

# **Sleep**



## **Policy**

The Purpose of the sleep and rest for children policy is to ensure the safety, health and wellbeing of children attending our service and appropriate opportunities are provided to meet each child's need for sleep, rest, and relaxation.

## **Background**

Sleep appears necessary for our nervous systems to work properly. Too little sleep leaves humans drowsy and unable to concentrate the next day. It also leads to impaired memory and physical performance and reduced ability to carry out mathematical calculations. Rest is important for all children to grow and develop. Infants generally require about 16 hours a day which reduces to about nine hours for teenagers.

Although death from Sudden Infant Death Syndrome (SIDS) is a relatively uncommon event, it is the leading cause of post-neonatal infant death (aged over one month and under one year). Apart from loss of life, the circumstances surrounding death can be particularly difficult for family and friends to deal with. Over the period 1981 to 2000, SIDS deaths for males outnumbered those for females and were responsible for 62% of total deaths for the 1981 – 1990 period and 60% for the last ten years. At Janelle Street Centre we follow Red Nose recommendations for rest time.

## **Practices**

### **General**

A rest period is included in our daily program, usually following lunch or as required by each individual child. All children are encouraged to sleep/rest. If unable to sleep, they will be given quiet activities or a book to look at on their beds.

A security toy may help to calm a restless child.

Educators will ensure that children are comfortable by removing shoes and making sure they are adequately dressed for the particular climate.

Beds, cots and mattresses will be checked daily by educators and replaced if necessary to provide safe sleeping equipment for children and a safe environment for children and educators.

Pre-school 1 and preschool 2 children have the option, if not sleeping, to participate in quiet activities.

Educators will consult with families about sleep and rest needs. Under 12-month-old Children or Children with Health Risks will have an individual Risk Factor Checklist and Action Plan developed by Parents and Educators.

Educators will be sensitive to each child's needs making sleep and rest times a positive experience.

All children will be encouraged to sleep on their backs, but they will be allowed to find their own sleeping position.

Beds will be in good repair and be easily cleaned between uses. Beds and mattresses will be wiped over by staff wearing gloves using liquid disinfectant or disinfectant wipes between each use.

All bed linen will be clean and in good repair. Bed linen is for use by an individual child and it will be washed before being used by another child. Any bed linen that is torn or has lost its elasticity will be thrown out. If any bed linen is soiled by faeces, vomit or blood it will be placed in a single use bag and then disposed of in the red bin that is in the carpark.

Children's beds and cots will be arranged to allow easy access for children and staff.

Sleep and rest risk assessment must be conducted once every 3 months in accordance with regulation 84C.

Educators will create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, turning off lights and ensuring children are comfortably clothed. The environment should be tranquil and calm for both staff and children. Staff will sit near resting children and support them by encouraging children to relax and listen to music or stories for a short period of time before moving to quiet activities.

Children will be encouraged to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets, and bulky clothing.

The room temperature will be considered to ensure maximum comfort for the children.

Educators will ensure all teething (amber) necklaces, bracelets and anklets, dummy chains, hooded jumpers, and other hooded clothes are removed from children before rest or sleep.

Power points will be installed out of children's reach and covered with safety plugs. Beds will be placed out of reach of power points. Cords will remain out of reach of children.

There will be enough space in between beds for Staff and children to allocate walkways.

Beds will be placed a short distance away from movable furniture or furniture will be removed from the rest area if it is safe to do so.

## **Children in Cots / Sleeping Children**

All cots will meet AS/NZS 2172.

Cot rooms and sleep rooms will have operational baby monitors on at all times.

Cots will be made up to comply with Red Nose sleeping guidelines.

Educators will observe children at 10-minute intervals while they are asleep. Educators must go and stand near each sleeping child to physically see each child breathing. Educators must look for each child's chest rising and falling, changes in lip and face and skin colour. This will then be officially recorded by the educator with the time of observation.

Cot mattresses will be clean, firm and the correct size for the cot frame.

Babies will be placed on their backs to sleep, but they will be allowed to find their own sleeping position.

No loose bedding is to be available to the child.

Bed linens will be firmly tucked under the mattress to reduce the risk of a child covering their face. The baby's feet are to be placed at the bottom of the cot so the baby cannot slip down under the covers. The baby is to be tucked in securely, so bed linen is not loose.

No doonas, duvets, pillows, soft toys, or cot bumpers will be placed in cots. Comforters for children under 12 months can be taken into the cot until the child falls asleep and then must be removed by the educator.

Children will be given a minimum of one hour of sleep including if they are resting and fall asleep on their own.

#### Children on Beds/ Sleeping Children

Educators will observe children at 10-minute intervals while they are asleep. Educators must go and stand near each sleeping child to physically see each child breathing. Educators must look for each child's chest rising and falling, changes in lip and face colour. This will then be officially recorded by the educator with the time of observation.

Bed linens will be firmly tucked under the mattress to reduce the risk of a child covering their face.

Children will be given a minimum of one hour of sleep including if they are resting and fall asleep on their own.

#### Roles and Responsibilities of Approved Provider, Nominated Supervisor, Educators and Families

| Role                        | Responsibilities  |
|-----------------------------|---|
| <b>Approved Provider</b>    | <ul style="list-style-type: none"> <li>• Take reasonable steps to ensure that nominated supervisors, educators, staff, and volunteers follow the policy and procedure and that these are available to them.</li> <li>• Ensure the premises, furniture and equipment are safe, clean and in good repair, including meeting any relevant Australian Standards and other product safety standards.</li> <li>• Ensure that the indoor spaces used by children are well ventilated: have adequate natural light: and are maintained at a temperature that ensures the safety and wellbeing of children.</li> <li>• Ensure that environments are free from cigarette or tobacco smoke</li> </ul>  |
| <b>Nominated supervisor</b> | <ul style="list-style-type: none"> <li>• Ensure the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages to the ages, developmental stages, and individual needs of the children.</li> <li>• Ensure sleeping spaces have enough light to allow supervision.</li> <li>• Ensure that bassinets are not on the education and care service premises at any time that children are being educated and cared for by the service.</li> <li>• Ensure that educators understand and follow the services policies.</li> <li>• Ensure children are supervised during periods of sleep and rest. This should include ensuring clear procedures are in place for children and documenting of all checks at the time that they occur.</li> </ul> |
| <b>Educators</b>            | <ul style="list-style-type: none"> <li>• Have a good understanding of the services policy and embed practices that support safe sleep into everyday practice.</li> <li>• Identify and remove potential hazards from sleep environments.</li> <li>• Ensure that bassinets are not on the education and care service premises at any time that children are being educated and cared for by the service.</li> <li>• Document child's sleep and rest needs and provide information to families about their child's sleep and rest patterns.</li> </ul>   |

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|                 | <ul style="list-style-type: none"> <li>• Maintain supervision of sleeping and resting children including regular physical bed-side checks including visual inspection of the child's: - <ul style="list-style-type: none"> <li>-sleeping position</li> <li>-Skin and lip colour</li> <li>-Breathing</li> <li>-Body temperature</li> <li>-Head position</li> <li>-Airway</li> <li>-Head and face, ensuring that they remain uncovered</li> </ul> </li> <li>• Ensure children's clothing is appropriate during sleep times and does not have any items that are loose and could get tangled and restrict breathing.</li> </ul> |
| <b>Families</b> | <ul style="list-style-type: none"> <li>• Regularly update the service on their child's sleeping routines and patterns</li> <li>• Provide informal updates on the previous night's sleep to assist with sleeping throughout the day.</li> <li>• Dress child appropriately for weather conditions and provide additional clothing</li> </ul>   |

### Procedures

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| <b>Putting a child in a cot for sleep</b> | <ul style="list-style-type: none"> <li>• Check bedding is well fitted, secure, clean and in good repair.</li> <li>• Check windows allow for natural light.</li> <li>• Check child is dressed appropriately. Including removal of dummy chains, hooded clothing, teething necklaces, bracelets and anklets.</li> <li>• If child is under 6 months or is not rolling, they may be wrapped.</li> <li>• If child is over 6 months, they are not to be wrapped.</li> <li>• Makes sure rail is down.</li> <li>• Place child and the end of the cot (feet facing end of cot)</li> <li>• Put the rail up.</li> <li>• Ensure rest music and baby monitor is on before leaving the cot room.</li> <li>• Educator is to ensure that child has been marked on sleep chart as being put "down for sleep".</li> <li>• Educator to put a 10-minute timer on (this should be reduced to 5 minutes if child has previously been unwell)</li> <li>• Educator is to physically check the child (as listed in the roles and responsibilities) every 10 minutes.</li> <li>• Once child is asleep comforters will be removed from the cot and placed in the child's bag. Adequate supervision will be maintained for children under 2 years old who require a comforter for sleep</li> <li>• Used linen will be removed and placed in washing basket to be taken to the laundry (including mattress protector)<br/># at no time will a child be left to sleep on the floor, in a highchair or in a bouncer#</li> </ul> |
| <b>Putting a child to bed for sleep</b>   | <ul style="list-style-type: none"> <li>• Beds are to be placed out on floor away from movable furniture, power points.</li> <li>• Check bedding is well fitted, secure, clean and in good repair.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Check beds have enough room in between for walkways so that Staff and Children can move safely between them.</li> <li>• Children will be guided to beds by educators (children will be placed head to toe during winter months)</li> <li>• Check child is dressed appropriately. Including removal of dummy chains, hooded clothing, teething necklaces, bracelets and anklets.</li> <li>• Educator is to ensure that child has been marked on sleep chart as being put “down for sleep”.</li> <li>• Educator to put a 10-minute timer on (this should be reduced to 5 minutes if child has previously been unwell)</li> <li>• Educator is to physically check the child (as listed in the roles and responsibilities) every 10 minutes.</li> <li>• Beds will be wiped with disinfectant and a cloth or a disinfectant wipe (as per the general practices in the policy)</li> <li>• Used linen will be removed and placed in washing basket to be taken to the laundry.</li> </ul> <p># at no time will a child be left to sleep on the floor</p> |
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## Sources

<https://rednose.org.au/section/safe-sleeping> (accessed October 25, 2023)

[cecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices](https://www.cecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices) (accessed October 25, 2023)

Quality and Compliance in Practice ECED [update@det.nsw.edu.au](mailto:update@det.nsw.edu.au) (accessed October 25, 2023)

Education + Care Services National Further Amendment Regulations 2023

[PolicyGuidelines\\_Sleep&RestForChildren\\_August.pdf \(cecqa.gov.au\)](#) (accessed November 28, 2023)

[NQF changes overview | ACECQA](#) (accessed November 28, 2023)

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