

HS18 SAFE SLEEP AND REST – POLICY AND PROCEDURE

Policy Statement

The purpose of the *Safe Sleep and Rest Policy* at Little.ly Early Learning Centre is to demonstrate our understanding of the importance of sleep and rest for children and their families. Sleep or resting the body recovers and repairs. It also allows the brain to rest and reorganise the neurons which assist children to wake up refreshed and ready for play. Studies have shown that children who regularly get an adequate amount of sleep have improved attention, behaviour, learning, memory, and overall mental and physical health. Not getting enough sleep can lead to a reduction in food intake, low immune system, inability to regulate emotions.

Scope

This policy applies to children, families, staff, management and visitors of the Service.

Background

An inquest into the death of Indianna Rose Hicks in 2012 found Indianna, who was five months old when she died suddenly and unexpectedly while in care, died from Sudden Infant Death Syndrome (SIDS). A recommendation was made via the Consultation Regulation Impact Statement on proposed options for changes to the National Quality Framework (NQF), that Regulation 168 in the National Regulations, 'Education and care service must have policies and procedures' be amended to include a requirement for a policy on 'Sleep and rest for children and infants', including matters set out in Regulation 81 (Sleep and rest). Little.ly Early Learning Centre believes we have a 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 them from harm and hazard. Educators who are knowledgeable in safe sleep and rest practices will make effective decisions alongside children and families to ensure sleep and rest requirements are considered.

Legislative Requirements

National Quality Standards

Quality area 2		
2.1.1	Well being and comfort	Each child's well being and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.2	Safety	Each child is protected.

2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
3.1	Design	The design of the facilities is appropriate for the operation of a Service.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.

Education and Care Services National Regulations

81	Sleep and Rest
82	Tobacco, drug and alcohol free environment
87	Incident, injury, trauma and illness record
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
107	Space requirements – indoor space
110	Ventilation and natural light
115	Premises designed to facilitate supervision
168	Education and Care Service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

Principles that inform our policy

All decision making about our *Safe Sleep and Rest Procedures* are carried out in accordance with the principles of our *Safe Sleep and Rest Policy*.

- Our approach to supporting and promoting a positive sleep and rest practice is informed by current recognised guidelines and up-to-date information including evidence-based principles and guidelines. [Red Nose](#) (formerly SIDS and Kids) is considered the recognised national authority on safe sleeping practices for infants and children.
- Nominated supervisors and educators need to consider children have different relaxation, rest and sleep needs even amongst children of the same age.

- Consultation with families will occur to determine individual requirements and to enable staff to be sensitive to different values and parenting beliefs and culture associated with sleep and rest.
- Child safety will always be Little.ly's first priority so staff must be confident to refer families to Little.ly's *Safe Sleep and Rest Policies and Procedures* if parents make requests that are contrary to the safety of the child.

General Considerations

Educators will create peaceful, hygienic, personal spaces for children to rest or sleep, ensuring they are always protected from harm and will consistently monitor their well being.

- Comply with Red Nose safe sleeping practices. If a family's beliefs and requests are in conflict with current recommended evidence-based guidelines, Little.ly will need to determine if there are exceptional circumstances that allow for alternate practices. It is expected that in these scenario staff would only endorse the practice, with the written support of the child's medical practitioner. Little.ly will also undertake a risk assessment and implement a risk management plan.
- Nominated supervisors and educators would not be expected to endorse practices requested by a family, if they differ with Red Nose recommendations unless the above statement applies.
- Infants should be placed into bed on their back towards the bottom of the mattress.
- Infants should have a baby-safe sleeping bag on or should have a light blanket tucked across their body with arms out and tucked down the side of the mattress.
- Infants should be placed to bed with no additional bumpers, blankets or toys.
- Infants should 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.
- If a baby is wrapped when sleeping, consider the baby's stage of development. Leave their arms free once the startle reflex disappears at around three months of age, and discontinue the use of a wrap.
- Infants and toddlers are never to have their face covered at sleep time.
- If required comforters such as dummies should be offered. Educators should monitor the child with the comforter until they fall asleep. Once asleep, if possible remove the comforter if it has fallen out of the child's mouth. If not continue a higher level of supervision.
- Infants and toddlers should not be offered a pillow. Older children can have a pillow but should be supervised.
- Children can have toys and additional blankets during rest but should be supervised.

- Ensure children are not placed into cots with bottles as per the Dental Health Policy.
- All sleeping children should be supervised at all times. This means an educator directly in the room children are sleeping and regular adequate checks are conducted. Educators must check if the child is breathing through sight, touch and listen.
- Sleeping and rest spaces should be a smoke-free area.
- Ensure infants and toddlers dress appropriately for room temperature when resting or sleeping. Remove bulky clothing and shoes. Ideally with adequate temperature baby would have a light top and nappy or light pants. Older children consider their dressing preferences within reason.

Considerations for the physical environment

Rest environment:

- Rest environment can be in the room environment.
- Lights are to be turned off and calming music playing with cushions and blankets.
- Children are encouraged to engage alone or in small groups.
- Quiet experiences will be supplied such as books, puzzles, and drawing.
- Educators are to supervise rest time at all times.
- Ideally, rest time would continue for 30 minutes however educators must read the needs of the children and be flexible to change.
- Children are encouraged to rest and be still but are not forced to stop talking or whisper.

Sleep environment:

- Should have good ventilation and light (natural where possible).
- Should have calming and peacefully music.
- Adequate space between both cots and floor mattresses.
- Floor mattresses should not be placed on concrete.
- There are adequate numbers of cots and bedding available to children that meet Australian Standards.
- Sleep and rest environments are safe and free from hazards.
- Supervision windows are kept clear to ensure safe supervision of sleeping children. This involves checking/inspecting sleeping children at 5 min intervals, and ensuring they are always within sight and hearing distance of sleeping and resting children.
- Ensure that beds/mattresses are clean and in good repair.

- Create a relaxing environment for sleeping children by playing relaxation music, reading stories, Cultural reflection; turning off lights and ensuring children are comfortably clothed.
- Arrange beds in a way that children can easily move between them.
- If required sit next to the child and lightly pat or rock child to sleep, for babies this could entail lightly rocking the cot.

Considerations for safety and hygiene

- All cots sold in Australia must meet the current mandatory Australian Standard for Cots [AS/NZS2172], and should carry a label to indicate this.
- All portable cots sold in Australia must meet the current mandatory Australian Standard for children's portable folding cots, AS/NZS 2195, and should carry a label to indicate this.
- Ensure there are no hanging cords or wires such as curtain cable near the cot or mattress.
- Securely lock cots sides into place to ensure children's safety.
- Be aware of manual handling practices when lifting children in and out of cots..
- Bassinet, hammock or pram/stroller do not have product safety codes and should not be used for sleeping in the service.
- Mattress should be in good condition and fit the cot base with not more than a 20mm gap between the mattress sides and ends.
- A firm sleep surface that is compliant with the new AS/NZS Voluntary Standard [AS/NZS 8811.1:2013
- Do not elevate a mattress.
- Place a well fitted mattress in a portable cot.
- Remove all plastic on cots and mattresses.
- Beds and mattresses are wiped over with warm water and neutral detergent or vinegar between each use.
- Cots should be washed down at the end of each day.
- All bed linen and bedding should be in good repair.
- Linen and bedding for each child should be kept in the child's allocated sleeping bag and washed either once a week or when bodily fluids contaminate it.

Key terms

Term	Meaning	Source
Rest	A period of inactivity, solitude, calmness or tranquility and can include a child being in a state of sleep	ACECQA
Infant / Baby	A young child between the ages of birth and 12 months	ACECQA
Sudden Infant Death Syndrome (SIDS)	The sudden and unexpected death of an infant under one year of age with an onset of a fatal episode occurring during sleep, that remains unexplained after a thorough investigation, including performance of a complete autopsy and review of the circumstances of death and the clinical history	rednose.org.au/article/what-is-sudden-infant-death-syndrome-sids

Links to other policies:

- Australian Children’s Education & Care Quality Authority.
- Guide to the Education and Care Services National Law and the Education and Care Services
- National Regulations 2015.
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Guidelines for SIDS and Kids Safe Sleeping in Childcare Facilities.
- SIDS & Kids Safe Sleeping Kit – www.sidsandkids.org
- Standards Australia – www.standards.org.au
- The Children’s Hospital at Westmead – Safety factsheet – Cots and Cot Mattresses, <http://kidshealth.schn.health.nsw.gov.au/sites/kidshealth.schn.health.nsw.gov.au/files/safetyfactsheets/cots-and-cot-mattresses.pdf>
- Australian Competition and Consumer Commission (ACCC) – www.accc.gov.au – Cot safety PDF
- Australian Consumer Law 2011 – Australian Competition and Consumer Commission.
- The NSW Work Health and Safety Act 2011 & the NSW Work Health and Safety Regulation.
- Safe sleep and rest practices from October 2017 [ACECQA].

- Red Nose <https://rednose.com.au/section/safe-practices>

Induction and ongoing training

Little.ly requires that induction and ongoing training of all staff include the *Safe Sleep and Rest Policy* to enable staff to fulfill their roles effectively. In addition Little.ly promotes information sharing at staff meetings, sharing of information received from industry trends or changes in legislation, and in consultation at policy review sessions. All staff will be required to maintain a professional development and industry engagement log to ensure currency of knowledge and skills.

Policy created / review

Policy Reviewed	Modifications	Next Review Date
Implemented February 2019		February 2020
February 2020	Minor adjustments made with the addition of the National Quality Standard requirements for sleeping	February 2021
July 2021	Reviewed policy following endorsement of the ECEC package	July 2022

Monitoring, evaluation and review

This policy will be reviewed annually or on occurrence of any relevant legislative change. Management of Little.ly will conduct reviews in consultation with educators at staff meetings.

SAFE SLEEP and REST PROCEDURE

- Little.ly recognises the importance of sleep and rest for children's health and growth ability.
- We understand that every infant and toddler has their own unique sleeping routines and rituals. Educators will collaborate with families in regard to sleeping practices. We strive to adapt and amend our environment to ensure each child's sleep needs are met within our legal requirements and National Quality Standards.
- We believe that children 3-5years old benefit from having an adequate time of rest throughout the day. Our educators are dedicated to setting up quiet spaces for rest and encouraging children to rest when needed.

- Sleep and rest time will be relaxed and comfortable with a high level of supervision and safe sleep practices to reduce the risk of SIDS.

Management will:

- Ensure the service has adequate facilities for sleeping and rest.
- Provide the room with equipment and furniture that meets the Australian standards and is in the required amounts.
- Ensure educators and families are aware and comply with the *Safe Sleep and Rest Policy*.
- Arrange for collaboration between Educators and families regarding sleeping practices.
- Collect required sleeping routine information about child on enrolment.
- Provide educators the opportunity to keep current and relevant in regards to safe sleeping practices.
- Promote red nose safe sleeping practices through the service.
- Safe sleep practices are documented and shared with families. Nominated Supervisors and Educators are not expected to endorse practices requested by a family, if they are different from 'Red Nose' safe sleeping recommendations.
- Monitor and review the implementation of the *Safe Sleep and Rest Policy*.

Educators / Staff will:

- Comply with the *Safe Sleep and Rest Policy*.
- Consult with families about children's sleep and rest needs.
- Ensure the sleep environment meets all requirements as listed in the policy.
- Ensure all equipment and furniture is in abundance and meets the requirements as per Australian standards and the policy.
- Ensure that the sleep and rest environment is free from cigarette or tobacco smoke.
- Sleep and rest patterns will be recorded daily for families.
- Ensure supervision of children's sleeping and rest is adequate.
- Be sensitive to each child's needs so that sleep and rest times are a positive experience.