

PURPOSE

This policy will provide clear guidelines to ensure the safety, health and well-being of children attending Eltham Woods Preschool and provide appropriate opportunities to meet each child's need for sleep, rest, and relaxation.

Policy Statement – Our Values

Eltham Woods Preschool is committed to:

- complying with all legislative requirements, standards, current best practices and guidelines, including recommendations by Red Nose Australia (*refer to Sources*)
- its duty of care (*refer to Definitions*) to all children at Eltham Woods Preschool, and ensuring that adequate supervision (*refer to Definitions*) is maintained while children are sleeping, resting, or relaxing
- Provide a positive and nurturing safe environment where children feel comfortable and safe to play, talk, or relax
- This is fostered through responsive relationships with families and children; engaging experiences; and a safe and healthy environment.
- **Child Safe Standard 4:** Consulting with parents/guardians about their child's individual relaxation and sleep requirements/practices, and ensuring practices at the service are responsive to the needs, values and cultural beliefs of each family (enrolment processes)
- Practices and Policies are also discussed and formulated at the Committee Management level.
- **Child safe standard 3:** Reflecting our service philosophy we believe children are active agents in decisions that affect them. Our children are empowered about their right to rest and relaxation, and we actively discuss this with them, allowing them to participate in decisions around rest times that affect them.
- We aim to provide an environment that encourages children to reach their potential and develop relaxation techniques that are lifelong.
- We also encourage children to be involved in creating relaxation tools as part of their program.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Eltham Woods Preschool.

RESPONSIBILITIES	Approved provider and persons with management	Nominated supervisor and persons in day-to-day	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
<p>R indicates legislation requirement, and should not be deleted</p> <p>N / A Indicates not relevant to Service</p>					
Ensuring that policies and procedures are in place for managing sleep and rest for children (<i>Regulation 168</i>) and take reasonable steps to ensure those policies and procedures are followed (<i>Regulation 170</i>)	R				
Taking reasonable steps to ensure the sleep and rest needs of children at Eltham Woods Preschool are met, with regard to the age of children, developmental stages and individual needs (<i>Regulation 84A</i>)	R	R	√		√
Conducting a sleep and rest risk assessment at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest (<i>Regulation 84C (a)(b)</i>)	R	R	√		
<p>Ensuring the risk assessment considers the following:</p> <ul style="list-style-type: none"> the number, ages, and developmental stages of the children the sleep and rest needs of children (including health care needs, cultural preferences, individual needs and requests from families about a child's sleep and rest) the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods the level of knowledge and training of staff supervising children during sleep and rest periods the location of sleep and rest/reset time areas, including the arrangement cushions within the sleep and rest areas the safety and suitability of bedding equipment, having regard to the ages and developmental stages of the children who will use this bedding IE: cushions, pillowcases/number of groups. any potential hazards: in sleep and rest areas, or on a child during sleep and rest periods the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation) (<i>Regulations 84C</i>) (<i>refer to Sources</i>) 	R	√	√		√

Ensuring all risk assessments conducted are recorded and stored (<i>Regulation 84C (4)</i>)	R	√	√		√
Undertaking a risk assessment to mitigate hazardous manual handling (<i>refer to Definitions</i>). <i>Patting, or rocking children is not practiced. Children are encouraged with calming music and other meditation techniques.</i>	R	√	√		√
Ensuring all educators, staff and volunteers comply with the recommendations of Red Nose Australia in relation to safe sleeping practices for children (<i>refer to Sources</i>) <i>Regular monitoring of any children who fall asleep.</i>	R	√	√		√
Ensuring teachers and educators receive information and induction training to fulfil their roles effectively, including being made aware of the sleep and rest policies, their responsibilities in implementing these, and any changes that are made over time	R	√			
Ensuring the premise, furniture and equipment are safe, clean and in good repair (<i>Regulation 103 and National Law: Section 167</i>) including ensuring all equipment used meets any relevant Australian Standards and other product safety standards, such as Australian Competition and Consumer Commission (ACCC) guidelines (<i>Refer to Sources</i>).	R	R	√	√	√
Ensuring the cushions and pillowslips being used for sleep and rest are safe and appropriate for the ages and developmental stages of children who will use them. We only have children over three.	R	R	√		√
Ensuring that rooms used for sleep and relaxation are well ventilated; have adequate natural light; and are maintained at a temperature that ensures the safety and wellbeing of children (<i>Regulation 110</i>)	R	√	√		√
Ensuring sleep and rest environments are free from cigarette, e-cigarette, or tobacco smoke (<i>Regulation 82</i>) <i>This is a no smoking environment.</i>	R	√	√		√
Ensuring that the premises are designed to facilitate supervision	R	R			
Ensuring adequate supervision of children sleeping and resting, being within sight and hearing distance and are monitoring through visually checks of: <ul style="list-style-type: none"> • sleeping position • skin and lip colour • breathing • body temperature • head position • airway • head and face, ensuring they remain uncovered 	R	R	√		√
Ensuring supervision and monitoring procedures are documented, including method and frequency of checking the safety, health and wellbeing of children during sleep and rest periods, as per the risk assessment (<i>Appendix 1 RAP, Appendix 2 Checklist for Daily Monitoring</i>)	R	R	√		√

Developing relaxation and sleep practices that are responsive to: <ul style="list-style-type: none"> the individual needs of children at the service parenting beliefs, values, practices and requirements the length of time each child spends at the service circumstance or events occurring at a child's home consistency of practice between home and the service a child's general health and wellbeing the physical environment, including lighting, airflow and noise levels 	R	√	√		√
Ensuring cots (including evacuations cots) provided at the service comply with the most current Australian/New Zealand Standards <i>(refer to Sources and Attachment 1) We don't use cots.</i>	N / A	√			
Ensuring that bassinets, hammocks, prams and strollers are not used to settle children to sleep We don't use these.	N / A	R	√		√
Conducting regular safety checks of equipment used for sleeping/resting <i>(Regulation 103 and National Law: Section 167)</i>	R	R	√		√
Ensuring that bassinets are not on the education and care service premises at any time <i>(Regulation 84D) Not Applicable</i>	N / A	R	√		√
Ensuring that if a child is brought to the service in a pram or bassinet, the child is transferred into the service's own sleep equipment	N / A	R	√		√
Removing any hazards identified in the child's resting or sleeping environment and informing the approved provider, as soon as is practicable	R	R	√		√
Ensuring that any hanging cords, mobiles, curtains and blinds are inaccessible to children who are resting or sleeping	R	R	√		√
Ensuring that artificial heating, such as heat bags and hot-water bottles, is not used to provide warmth		√	√		√
Ensuring children's clothing is appropriate during sleep times and does not have any items that are loose, could get tangled and restrict breathing (including but not limited to bibs and jewellery)		√	√	√	√
Ensuring that each child has their own bed linen, and that the <i>Hygiene Policy</i> and procedures are implemented for the cleaning of these.		√	√		√
Ensuring that there is adequate space to store bedding in a hygienic manner <i>(refer to Hygiene Policy)</i>	R	√	√		√
Ensuring compliance with WorkSafe Victoria's Children's services – occupational health and safety compliance kit <i>(refer to Sources)</i> , including in relation to staff lifting children.	R	√	√		√
Regularly reviewing practices to ensure compliance with the recommendations of Red Nose Australia in relation to safe sleeping practices for children <i>(refer to Sources)</i>	R	√	√	√	√

Providing information and training to ensure staff are kept informed of changing practices in relation to safe sleep practices for children	√	√			
Providing information to families about the service's relaxation and sleep practices	√	√	√		√
Ensuring parents/guardians are consulted about appropriate relaxation and sleep practices for their child	√	√	√	√	√
Educating families about evidence-based safe sleeping practices	√	√	√	√	√
Assessing whether there are exceptional circumstances for alternative practices where family beliefs conflict with current recommended evidence-based guidelines for safe sleeping practices, seek written support from a medical practitioner and develop a risk management plan	R	√	√	√	√
Implementing the documented sleep regime and risk management strategies where in exceptional circumstances family beliefs conflict with current recommended evidence-based guidelines for safe sleeping practices	R	√	√	√	
Ensuring the educational program provides opportunities for each child to sleep, rest or engage in appropriate quiet play activities, as required	R	√	√		√
Ensuring that resting and sleeping practices are not used as a behaviour guidance strategy (<i>refer to Interactions with Children Policy</i>)		√	√		√
Providing a range of opportunities for relaxation throughout the day		√	√		√
Supervising children displaying symptoms of illness closely, especially when resting or sleeping		√	√		√
Documenting and communicating children's rest and sleep times to co-workers during shift changes		√	√		√
Encouraging children's independence and assisting children with dressing as needed.		√	√		√

BACKGROUND AND LEGISLATION



BACKGROUND

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for children's sleep and rest.

The Early Years Learning Framework (EYLF) and the *Victorian Early Years Learning and Development Framework (VEYLDF)* include a focus on social, emotional, spiritual and physical wellbeing and health. Development Outcome 3 in both framework documents refers to a child's ability to take increasing responsibility for their own wellbeing. One of the indicators for this capacity is that children "recognise and communicate their bodily needs (for example thirst, hunger, rest, comfort, physical activity)". The EYLF suggests that to promote this, educators should:

- consider the pace of the day within the context of the community
- provide a range of active and restful experiences throughout the day, and support children to make appropriate decisions regarding participation.

Holistic approaches recognise the importance of physical, mental and spiritual wellbeing. Educators who provide a range of active and restful experiences throughout the day support children's individual requirements for health, nutrition, sleep, rest and relaxation.

Employers have a responsibility under the *Occupational Health and Safety Act* to provide a safe and healthy working environment. This duty extends to others present in the workplace, including children and volunteers. Providing a safe sleeping environment for children at the service includes complying with current Australian/New Zealand standards in relation to equipment, such as cots and mattresses (*refer to Sources*).

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Australian Consumer Law and Fair-Trading Act 2012
- Australian Consumer Law and Fair-Trading Regulations 2012
- Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010)
- Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety Requirements (AS/NZS 2130:1998)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS



The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Hazardous Manual Handling: Manual handling is work where you have to lift, lower, push, pull, carry, move, hold or restrain something. It's hazardous manual handling if it involves:

- repeated, sustained or high force
- sustained awkward posture

- repetitive movements
- exposure to sustained vibration
- handling people or animals
- loads that are unstable, unbalanced or hard to hold.

Red Nose Australia (formerly SIDS and Kids): Recognised national authority on safe sleeping practices for infants and children (*refer to Sources*)

Relaxation: Relaxation or other activity for bringing about a feeling of calm in your body and mind

Rest: A period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep.

SIDS (Sudden Infant Death Syndrome): 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.

Sudden and Unexpected Death in Infancy (SUDI): A broad term used to describe the sudden and unexpected death of a baby for which the cause is not immediately obvious.

SOURCES AND RELATED POLICIES



SOURCES

- Australian Children’s Education & Care Quality Authority, Safe sleep and rest practices: www.acecqa.gov.au/resources [Child safe Standards Guidelines & Procedure Guidelines](#)
- Australian Competition & Consumer Commission (2016), Consumer product safety – a guide for businesses & legal practitioners: www.accc.gov.au
- Belonging, Being & Becoming – The Early Years Learning Framework for Australia (EYLF): www.acecqa.gov.au
- Current Australian/New Zealand Standards for cots is available on the SAI Global website at: www.saiglobal.com
- Red Nose Australia: www.rednose.org.au
- Victorian Early Years Learning and Development Framework (VEYLDF): www.acecqa.gov.au
- WorkSafe Victoria, Children’s services – occupational health and safety compliance kit: www.worksafe.vic.gov.au
- Australian Children’s Education & Care Quality Authority, Sleep and rest risk assessment Template - [Sleep Rest Risk Assessment Template](#)
- Australian Children’s Education & Care Quality Authority, Risk Assessment and Management Tool - www.acecqa.gov.au/media/32166
- Kids Safe Australia - www.kidsafe.com.au

- Compliance code: Hazardous manual handling -
<https://www.worksafe.vic.gov.au/resources/compliance-code-hazardous-manual-handling>
- Hazardous manual handling risk assessment and control tool –
www.worksafe.vic.gov.au

RELATED POLICIES

- Administration of First Aid
- Child Safe Environment and Wellbeing
- Emergency and Evacuation
- Enrolment and Orientation
- Hygiene
- Incident, Injury, Trauma and Illness
- Interactions with Children
- Occupational Health and Safety
- Staffing
- Supervision of Children

EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172 (2)).

AUTHORISATION

This policy was adopted by the approved provider of Eltham Woods Preschool on 18.10.23

REVIEW DATE 18.10.24 following next Risk Assessment

Appendix 1:

Child Safety: Rest & Relaxation Assessment & Action (Procedures) Plan

Quality Area 2:

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for children's sleep and rest.

Our Sleep and Rest for Children Policy provides our educators, management, coordinators, other staff, families, and the community with the information they need to ensure children's needs for sleep and rest are met while attending the service.

There is now much research available to inform decisions about safe sleeping environments, including research that identifies poor sleep procedures and inadequate supervision as risk factors, which can result in, or contribute to, serious harm to young children.

All children need rest and sleep for their wellbeing and health, and this is an area of service policy and procedure that our service very carefully considers, monitors, and actively reviews to ensure risks are appropriately addressed at all times.

We value feedback from families and ensure that our policies, procedures, practices, and decisions are based on the most up-to-date advice from recognised authorities, such as Red Nose Australia.

Other Considerations:

The ages of children licensed for care at Eltham Woods Preschool are 3 – 5 / 6 years of age.

The need for cots, or other equipment is unnecessary.

In our analysis of risk and needs, we also consider and refer to the following:

Child Safe Standard 3 - Children and young people are empowered about their rights, participate in decisions affecting them, and are taken seriously.

Child Safe Standard 4 - Families and communities are informed, and involved in promoting child safety and wellbeing.

Identified potential hazards that require mitigation and procedural practices.

1. Number of children requiring rest/relaxation.
2. Floor Space for comfortable resting/reset time. Groups of 27 / 22
3. Storage of Cushions for Hygiene / Safety from Insects and Spiders.
4. Cross-contamination of germs from pillowcases.
5. Sleeping children when others play in the room.
6. Supervision of sleeping children / versus awake children.
7. Special considerations of a sick child.

Practices that involve families:

1. Discussion of these issues at COM Meeting Level.
2. Families are also asked on enrolment about their child's usual resting patterns.
3. They are asked to provide a clearly named pillowcase.
4. Discussions around appropriate size/comfort rest toys.

Children's voices/choices:

1. Children can bring a soft toy.
2. Children are actively involved in preparing their rest pillow, by putting this on as part of the reset/rest transition and winding down time.
3. We aim to provide quiet corners for reset times.
4. Children also are involved in discussions around expectations they have around rest/reset times.

1. They are involved in making the reset finger-play tools.
2. They also make larva jars.
3. They choose books and soft puppets to read and hold.

Practices to support Child Safety at Reset / Rest times.

- Staff communication and training
- Staff support children's relaxation in a variety of ways: ie: by telling stories, and playing music for relaxation.
- One staff member is always in the resting area.
- After 30mins the children then pack away their pillow case in a protective named/labeled bag and the pillows are stored on a trolley.
- Two staff support children during this transition.
- All relaxing/resting children are supervised.
- Sleeping children are regularly checked whilst they sleep every 10 – 15 mins minimum.
- Staff remain within sight and hearing distance and are monitoring children / paying attention to visual checks of:
 1. sleeping position
 2. skin and lip colour
 3. breathing
 4. body temperature
 5. head and face position, ensuring they remain uncovered
 6. airway
- Procedures and Policy discussed at Team meetings.
- Documentation is signed off each day. (*refer appendix of rest policy*)
- Pillowcases are washed at each end of term, and more frequently by the parents if children have illness or soil these.
- Temperatures taken if a child awakens unwell. Care as required. Parents are notified to collect.

Possible improvements - Future purchase of Mat to enlarge the rest area for appropriate spacing.

References –

United Nations Rights of the Child

ACECQA Guidelines for Child Safe Standards – August 2023

ELAA Sleep & Rest Policy Guidelines

Reviewed 18.10.23 -

Next RAP revision by 31.10.24



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