this child to sleep for a period of time they believe will meet the child's needs for their health and well-being. Educators will not immediately wake children up.
 - If a family requests that a child needs to sleep, educators will make all attempts to encourage this child to sleep. Educators will create a quiet and restful sleep environment, support the child to lay on a bed, sit with the child and comfort the child in a soothing and calm manner. If this child does not fall asleep we cannot force the child to stay on a bed for a prolonged period of time.

If a family have made a particular request relating to sleep or rest and educators have not been able to accommodate this request then the educators will phone the family to discuss the routine and the variation.
- v. We will communicate regularly with parents about their child's routines that are in place at the service and at the child's home as needed for each child. We recognise that consistent sleep routines are important for children's well-being and development.

- vi. Educators will work with children to help them learn about their need for rest and comfort. Children will be encouraged to communicate their needs where possible.
- vii. Children who do not require sleep or rest will be provided with appropriate and quiet play experiences with an educator.
- viii. The temperature of the rest environment will be monitored to ensure that it is comfortable without becoming too hot or cold.
- ix. Beds are to be set up with adequate spacing between them to avoid cross infection.
- x. All bed linen will be changed between different children using the bedding. Linen will be laundered at the centre, or sheets taken home to be washed by families at least once per week or as needed.
- xi. Each child will be supplied with clean, appropriate spare clothes when necessary to ensure their comfort.
- xii. The dignity and privacy needs of each child will be respected during dressing and undressing times before and after rest time.
- xiii. Educators who smoke will be required to follow the recommendations outlined by Red Nose to eliminate exposure to smoke residue for children of all ages:
 - wash hands after smoking before entering the classroom
 - change or remove outer layer of clothing (shirt / jumper / jacket) before entering classroom
- xiv. On enrolment the Nominated Supervisor will conduct a risk assessment for each child by determining if there are factors that place them at additional risk (refer to CHI-ADM-FRM-009 – 0-2 Year old Routine Form). If a child is identified as being at higher risk, an Individual Risk Minimisation Plan will be created (using CHI-ADM-FRM-022 Medical Conditions Risk Minimisation Plan).

7 Safe Resting Practices for Babies (Birth to 24 months)

- 7.1 Babies will be placed on their back to rest.
- 7.2 If a medical condition exists that prevents a child from being placed on their back, the alternative resting practice must be directed in writing by the child's registered medical practitioner.
- 7.3 Babies will be placed on their back to sleep when first being settled. Once a baby has been observed to repeatedly roll from back to front and back again on their own, they can be left to find their own preferred sleep or rest position (this is usually around 5–6 months of age). Babies aged younger than 5–6 months, and who have not been observed to repeatedly roll from back to front and back again on their own, will be re-positioned onto their back when they roll onto their front or side.
- 7.4 At no time will a baby's face be covered with bed linen.
- 7.5 To prevent a baby from wriggling down under bed linen, they will be placed with their feet closest to the bottom end of the cot.
- 7.6 Quilts and duvets will not be used as bed linen. Pillows, lamb's wool, soft toys, loose bedding and cot bumpers will not be used.

- 7.7 Light bedding is the preferred option, which must be tucked in at chest height to prevent the baby from pulling bed linen over their head.
- 7.8 If a baby is wrapped when sleeping, we will consider the baby's stage of development. We will leave their arms free once the startle reflex disappears at around three months of age, and discontinue to the use of a wrap when the baby can roll from back to tummy to back again (usually four to six months of age). We will use only lightweight wraps such as cotton or muslin.
- 7.9 Sleeping bags with a fitted neck and arm holes, but no hood are an alternative option to bed linen.
- 7.10 Calm relaxing music will be played to create a soothing rest environment.
- 7.11 Dummies will be provided at the request of families, but they will not be attached to chains.

8 Safe Resting Practices for Toddlers (18 months to 3 years)

- 8.1 Toddlers will be placed on their back to rest, unless otherwise directed in writing by the child's medical practitioner.
- 8.2 If toddlers turn over during their sleep, allow them to find their own sleeping position, but always lay them on their back when first placing them to rest.
- 8.3 At no time will a toddler's face be covered with bed linen.
- 8.4 If using a cot, toddlers will be placed with their feet closest to the bottom end of the cot to prevent them from wriggling down under bed linen.
- 8.5 Quilts and duvets will not be used to cover toddlers in a cot or on a mattress / bed. Pillows, lamb's wool and cot bumpers will not be used.
- 8.6 Light bedding is the preferred option, which must be tucked in to prevent the toddler from pulling bed linen over their face.
- 8.7 Sleeping bags with a fitted neck and arm holes are an alternative option to bed linen and encourage a toddler to rest on their back. If parents request to continue using the sleeping bag option when the toddler rests on a mattress, then the service will comply.
- 8.8 Quiet experiences will be offered to those toddlers who do not fall asleep.
- 8.9 Calm relaxing music will be played to create a soothing rest environment.

9 Safe Resting Practices for Preschool Children (3 to 5 years)

- 9.1 Preschool children will be placed on their back to rest. If they turn over during their sleep, allow them to find their own sleeping position but always ask them to lay on their back when first placing them to rest.
- 9.2 At no time will a pre-schooler's face be covered with bed linen when they are sleeping.
- 9.3 Light bedding is the preferred option.
- 9.4 Quiet experiences may be offered to pre-schoolers who do not fall asleep.
- 9.5 Calm relaxing music will be played to create a soothing rest environment.

10 Settling and Supervision of Resting Children

- 10.1 All children who are resting will be supervised by educators
- 10.2 All children who have fallen asleep in the service will be monitored regularly with specific attention to breathing patterns. All babies will be monitored every 10 minutes and this is recorded on the Breathing Checks for Babies (0-24months).
- 10.3 Baby monitors will be used in all cot rooms, but only for additional assistance.

11 Cot and sleep environment safety

- 11.1 All cots meet Australian Standards for Cots and be labelled AS/NZS 2172:2010. Cot mattresses meet Australian Standards AS/NZS 8811.1:2013 and 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. Refer to <https://www.productsafety.gov.au/standards/household-cots> for more information.
- 11.2 Bassinets, hammocks, prams and strollers are not to be used for children to sleep or rest in.
- 11.3 Hygiene practices: Cots are cleaned regularly. Refer to the Physical Environment Policy for cleaning schedules.
- 11.4 Sleep environments, including cots will be regularly audited by the Nominated Supervisor to ensure that they are meeting the safe restring practices outlined by *Red Nose*.

12 Sleepwear

Educators monitor the temperature of the rest environment and address children's clothing needs. Children will not have hoods and cords from clothing as per our clothing policy.

Necklaces of any kind are not permitted in Kids Uni services regardless of the age of the child.

13 Communicating with Families

Rest strategies and practices are outlined in centre documents such as Family Handbook, enrolment forms, newsletters, posters and brochures. Information regarding Red Nose Safe Sleeping Practices will be displayed periodically on noticeboards.

14 Sources

Education and Care Services National Regulations 2012

Early Years Learning Framework

Australian Children's Education and Care Quality Authority (ACECQA) – Safe sleep and rest practices

Occupational Health and Safety Act 2000

Occupational Health and Safety Regulations 2001

Australian/New Zealand Standard AS/NZS 2172:2010, Cots for household use—Safety requirements

Australian/New Zealand Standard AS/NZS8811.1:2013 Methods of testing infant products – Sleep surfaces – Test for firmness

Red Nose – Safe Sleeping www.rednose.com.au

United Nations Conventions on the Rights of a Child

The Australian 24-Hour Movement Guidelines for the Early Years (Birth to 5 years)

SLEEP program (Sleep learning for Early Education professionals) – QLD Government

<https://det.qld.gov.au/earlychildhood/news-publications/sector-reports/sleep>

15 Review

This policy will be reviewed every 2 years and the review will include Management, Employees, Families and Interested Parties.

16 Version Control Table

Version Control	Date Released	Next Review	Approved By	Amendment
1	Feb 2012	Feb 2013	Michele Fowler Manager – Kids Uni	
2	Feb 2013	Feb 2014	Michele Fowler Manager – Kids Uni	Paragraph inserted re application of policies across all centres. Migrated into new QA format. This policy replaces the Sleep and Rest Policy and the Clothing Policy.
3	Feb 2014	Dec 2015	Michele Fowler Manager – Kids Uni	Policy reviewed with no changes required. The review period changed to 2 years.
4	Dec 15	Dec 17	M. Gillmore – General Manager	Policy reviewed with no changes required.
5	Oct 17	Oct 19	Kellie Grose - Children's Services Manager	Updated to reflect recommendations from ACECQA regarding safe sleep and rest practices
6	Feb 18	Feb 20	Kellie Grose - Children's Services Manager	Updated to reflect The Australian 24-Hour Movement Guidelines for the Early Years. Updated partnerships with families and managing conflicting views on sleep and rest. Added QLD Govt SLEEP program as a resource.
7	Sept 18	Sept 20	Kellie Grose - Children's Services Manager	Provided more detail around breathing checks for 0-24 month aged children including timing and what the check entails.
8	Jul 2019	Jul 2021	Kellie Grose - Children's Services Manager	Included updated information from recent 'Red Nose Safe Sleep' training.
9	November 2019	Jul 2021	Nicole Bray – Director Kids Uni iC	Updated to reflect name changes to Kids Uni iC
10	Sept 21	Sept 23	Kellie Grose - Children's Services Manager	Updated breathing checks to include children aged up to 3 years old Added the exclusion of necklaces from the services Added the risk assessment to be conducted on enrolment to identify children who are at additional risk and the plans that will be put in place in response to this.