


Policy

Early Years Policy – Sleep and Rest

Date of Adoption	17 May 2019		
Adoption Method	<input type="checkbox"/> Council	<input type="checkbox"/> CEO	<input checked="" type="checkbox"/> Director Community
Director Signature	Signed by:  <small>A4566C08D5B4450...</small>		Date 20-11-2024
Responsible Officer and Unit	Samantha Waymouth, Coordinator Early Years Services		
Nominated Review Period	<input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Every 4 years	<input type="checkbox"/> Other (<i>please specify</i>)
Last Endorsement Date	May 2019		
Next Endorsement Date	November 2025		

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

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Purpose/Objective

This policy will provide clear guidelines for the implementation of safe rest and sleep practices that meet the individual needs of children attending Council's Early Years Services.

Values

Council is committed to:

- providing a positive and nurturing environment for all children attending the service
- recognising that children have different requirements for rest 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 rest and sleep requirements/practices, and ensuring practices at the service are responsive to the values and cultural beliefs of each family
- 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 Australia (refer to Definitions and References).

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 Council's Early Years Services.

Background/Reasons for Policy

The *Education and Care Services National Regulations 2011* require approved providers to ensure their services have policies and procedures in place for children's sleep and rest. The Early Years Learning Framework and the Victorian Early Years Learning and Development Framework 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)”¹. The Early Years Learning Framework 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 2004* to provide a safe and healthy working environment. This duty extends to others present in the workplace, including children and volunteers. Providing a safe 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 References).

Gender Impact Assessment

In accordance with the Gender Equality Act 2020, a Gender Impact Assessment was not required in relation to the subject matter of this policy.

Definitions

Term	Definition
Adequate supervision	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.

¹ <https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf>

	<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).
Red Nose Australia	The recognised national authority on safe sleeping practices for infants and children (refer to References).
Hazardous Manual Handling	
Rest	Relaxation or other activity for bringing about a feeling of calm in a person's body and mind. A period of inactivity, solitude, calmness or tranquillity

References

- > Australian Children's Education and Care Quality Authority, Sleep and rest legislative requirements: <https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices>
- > Belonging, Being & Becoming – The Early Years Learning Framework for Australia: <https://docs.education.gov.au/documents/belonging-being-becoming-early-years-learning-framework-australia>
- > Product safety: a guide for businesses and legal practitioners: <HTTPS://WWW.CONSUMER.VIC.GOV.AU/>
- > Australian Competition & Consumer Commission (2016), Consumer product safety – a guide for businesses & legal practitioners: <https://www.accc.gov.au/publications/consumer-product-safety-a-guide-for-businesses-legal-practitioners>
- > Australian/New Zealand Standards: <https://www.standards.org.au/>
 - Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2013)
 - Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety Requirements (AS/NZS 2130:1998)
 - Australian/New Zealand Standard – Folding Cots – Safety requirements (2195:2010)
 - Australian/New Zealand Standard – Methods of testing infant products, Method 1: Sleep surfaces - Test for firmness (AS/NZS 8811.1:2013)
- > WorkSafe Victoria, Children's services occupational health and safety compliance kit: <https://www.worksafe.vic.gov.au/resources/childrens-services-occupational-health-and-safety-compliance-kit>
- > Red Nose Australia: <https://rednose.org.au/>
- > Victorian Early Years Learning and Development Framework: <https://www.education.vic.gov.au/Documents/childhood/providers/edcare/veyldframework.pdf>

Related Policies

- > Early Years Policy - Child Safe Environment and Wellbeing
- > Early Years Policy - Hygiene
- > Early Years Policy - Incident, Injury, Trauma and Illness
- > Early Years - Interactions with Children
- > Occupational Health and Safety Policy (Council)
- > Early Years Policy - Supervision of Children

Related Legislation

- > *Australian Consumer Law and Fair Trading Act 2012*
- > *Australian Consumer Law and Fair Trading Regulations 2012*
- > *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*

Responsibilities

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that policies and procedures are in place for managing sleep and rest for children (Regulation 168) and	R				

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
take reasonable steps to ensure those policies and procedures are followed (<i>Regulation 170</i>)					
Taking reasonable steps to ensure the sleep and rest needs of children at Council's Early Years Services[Company] 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	✓		
Ensuring the risk assessment considers the following: <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 	R	✓	✓		✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
<ul style="list-style-type: none"> the level of knowledge and training of staff supervising children during sleep and rest periods the location of sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas any potential hazards in sleep and rest areas 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>) 					
Ensuring all risk assessments conducted are recorded and stored on Content Manager (with Policy) (<i>Regulation 84C (4)</i>)	R	✓	✓		✓
Undertaking a risk assessment to mitigate hazardous manual handling	R	✓	✓		✓
Ensuring all educators, staff and volunteers comply with the recommendations of Red Nose Australia in relation to safe sleeping practices for children (refer to References)	R	✓	✓		✓
Ensuring educators receive information and induction training to	R	✓			

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
fulfil their roles effectively, including being made aware of the Early Years Policy - Sleep and Rest, their responsibilities in implementing these, and any changes that are made over time					
Ensuring the premise, furniture and equipment are safe, clean and in good repair (<i>Regulation 103</i> and <i>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 guidelines (Refer to References).	R	R	✓	✓	✓
Ensuring that rooms used for sleep and rest 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>)	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 	R	R	✓		✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
<ul style="list-style-type: none"> • skin and lip colour • breathing • body temperature • head position • airway • head and face, ensuring they remain uncovered 					
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	R	R	✓		✓
<p>Developing rest and sleep practices that are responsive to:</p> <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 	R	✓	✓		✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
<ul style="list-style-type: none"> a child's general health and wellbeing the physical environment, including lighting, airflow and noise levels 					
Providing information on the child's enrolment form if the child requires a special item/s while resting or sleeping e.g. a comforter or soft toy				✓	
Conducting regular safety checks of equipment used for sleeping/resting, such as cots and mattresses (<i>Regulation 103 and National Law: Section 167</i>)	R	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)		✓	✓	✓	✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Ensuring compliance with WorkSafe Victoria's Children's services – occupational health and safety compliance kit (refer to References)	R	✓	✓		✓
Regularly reviewing practices to ensure compliance with the recommendations of Red Nose Australia in relation to safe sleeping practices for children (refer to References)	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 rest and sleep practices	✓	✓	✓		✓
Ensuring parents/guardians are consulted about appropriate rest 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	R	✓	✓	✓	

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
strategies where in exceptional circumstances family beliefs conflict with current recommended evidence-based guidelines for safe sleeping practices					
Providing a written medical report if their baby/child is not to be placed on their back during sleep Parents/guardians must communicate alternative resting practices to staff				✓	
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 (refer to Early Years Policy - Interactions with Children) and avoid children lying on the floor at the same time for a period of time		✓	✓		✓
Providing a range of opportunities for rest 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		✓	✓		✓
Developing communication strategies to inform parents/guardians about their		✓	✓	✓	✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
child's rest and sleep patterns, including times and length of sleep					
Encouraging children's independence and assisting children with dressing as needed		✓	✓		✓

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 all stakeholders, including parents/guardians, at least 14 days before making any significant changes to this policy or its procedures unless a lesser period is necessary because of a risk (*Regulation 172(2)*)

Attachments

- Attachment 1 - Australian Children's Education and Care Quality Authority - Sleep and Rest Risk Assessment Template