

## Avoca Beach Preschool

### Background

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Children are active little people – constantly learning, playing, watching and interacting with others. It is crucial for their sense of well-being, healthy growth and development to have time away from busy surroundings to rest, to reflect and to imagine. Effective sleep and rest strategies are important factors in ensuring a child is safe and feels secure while at a service.

### Policy statement

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This Policy sets out how the Service provides regular sleep and rest periods which follow the safe sleeping recommendations of Red Nose, the recognised national authority on safe sleeping practices for infants and children, and take into consideration the ages, development and needs of individual children and their families.

### Strategies and practices

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- The Service has a prime duty of care to ensure children are provided with a high level of safety when sleeping and resting, and every reasonable precaution is taken to protect children from harm and hazard.
- Services consult with parents about their child's particular needs (e.g. sleep patterns and habits, need for a comforter) and family values and parenting beliefs, cultural or otherwise, associated with sleep/rest, and consider these when determining sleep /rest needs.
- Nominated supervisors and educators receive information and training on safe sleep and rest practices, as outlined in the Service's Policy, and are made purposefully aware of their responsibilities in implementing those practices.
- Infants sleep on demand. Toddlers and older children have a scheduled sleep/rest period shortly after lunch. In addition, educators are alert to any indication that a child might need sleep/rest outside of routine. Quiet areas for children to rest or be alone are always available.
- If a family's beliefs and practices conflict with Red Nose, then the Service will only endorse an alternative practice after written advice has been received from the baby's medical practitioner. The Service may also consider undertaking a risk assessment and implementing risk minimisation plans for the baby.
- The Service's sleep/rest strategies and practices are outlined in the Parent Handbook and in enrolment forms and newsletters. The [Red Nose Safe Sleeping Poster](#) is displayed in each sleep room. In addition, information from Red Nose on safe sleeping practices is displayed on the noticeboards, together with other useful information on sleeping (at the Service or at home).
- All children are placed on their back when being settled for a rest. Children who turn onto their side or stomach during sleep are left undisturbed.

# Sleep and Rest

- All children rest with faces uncovered.
- Staff ratios are maintained according to the Education and Care Services National Regulations during sleep/rest periods.
- Educators constantly monitor the children (e.g. breathing patterns) and sleep/rest environment (e.g. room temperature). They enter the cot room every ten (10) minutes to check each child's condition, and then sign the Sleep and Rest Register.
- Students or volunteers involved are supervised at all times.
- Sleep/rest areas are kept well-ventilated, uncluttered and appropriately lit and, as with all other areas of the Service, are smoke-free.
- Educators ensure children are dressed suitably for the room temperature. Some items of clothing may need to be removed for safety reasons (e.g. tops with hoods and cords that may cause choking). Educators are respectful and sensitive to cultural differences in attitudes to dressing, and encourage children to be independent in dressing at these times.
- Comforters from home will be given to children who need them to settle. However, toys with ribbons, removable parts or parts that can be looped over a child's head cannot be used because of the Service's adherence to the Red Nose guidelines.
- To help children relax for sleep/rest, educators dim the lights, play calming music, use quiet soothing voices and, sometimes, use guided relaxation techniques.
- While all children need time to relax at the Service, some do not need to sleep during the day. Rather, they only require a quiet comfortable place to relax.
- Children help educators in setting up the sleep/rest area and the quiet activities for children who do not sleep.
- No child is made to sleep against their wishes or needs, although it is expected that all children will otherwise speak and play quietly at this time in a suitably lit area.
- Children are left to wake of their own accord, and educators attend to and soothe them when they do wake unless a Sleep Plan has been formulated with a child's family.
- In instances where families request that their child remain awake, that child will not be encouraged to sleep (e.g. patted). However, if the child should subsequently fall asleep, educators will not wake that child unless the child has a Sleep Plan that dictates otherwise.
- On those occasions when parents do not supply a bed set, the Service will provide a sheet its stock of "spare sheets". These sheets are laundered after each child's use.
- The Service supplies bed sets for cots and mattresses. Each bed set consists of a fitted bottom sheet and a loose top sheet for summer, and a blanket in winter. Bed linen is washed weekly for full-time children or after each child's use by children who attend less frequently.

# Sleep and Rest

- The children's beds are cleaned/sprayed daily with a non-rinse disinfectant daily before being stored. The covers of any cushions used for rest and relaxation are washed after each use.
- Each cot mattress is aired at the end of each day by lifting and leaving it tilted in the cot.
- Beds are positioned so that educators may walk between them to gain easy access to every bed from all four sides.
- Every child's sleep pattern for the day (e.g. time the child went to sleep and woke up) is recorded on the Daily Feedback Sheet (for children over 2 years) displayed in the child's room or the child's individual Daily Communication Book (for children under 2 years).
- Educators receive regular first-aid training in resuscitation, and in the Red Nose guidelines.

## **Additional safe resting practices for a child who is unwell**

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- Consistent with the Service's Incident, Injury, Trauma and Illness and Supervision Policies, children who are unwell are constantly monitored until collected by their parent(s).

## **Responsibilities of parents**

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- Upon enrolment, to discuss with educators their child's particular needs (e.g. sleep patterns and habits, need for a comforter) and family values and parenting beliefs, cultural or otherwise, associated with sleep/rest. Update this information in the event of change (e.g. a child becoming anxious about sleep/rest at the Service).
- To supply a bed set consisting of a fitted bottom sheet and a loose top sheet for summer, and a light blanket for winter, and to bring the set to the Service in a draw-string bag labelled with the child's name.
- To take the bed set home at least once a week, launder it, and return it on the day the child next attends the Service.
- To provide any comforters necessary.
- To read the Daily Feedback Sheet (for children over 2 years) or the child's individual Communication Book (for children under 2 years).

## **Procedures and forms**

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- Daily Feedback Sheet
- Red Nose Safe Sleeping Poster
- Sleep and Rest Register

## **Links to other policies**

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- Evacuation and Lock Down Policy

# Sleep and Rest

- Enrolment and Orientation Policy
- Incident, Injury, Trauma and Illness Policy
- Interactions with Families
- Tobacco, Drug and Alcohol Policy

## Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	81	Sleep and rest
	103	Premises, furniture and equipment to be safe, clean and in good repair
	105	Furniture, materials and equipment
	97	Emergency and evacuation procedures
	110	Ventilation and natural light
	115	Premises designed to facilitate supervision
	168	Education and care services must have policies and procedures

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child
	3.1.2	Premises, furniture and equipment are safe, clean and well maintained
	3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments

## Sources, further reading and useful websites

- ACECQA. (2019). *Safe sleep and rest practices*. <http://www.acecqa.gov.au/Safe-sleep-and-rest-practices> accessed 30 December 2020
- Australian Competition Consumer Commission Product Safety Australia. *Folding Cots*. <https://www.productsafety.gov.au/products/babies-kids/kids-furniture/folding-cots> accessed 30 December 2020
- Education and Care Services National Regulations 2011
- Guide to the National Quality Framework 2018 (September 2020 Update): Section 4 – Operational Requirements <https://www.acecqa.gov.au/sites/default/files/2020-09/Guide-to-the-NQF-September-2020.pdf> accessed 30 December 2020
- UNICEF. (n.d.). *What is the Convention on the Rights of the Child?* [http://www.unicef.org/crc/files/Rights\\_overview.pdf](http://www.unicef.org/crc/files/Rights_overview.pdf) accessed 30 December 2020

**Sources, further reading and useful websites** (Consistent with the approach of the National Quality Framework, the following references have prioritised efficacy and appropriateness to inform best practice, and legislative compliance over state or territory preferences.)

- Abbey, B. (2012). *Relaxation is a Must*. [http://www.childcarebydesign.com.au/uploads/brenda\\_abbey\\_article\\_relaxation\\_is\\_a\\_must.pdf](http://www.childcarebydesign.com.au/uploads/brenda_abbey_article_relaxation_is_a_must.pdf) accessed 30 December 2020
- Red Nose – <https://rednose.com.au/section/education> accessed 30 December 2020

# Sleep and Rest

## Policy Review

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The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

## Version Control

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Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Dr Brenda Abbey (Author)	Updated to changed NQF requirements 1 February 2018. Service to modify policies to its specific needs.	
2	6 September 2019	Dr Brenda Abbey (Author)	Updated references.	
3	29 November 2020	Dr Brenda Abbey (Author)	Added content about a Sleep Plan. Updated references.	
4	30 December 2020	Dr Brenda Abbey (Author)	Updated references.	

**Date reviewed: July 2021**

**Next review: July 2022**

**Reviewed by Jessica Adlard/Rose Smith**