

	<p>Adequate supervision: (In relation to this policy) entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.</p> <p>Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:</p> <ul style="list-style-type: none"> • number, age and abilities of children • number and positioning of educators • current activity of each child • areas in which the children are engaged in an activity (visibility and accessibility) • developmental profile of each child and of the group of children • experience, knowledge and skill of each educator • Need for educators to move between areas (effective communication strategies). <p>Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.</p> <p>Red Nose: (formerly SIDS and Kids), the recognised national authority on safe sleeping practices for infants and children (refer to <i>Sources</i>)</p> <p>Relaxation/rest: A period of inactivity, solitude, calmness or tranquillity.</p> <p>SIDS (Sudden Infant Death Syndrome): The unexpected and unexplained death of an infant, usually occurring during sleep.</p>
<p>References:</p>	<ul style="list-style-type: none"> • <i>Belonging, Being & Becoming – The Early Years Learning Framework for Australia</i> (EYLF): HTTPS://WWW.EDUCATION.GOV.AU/ • <i>Grow and Thrive, Sleep</i>, volume 2 number 1, February 2013, Centre for Community Child Health: HTTPS://WWW.RCH.ORG.AU/HOME/ • <i>Product safety: a guide for businesses and legal practitioners:</i> https://www.consumer.vic.gov.au/ • <i>Red Nose: Evidence-based information and advice about safe sleeping practices across ages and stages at</i> HTTPS://REDNOSE.COM.AU/ • <i>Victorian Early Years Learning and Development Framework (VEYLDF):</i> HTTP://WWW.EDUCATION.VIC.GOV.AU/PAGES/DEFAULT.ASPX
<p>Related Policies:</p>	<ul style="list-style-type: none"> • <i>Child Safe Environment Policy</i> • <i>Hygiene Policy</i> • <i>Incident, Injury, Trauma and Illness Policy</i> • <i>Interactions with Children Policy</i> • <i>Occupational Health and Safety Policy</i> • <i>Supervision of Children Policy</i>

Related Legislation:	<ul style="list-style-type: none"> • Australian/New Zealand Standards: (at the time of printing) the current relevant standards are: <ul style="list-style-type: none"> – Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010), and – Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety Requirements (AS/NZS 2130:1998) <p>Current standards are available on the SAI Global website at: WWW.SAIGLOBAL.COM</p> <ul style="list-style-type: none"> • WorkSafe Victoria, <i>Children’s services – occupational health and safety compliance kit</i>: HTTPS://WWW.WORKSAFE.VIC.GOV.AU/
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1. VALUES

We are committed to:

- providing a positive and nurturing environment for all children attending the service
- recognising that children have different requirements for relaxation and sleep, and being responsive to those needs to ensure that children feel safe and secure at the service
- consulting with parents/guardians about their child’s individual relaxation and sleep requirements/practices, and ensuring practices at the service are responsive to the values and cultural beliefs of each family
- its duty of care (refer to *Definitions*) to all children at the service, and ensuring that adequate supervision (refer to *Definitions*) is maintained while children are sleeping, resting or relaxing
- Complying with all legislative requirements, standards and current best practice and guidelines, including recommendations by Red Nose (refer to *Sources*).

2. SCOPE

This policy applies to Council as the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the Kindergartens.

3. RESPONSIBILITIES

The Approved Providers are responsible for:

- taking reasonable steps to ensure the sleep/rest needs of children at the service are met, with regard to the age of children, developmental stages and individual needs (Regulation 81(1))
- regularly reviewing practices to ensure compliance with the recommendations of Red Nose in relation to safe sleeping practices for children (refer to *Sources*)
- providing information and training to ensure staff are kept informed of changing practices in relation to safe sleep practices for children
- ensuring parents/guardians are consulted about appropriate relaxation and sleep practices for their child
- protecting children from hazards and harm (Section 167)
- ensuring that hammocks, prams and strollers are not used to settle children to sleep
- consulting with staff in relation to OHS issues when purchasing new equipment for the service
- ensuring adequate supervision of children at the service at all times, including during relaxation and sleep
- ensuring that rooms used for sleep and relaxation are well ventilated

The Nominated Supervisor is responsible for:

- taking reasonable steps to ensure the sleep/rest needs of children at the service are met with regard to the age of children, developmental stages and individual needs (Regulation 81(2))
- ensuring the educational program provides opportunities throughout the session for each child to sleep, rest or engage in appropriate quiet play activities, as required by individual children
- protecting children from hazards and harm (Section 167)
- removing any hazards identified in the child's resting or sleeping environment and informing the Approved Provider, as soon as is practicable
- ensuring all staff and educators comply with the recommendations of Red Nose in relation to safe sleeping practices for children (refer to *Sources*)
- 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 professional and develop a risk management plan
- ensuring adequate supervision of children at the service at all times, including during relaxation and sleep

Educators and other staff are responsible for:

- providing each child with appropriate opportunities for relaxation and sleep according to their needs and avoid children laying on the floor at the same time for a period of time
- complying with the recommendations of Red Nose in relation to safe sleeping practices for children (refer to *Sources*)
- developing relaxation and sleep practices that are responsive to:
 - 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 room temperature, lighting, airflow and noise levels
- educating families about evidence-based safe sleeping practices
- 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
- minimising distress or discomfort for the children in their care
- ensuring that resting and sleeping practices are not used as a behaviour guidance strategy (refer to *Interactions with Children Policy*)
- providing a range of opportunities for relaxation and hygienic spaces for children to rest throughout the day
- providing input in relation to OHS issues when new equipment is purchased for the service
- conducting regular safety checks of equipment used for sleeping/resting
- removing any hazards identified in the child's resting or sleeping environment and informing the Nominated Supervisor or Approved Provider, as soon as is practicable
- ensuring that any hanging cords, curtains and blinds are inaccessible to children who are resting or sleeping
- providing adequate supervision (refer to *Definitions*) of all children, including during sleep, rest and relaxation
- supervising children displaying symptoms of illness closely, especially when resting or sleeping (refer to *Incident, Injury, Trauma and Illness Policy*)

- ensuring that artificial heating, such as heat bags and hot-water bottles, is not used to provide warmth
- documenting and communicating children's rest and sleep times to co-workers during shift changes
- providing information to families about the service's relaxation and sleep practices
- developing communication strategies to inform parents/guardians about their child's rest and sleep patterns, including times and length of sleep
- Encouraging children's independence, and assisting children with dressing as needed.

Parents/guardians are responsible for:

- discussing their child's relaxation and sleep requirements and practices prior to commencing at the service, and when these requirements change
- providing information on the child's enrolment form if the child requires special items while resting or sleeping e.g. a comforter or soft toy
- Providing a written medical report if their child is not to be placed on their back during sleep.
Parents/guardians must communicate alternative resting practices to staff.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

4. 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
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

