

Policy Title:	Safe Sleep and Rest Time
Effective Date:	January 2019
Review Date:	Reviewed every 18 months.

POLICY STATEMENT

Effective rest and sleep times are important factors in ensuring children feel safe and comfortable in a child care environment. All staff need to be sensitive to each child's comfort and to make sleep time a positive experience which meets the individual needs of the children. The environments must be safe and well supervised to ensure children are safe, healthy and secure in their environment.

BACKGROUND AND CONTEXT

Developed by Inner City Care Staff and Management Committee, based on information from Kelly's Place Children's Centre, SIDS and Kids, NCAC and Children, Youth and Women's Health Service.

Adapted to meet the NQF Regulation requirement 168 – "*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).*" ACECQA.

SCOPE AND PURPOSE

- To ensure Approved providers, nominated supervisors and educators understand their 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.
- To minimise the risks associated with infant sleeping.
- To comply with National Regulatory legislation.
- Rest/sleep routines and equipment will be evaluated annually in accordance with advice from recognised health and safety authorities – to ensure any risks are minimised.

POLICY DETAIL/ BUSINESS RULES

Individual Routines:

- Educators will consult with families as to their children's (in particular infants') need for rest/sleep routines.
- Educators will respect family preferences regarding sleep and rest and consider these daily when ensuring children feel safe and secure in the environment however families will also be informed that children will neither be forced to sleep nor prevented from sleeping.
- Children's individual sleep routines will be adhered to as much as possible and a quiet place for resting/sleeping will be available to children all day.
- Staff will provide children with support and opportunities to identify and communicate with educators about their needs for rest and quiet play throughout the day.
- Quiet experiences will be available for children who are awake while others sleep.
- Educators will remove any unnecessary clothing from children including; shoes, jumpers, heavy denim with several fasteners – for comfort and safety. However, children are put

to bed in clothes which will keep them warm without the need for too much additional bedding.

- Dummies will not be attached to ribbon or cord when being used in the cot.
- Educators will create a peaceful and comforting rest/sleep environment through soft lighting, relaxing music or stories and gentle patting – as desired by children.
- Sleep times are recorded daily for each child.
- Educators and families will consult with one another as to the best sleep routines for each child. Older children may be moving away from having a sleep but as the child care day is stimulating and long all children will be encouraged to have a short rest of 20 – 30 minutes on their bed. Children transitioning to school will do quiet activities instead in the last months leading up to the school year starting.
- Educators will assess each child's circumstances and current health to determine whether higher supervision levels and more checks may be required.

Safe Equipment

- All equipment is to carry safety codes for sleep.
- Bassinets, hammocks and prams and strollers are not considered safe equipment to sleep in and cannot be a substitute for a cot.
- Cot mattress should always be in good condition, they should be clean, firm and flat.
- Cot mattresses should fit the cot with no more than a 20mm gap between the mattress sides and ends.
- Cot mattresses should never be elevated or lifted.
- A firm sleep surface that is compliant with the new AS/NZS Voluntary Standard (AS/NZS 8811.1:2013 Methods of testing infant products – Sleep surfaces – Test for firmness) should be used.

Safe Bedding

- Light bedding is recommended.
- Remove pillows, doonas, loose bedding or fabric from cots.

Environments

- Ensure there are adequate numbers of cots and bedding available to children that meet Australian Standards.
- Ensure that areas for sleep and rest are well ventilated and have natural lighting where possible within our Centre.
- Arrange children's beds and cots to allow easy access for children and educators.
- Educators will assist children with sleep if a child asks for a pat or only with the child's consent.
- Educators will provide a quiet learning environment to encourage children to rest their bodies and minds for no longer than 20-30minutes.
- Educator ratios will be maintained throughout the rest period.
- Educators will ensure children will sleep and rest with their face uncovered.

Infants Sleeping in Cots

- A risk assessment of our cot room will be conducted annually to determine how frequent the educators need to observe sleeping infants. Currently due to the lighting, cot monitors and large windows for supervision the interval has been determined as 15 minutes.

Educators need to observe infants and to check for breathing then record that have completed the observation.

- Infants are not to be given bottles when in the cots.
- The cot room must have an operational baby monitor at all times.
- The cots must comply with SIDS Safe Sleeping Guidelines, see below for more details.
- Encourage the use of sleeping bags for babies.
- Securely lock sides of cot into place when in use.
- Educators will be aware of manual handling practices when lifting babies in and out of cots.

SIDS (Sudden Infant Death Syndrome) and Kids Safe Sleeping Guidelines:

In order to reduce the risk of SIDS and fatal sleeping accidents staff will:

- Put babies under 12 months on their backs to sleep (unless otherwise directed in writing by the child's medical practitioner).
- Sleep babies with faces uncovered. Babies should be placed at the bottom of the cot to prevent them wriggling under any bedding which must be tucked in firmly at the bottom.
- A safe infant sleeping bag with fitted neck and armholes is a good alternative for bedding.
- Infants and young children (or anyone else) will not be exposed to cigarette smoke at the Centre.
- All cots meet Australian Standard 2172 and portable cots will not be used.
- The mattresses used in the cots are firm, clean, well fitting and in good condition.
- No pillows, cot bumpers, quilts, doonas, duvets, lambskins or soft toys are used in the cots. Comforters are only to be used when necessary and whilst an adult is present – once infant is asleep comforter will be returned to child's locker.
- Only cotton or muslin is used for wrapping and swaddling and babies' heads are never to be covered.
- Dangling cords or string, including mobiles are kept out of reach of infants due to the strangling risk.
- For more information contact SIDS and Kids on 1300 308 307 or www.sidsandkids.org

AUTHORITIES AND ACCOUNTABILITIES

- The Approved provider is ensuring the Centre environments are adequate for safe sleeping and resting practices.
- The Nominated supervisor/ Centre Director is responsible for ensuring all ICC educators have training in this policy.
- All ICC educators are accountable for the implementation of this policy.

OTHER RELEVANT DOCUMENTATION

- National Quality Standard Quality Area 2: Children's Health and Safety: Standards 2.11, 2.2, 2.2.1, 3.1
- Guide to the NQS & NQF
- SIDS & Kids Safe Sleeping Guidelines – www.sidsandkids.org
- Standards Australia – www.standards.org.au

