

Children's Health & Safety

Sleep and Rest Policy

Our Vision.

To give every child **the best start in life.**

Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

Our Values.

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| Care | We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued. |
| Quality | We maintain the highest standards in care and safety and provide exceptional early years education. |
| Service | We provide exceptional service and are integral to supporting parents bringing up children. |
| Value | We provide outstanding value for our families. |



Busy Bees Early Learning Australia have a 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.

NATIONAL QUALITY STANDARDS (NQS)	
QUALITY AREA 2 – Children's Health and Safety	
2.1 - Health	2.1.1 – Wellbeing and Comfort
2.2 - Safety	2.2.1 - Supervision
QUALITY AREA 3 – Physical Environment	
3.1 - Design	3.1.1 - Design
	3.1.2 - Upkeep
QUALITY AREA 5 – Relationships with Children	
5.1 – Relationships between Educators and Children	5.1.1 – Positive Educator to Child Interactions
	5.1.2 – Dignity and Rights of the Child
5.2 – Relationships between Children	5.2.2 – Self - Regulation
QUALITY AREA 6 – Collaborative Partnerships with Families and Communities	
6.1 – Supportive Relationships with Families and Communities	6.1.2 – Parent Views are respected
	6.1.3 – Families are Supported

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Part 6	Operating an Education and Care Service (Law – 167)
Part 4.2	Children's Health and Safety (Reg – 84A,B,C,D)
Part 4.3	Physical Environment (Reg - 103, 105, 107, 110, 115)
Part 4.7	Governance and Leadership (Reg – 168, 170)

RELATED POLICIES	
Alcohol, Drug and Tobacco Policy	Health and Hygiene Policy
Child Enrolment and Orientation Policy	Managing Emergencies and Evacuation Policy
Child Safe and Physical Environment Policy	Respectful Relationships with Children Policy
First Aid Policy	Work Health and Safety Policy

PURPOSE

Busy Bees Early Learning Australia will ensure that all reasonable steps are taken to meet children's needs for safe sleep, rest, and relaxation, having regard for their age, developmental and individual needs. The sleep and rest environments will be comfortable, relaxing, and well supervised to ensure children stay safe and secure. Children will be able to have sleep and rest according to their individual requirements.

Busy Bees recognises and refers to children under the age of 12 months as an 'infant'.

SCOPE

Children, Busy Bees Employees, Management, Visitors and Families

POLICY

Busy Bees will provide rest and sleep environments that allow children appropriate opportunities to sleep, rest and relax in accordance with their age, developmental stage, individual needs, and health care needs, in safe areas that are well ventilated, have natural lighting, and are an appropriate temperature for sleep and rest.

Employees will respect each child's need and be guided by physical indicators displayed, ensuring that rest is provided when required and that all rest periods are comfortable and positive experiences. Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.

If a child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there should be a comfortable, safe area available for them to rest.

Children will be supervised and consistently visually and physically monitored throughout rest and sleep periods, and sleep times will be recorded.

Service programming and routines will be flexible, enabling each child to rest or sleep as required. Regular opportunities for relaxation will be encouraged as part of health and wellbeing educational programs and practices, having regard to child ages, developmental stages, and individual needs. Children will be included in the decision making when discussing their sleep and rest needs.

Provisions will be made for children who do not wish to sleep to engage in quiet activities during periods where majority of the children are choosing to rest or sleep. Employees will not force children to lie down or sleep. Children will be encouraged to rest their bodies and minds for 20-30 minutes. Educators will provide quiet activities for children (e.g., puzzles, books, drawing).

Busy Bees defines 'rest' as a period where children are offered the opportunity to participate in calming, quiet and restful activities not only being on a bed to relax. Consider relaxation methods to encourage children to rest – yoga, meditation, dim lights, restful music, quiet activities etc.

To Ensure a Safe and Secure Rest Time Environment for Children

All sleep and rest environments will be safe and free from hazards. We have a 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. In meeting the Service's duty of care, it is a requirement that all educators implement and adhere to this policy and associated procedures to ensure we respect and cater for each child's specific needs and ensure all risks are appropriately addressed.

Children will be encouraged to rest and sleep with their beds/mattresses head to toe to minimise the risk of cross infection. The positioning of cots, bed/mattresses will be according to designated sleep areas ensuring a safe space around all cots, beds/mattresses.

Every reasonable precaution will be taken to protect children from harm and from hazards likely to cause injury. Hazards posing a risk of suffocation, choking, crushing or strangulation risk to children must be removed from the sleep and rest environment.

Where blinds or curtains are installed, they will not be fully drawn or rolled down prohibiting the view of sleeping children. Viewing windows will remain clear of posters, paint, and decorations always to ensure safe supervision of children.

No additional equipment or items will be stored in designated sleeping rooms, unless the area has an adequate space to act as a designated storage area where items will not become a hazard.

All sleep and rest environments will be free from cigarette, vape or tobacco smoke.

Busy Bees will provide adequate beds and cots that comply with Australian Standards, displaying a clear label – AS/NZS 2172:2003 for cots and AS/NZS 2195:1999 for portable cots. All beds and mattresses will be well maintained and routinely cleaned.

Sleep and Rest Risk Assessments

As per Regulation, a Sleep and Rest Risk Assessment will be completed 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.

After conducting a risk assessment, Busy Bees will make any necessary updates to the sleep and rest policies and procedures to ensure children remain protected from risks identified in the risk assessment. Busy Bees must keep a record of each risk assessment conducted under this regulation.

The risk assessment must consider the matters set out below:

- the number, ages and development stages of children being educated and cared for
- the sleep and rest needs of children at the Service (including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from Families about a child's sleep and rest)
- the suitability of staffing arrangements required to adequately supervise and monitor children during sleep and rest periods
- the level of knowledge and training of the staff supervising children during sleep and rest periods
- the location of the sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas
- the safety and suitability of any cots, beds and bedding equipment and having regard to the ages and developmental stages of the children who will use them
- 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

Prohibition of Bassinets

Bassinets are prohibited and must not be on Service premises at any time that children are being educated and cared for by the Service.

Bassinets are unsafe for use in early childhood settings and can lead to serious incidents. The prohibition of bassinets in Services is expected to reduce risks and ensure that children are kept safe during periods of sleep and rest.

Safe Sleep Training and Audits

All Busy Bees employees will complete a thorough overview of sleep and rest policies and procedures and Safe Sleep training upon induction and participate in Annual Safe Sleep training thereafter to keep up-to-date and current information. Training is aligned with our policies and procedures and all employees are responsible for keeping their practices up to date and be confident in communicating current information to team members and Families.

Cots and beds will be inspected regularly as part of ongoing safety checks to ensure they are safe, secure and met safety standards.

Safe Sleep audits will also be conducted and completed for each Service every 6 months at the end of January and July each year.

Family Communication and Red Nose Guidelines

The risk of sudden infant death syndrome (SIDS) and Sudden and Unexpected Death in Infancy (SUDI) will be minimised by following practices and guidelines set out by the Red Nose which is the recognised national authority on safe sleeping practices for infants and children.

Busy Bees policies, procedures, and professional training will be based on Red Nose guidelines and regulatory requirements.

Sleep and rest policies and procedures will be communicated to Families during the child's enrolment and orientation into the Service and employees will continue open communication of sleep and rest requirements with Families throughout the child's enrolment at the Service. Employees will be sensitive to different values and parenting beliefs, cultural or otherwise, associated with sleep and rest.

In meeting sleep, rest and relaxation needs for children, a balance needs to be found between children's dynamic and diverse sleep needs, the needs of Families and the responsibilities of employees who advocate for the rights of children. We request Families respect that child safety and their wellbeing is always our priority.

Children's cues for sleep or rest will be recognised and natural sleep patterns observed. Children will not be forced to sleep nor prevented from sleeping.

We encourage Families to understand that waking children without allowing a full sleep cycle can be detrimental to their needs and it will not only affect their emotional wellbeing, but also their physical, social and cognitive wellbeing and development.

Where requests to wake children are made, Busy Bees will work in partnership with the Family to ensure the outcome of the request meets what is best for the child's needs and ask Families to respect our employees right to follow safe sleep practices provided by recognised authorities.

We request Families follow our policies and procedures relating to medical conditions if their child has a medical condition that impacts on their sleep requirements.

If a Family's beliefs and requests are against current recommended evidence-based guidelines, Busy Bees will need to determine if there are exceptional circumstances that allow for alternate practices.

We will only approve an alternative practice if the Service is provided with written advice and the contact details of a registered medical practitioner accompanied by a risk assessment and minimisation plan, along with guidelines to the alternative recommended practices for the child.

For example, with some rare medical conditions, it may be necessary for a baby to sleep on their stomach or side, which is contrary to Red Nose recommendations. In other circumstances, Busy Bees would not be expected to endorse practices requested by a Family if they differ with Red Nose recommendations such as swaddling a baby.

Following such guidelines, all necklaces, and bracelets (including Amber), bibs, pacifier attachments and hooded clothing etc. are to be removed before children sleep as these items are identified as choking hazards. In addition, children will not be put in cots or on beds with bottles.

Employees will refer Families back to sleep and rest policies and procedures if Families make requests that are contrary to the safety of the child.

Safe Sleep and Physical Checks for Infants

Infants and children sleeping in sleep rooms will be closely monitored and physical checks will take place every 10 minutes and each check will be officially recorded. Employees will physically check that the child is breathing by checking the rise and fall of the child's chest and the child's lip and skin colour.

Infants will always be placed on their back when they are being put to sleep initially. However, when an infant can roll over from their back to front and back again on their own, it is safe to allow them to choose their own preferred position for sleeping or resting. Infants aged younger than 5 – 6 months, and who have not been observed to repeatedly roll from back to front and back again on their own, should be re-positioned onto their back when they roll onto their front or side.

Infants will be positioned with their feet at the bottom of the cot ensuring their faces are left uncovered. Bed linen will be tucked in to prevent the infant from pulling bed linen over their head. Any soft items will be removed from the cot, such as loose blankets, pillows, or toys.

When considering transitioning an infant from a cot to a mattress, ensure the Families have been consulted and they are happy for this to occur. An Infant or Child should not be moved out of a cot and onto a mattress too early. However, once they are observed attempting to climb out of a cot, and looking they might succeed, it is time to move them out of a cot.

Cot Room and Closing Checks

All cots and cot rooms will be checked for children and all cot mattresses must be placed in an upright position in the cot at the end of each day, as per the Service Closing Checklist.

The responsible Person closing the Service will conduct a final sweep of all cot rooms and prep rooms to ensure no children are still present.

The Responsible Person and the Second Educator closing the Service will both sign the Service Close Checklist prior to closing and leaving the Service. Both closing employees must remain on site until the licenced closing time of the Service.

SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations](#)

[Education and Care Service National Law Act 2010](#)

[Early Childhood Australia](#)

[Staying Healthy: 6th Edition Preventing infectious disease in childcare](#)

[Red Nose](#)

[Australian Competition and Consumer Commission](#)

[Standards Australia](#)

VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous versions
2	02/10/2024	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Inclusion of cot room and closing checks. Defined family communication/requests.

This document is uncontrolled when printed and may be varied, replaced, or terminated without notice.