

D-31 Sleep and Rest

NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 2.2.2	Incident and emergency management.

National Law & Regulations

Sec. 165	Offence to inadequately supervise children
Sec. 167	Offence related to protection of children from harm and hazards
Reg. 82	Tobacco, drug and alcohol-free environment
Reg. 84	Awareness of child protection law
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. 84D	Prohibition of bassinets
Reg. 85	Incident, injury, trauma and illness policies and procedures
Reg. 86	Notification to parents of incident, injury, trauma and illness
Reg. 87	Incident, injury, trauma and illness record
Reg. 103	Premises, furniture and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials and equipment
Reg. 107	Space requirements – indoor space
Reg. 110	Ventilation and natural light
Reg. 115	Premises designed to facilitate supervision
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 165	Offence to inadequately supervise children
Reg. 167	Offence related to protection of children from harm and hazards
Reg. 168	Education and care services must have policies and procedures
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

My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
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Policy Statement

We aim to accommodate the sleep and rest needs of the children who attend CONCORD OSHC. As the children are in school age care many do not need formal sleep during the sessions they attend, however do need the opportunity for rest and relaxation. We will take all reasonable steps to provide opportunities to meet each child's individual need for sleep, rest and relaxation in accordance with safe sleeping practices. Their needs may vary because of illness, physical exertion, or lack of sleep. Educators have a prime duty of care to ensure children are provided with a high level of safety when sleeping and resting, and ensure every reasonable precaution is taken to protect children from harm and hazard. Requests from families about a child's sleep and rest and cultural preferences are considered

Related Policies

- CONCORD OSHC Policy A-4: Enrolment
- CONCORD OSHC Policy A-8: Dropping off and Picking Up
- CONCORD OSHC Policy B-4: Heating, Ventilation and Lighting
- CONCORD OSHC Policy B-6: Indoor environment
- CONCORD OSHC Policy C-3: Educator Orientation and Induction
- CONCORD OSHC Policy C-13: Interactions with children
- CONCORD OSHC Policy D-1: Dealing with medical conditions
- CONCORD OSHC Policy D-2: Hygiene
- CONCORD OSHC Policy D-9: Emergency Procedures
- CONCORD OSHC Policy D-10: First Aid
- CONCORD OSHC Policy D-11: Management of incident, injury and trauma
- CONCORD OSHC Policy D-30: Supervision

Procedure

Safe Sleep and rest procedures and practice will follow Red Nose Australia guidelines.

We recognise effective sleep and rest strategies are important factors in ensuring each child feels secure and is safe at Concord OSHC.

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 the physical safety and suitability of sleep and rest environments. Factors that will be considered include temperature, adequate lighting to enable effective supervision by staff and ventilation for children. Every reasonable precaution is taken to protect them from harm and hazard.

There will be a safe sleeping/rest area for children to use when they show signs of tiredness or request a rest. This will be an area away from the main group of children, or in a quiet space, where possible, still able to be supervised. The area will be smoke-free, along with the centre environment.

This area may be moved during the session, depending on the activities being undertaken, and the parts of the centre in use.

If beds or mattresses are used, they are to be clean and in good repair.

A sleep and rest risk assessment, in line with regulation 84C, must be conducted at least once every 12 months, and as soon as practicable after becoming aware of any circumstances that may affect the safety, health or wellbeing of children during sleep and rest. The sleep and rest risk assessment must identify and assess risks in relation to sleep and rest and specify how the identified risks will be managed and minimized. Individual circumstances and needs of the child will be considered to determine any risk factors that may impact the adequate supervision of sleeping and resting children, for example children with specific health care needs may need a higher level of supervision.

Educators will be adequately trained to ensure up to date knowledge, informed by Red Nose Australia. Training may take the form of education on induction, internal discussions and training at Educator meetings (including review of the risk assessment), or external training courses / seminars, and will be repeated annually at minimum.

Children sleeping and resting will always be adequately supervised so that educators can ensure children's safety and wellbeing. Educators will be able to visually check the child's sleeping position, breathing and colour of the child's lips and skin, body temperature, head position, airway and the child's head and face, ensuring they remain uncovered. This will be a particular focus where children utilize blankets or pillows, continuously to ensure their face is not covered during rest or sleep. Particular focus will be given to any jewelry or clothing the child may be wearing, ensuring the removal of such items where they pose a risk.

Where a family makes a request that is contrary to the safety of the child, Red Nose Australia Guidelines or centre policy, parents will be provided with appropriate fact sheets and information, and an explanation given as to why certain procedures must be implemented. We will work with families to understand a child's routine for sleep and rest at home and carry this out in the service where possible and safe to do so.

Programming will be organized to ensure there are opportunities for rest and relaxation, especially during vacation care, and that all applicable strategies identified in the risk assessment are also implemented during this rest and relaxation period.

Educators will also be aware of excursions and bus trips, as many children use this as an opportunity for sleep / rest, ensuring they are safely supervised, and all relevant risk control measures are implemented.

CONCORD OSHC will ensure hygiene standards are maintained. For example, regular washing of cushion covers and bedding, especially if a child has been unwell.

Information regarding sleep and rest policies and procedures will be made available to families on enrolment, through the parent handbook, and highlighted where appropriate through newsletters

etc. Where a child chooses to sleep, the approx. duration of this sleep will be informed to families on collection, for information sharing purposes.

Monitoring Safety

Educators will:

- Maintain adequate supervision and educator ratios in accordance with the Education and Care Services National Regulations during sleep/rest periods.
- Ensure that sleeping children are constantly monitored, and that educators are always within sight and hearing distance of sleeping and resting children so they can easily monitor a child's breathing and colour of their skin.
- Physically check/inspect sleeping children at regular intervals (10-15 minutes) recording checks in a sleep/rest register.
- Ensure a child who is unwell is constantly monitored until collected by their parent/guardian.

Safe sleeping practices

Educators will:

- Clearly follow the recommendations for safe sleeping practices set out by Red Nose.
- On induction be trained in best practice for sleep and rest practices at the Centre.
- Have a thorough understanding of the Centre's policy and practices and embed practice to support safe sleep and rest into everyday practice.
- Be sensitive to each child's individual needs so that sleep and rest times are a positive experience.
- Ensure children rest with head and faces uncovered.
- Ensure children are comfortably clothed appropriate to the environment they are sleeping in, with children encouraged to remove shoes, jumpers, jackets and bulky clothing. Some items of clothing may need to be removed for safety reasons e.g. tops with hoods and cords, that may cause choking.
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required.
- If a child's face/body appears blue and the child is not breathing, initiate first aid immediately including calling an ambulance and beginning resuscitation.

Sources

- Education and Care Services National Regulations 2011
- ACECQA resources information sheets/safe sleep and rest practices
- Red Nose – Safe sleeping
- Kidsafe Australia



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