

2.34 REST AND SLEEP POLICY

INTRODUCTION

All children have individual sleep and rest requirements. Children need a comfortable and 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.

PURPOSE

To provide a safe, relaxed, and calming environment and the opportunity to rest/sleep if a child feels the need to do so.

- Sleep / rest time is not scheduled into our daily routine to honour individual needs to children. Children are welcome to rest whenever they feel the need. A floor bed, pillow and comforter are provided in a quiet area of the classroom when needed.
- The school defines 'rest' as a period of inactivity, solitude, calmness, or tranquillity, and can include a child being in a state of sleep.

STRATEGIES

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 or hazard.

The primary safe resting and sleeping practices for children in care at this school are:

- All children will be placed on their back to rest when first being settled for a rest. If a child turns onto their side or stomach during sleep, then allow them to find their own sleeping position.
- All children rest with their face uncovered.
- Light bedding is the preferred option.
- Quiet experiences in a quiet area of the environment are offered to those who do not fall asleep (e.g., reading in the book corner).
- The rest environment (classroom) is free from smoke.
- 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 (and entries recorded on the safe sleep and rest physical check log) at least every 15 minutes by inspection of the child's:
 - Sleeping position
 - Skin and lip colour
 - Breathing
 - Body temperature
 - Head position, airway head and face, ensuring they remain uncovered

- We 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.
- Children who are unwell will be given the highest supervision priority and monitored constantly especially if the child has a high temperature, vomited, or received a trauma to the head.
- The linen used on the mattress will be washed after each use by the parent on the laundry roster. The bed is disinfected after each use.
- Parents are informed of their child's sleep/rest/tiredness by the Directress at the end of the session.

Assessing risk for sleep and rest times

- Lindfield Montessori 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.
- Lindfield Montessori will conduct a sleep and rest risk assessment every 12 months, 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 may make any necessary updates to the sleep and rest policies and procedures as soon as practicable after conducting the sleep and rest assessment.

Communicating with families about safe sleep practices

- Our service will communicate with families about our safe sleep practices, on enrolment and when 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.
- 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.

RESPONSIBILITIES

The Approved Provider will:

- Take reasonable steps to ensure that the needs for sleep and rest for children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children (reg 84A). The Approved Provider must also ensure there are policies and procedures in place for managing sleep and rest for children (reg 168) and take reasonable steps to ensure those policies and procedures are followed (Reg 170).
- Undertake a risk assessment to ensure adequate supervision and monitoring of children during periods of sleep and rest is conducted and documented.

- Ensure that obligations under the education and Care Services National Law and National regulations are met.
- Ensure educators receive information and induction training to fulfill their roles effectively, including being made aware of the sleep and rest policies, their responsibilities on implementing these, and any changes that are made over time.
- 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 bed, bedding and equipment being used for sleep and safe are safe and appropriate for the ages and developmental stages of children who will use them.
- Ensure that the indoor space used by children are well ventilated; have adequate natural lights and are maintained at a temperature that ensures the safety and wellbeing of children.
- Ensure that sleep and rest environments are free from cigarette or tobacco smoke.
- Ensure that the premises are designed to facilitate supervision.
- Ensure that children are being supervised during periods of rest and sleep.
- Ensure copy 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 always upheld.
- 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 time and observation of physical checks of children sleeping and resting.

Educators will:

- If relevant, consult with families about children's sleep and rest 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 disinfected (and washed before disinfected as required).

- Families are to supply a clean set of cot linen – fitted base and top sheet.
- 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.
- Ensure the sleeping environment has been considered with hazards removed or mitigated (such as blinds, cords, etc.).
- Arrange the child's bed to allow easy access for staff and children.
- Create a relaxing atmosphere 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.
- 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.
- Maintain educator ratios throughout the rest period.
- Always maintain active supervision.
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required.
- If applicable, communicate with the families about their child's rest time and this policy.
- Respect family preferences regarding sleep and rest. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping.
- Ensure children will sleep and rest with their face uncovered.
- Encourage children to dress appropriately for the room temperature when resting. Lighter clothes are preferable, with children encouraged to remove jumpers, shoes, 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.
- Dress their child appropriately for the weather conditions and provide additional clothing.
- Review the Service's 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 12 months.

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

In accordance with R.172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy and 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.

Relevant Legislation	Education and Care Services National Regulations 2011. Reg. 82, 84A, 84B, 84C, 87, 103, 105-107, 110, 115, 116, 168-172. Children (Education and Care Services National Law Application) Act 2010 Section 165, 167 Australian Consumer Law 2011 Work Health and Safety Act 2011
Related to NQS QA	Quality Area 2: 2.2.2, 2.1.22 Quality Area 3: 3.1.1, 3.1.2 Quality Area 6: 6.1.2 Quality Area 7: 7.1.3 ACECQA: Sleep and rest for children: Policy Guidelines Red Nose Safe Sleeping Guidelines
Sources & Further Reading	Policy adapted from Community Early Learning Australia Australian Children's Education and Care Quality Authority (acecqa.gov.au) Educational Resources SIDS and Kids www.sidsandkids.org

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
April 2021 January 2024	Checked regulations, updated copy. Including Responsibilities as per CELA sample	2023 January 2025