

Balharrie Memorial Children's Centre: Safe sleep and rest procedure

Overview

Balharrie Memorial Children's Centre is required to follow the Department for Education's [safe sleeping and resting for infants and young children procedure](#) (department procedure) which aims to ensure appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation.

Balharrie Safe Sleep and Rest Policy must be read alongside the department procedure. Together, these procedures address the requirements in regulation 168 of the National Regulations for education and care services to have sleep and rest procedures in place for children.

A copy of this procedure and the department procedure will be kept in the Office Policies and Procedures Folder and as an E-Copy on the Balharrie Teams Channel in our Policies and Procedures folder.

Risk assessment

A Risk assessment will be undertaken in accordance with the department procedure, which addresses requirements under regulation 84C of the National Regulations. Risk assessments will be conducted using the [template for sleep and rest risk assessment](#).

Site leaders will ensure that, as soon as practicable after a risk assessment is completed, any necessary updates to this procedure will be made.

A copy of all completed risk assessments will be kept by the service.

How children will be protected from risks

To ensure educators are aware of and follow the safe sleep and rest practices:

- The site leader will ensure that the department's safe sleep practices are incorporated in induction and training for educators, including for casual and relief staff
- The site leader will ensure that safe sleep and rest practices and risk assessment are reviewed by all staff members every 12 months, at the beginning of each year or as required if changes occur at the Centre.

For sleeping infants, educators will protect infants against overheating by ensuring:

- infants' face and head are uncovered
- infants are placed on their back to sleep
- infants are dressed according to whether it is summer or winter, whether there is heating or cooling, and where the infant is sleeping
- Air conditioning is turned on to maintain indoor temperature at 23 Degrees Celsius
- Windows blind are pulled down while children are sleeping.

Meeting sleep and rest needs

To ensure children's individual sleep and rest needs are met, educators will:

- Seek information from families upon enrolment seeking information regarding children's personal needs during sleep time, including children's sleep needs, physical comfort and sleep routines.
- Record children's sleep times and communicate these with families upon collection of their children
- Room leaders will record children's individual sleep needs and display these in sleep room for all staff

Opportunities for rest and relaxation will be provided by:

- After lunch all children will engage in quiet indoor activities with educator supervision encouraging some rest and relaxation time
- Rest/ Relaxation time will follow lunch eating for a period of 20 to 45 minutes.
- Rural Care Children will engage in rest/relaxation activities In the Activity Room 2 enabling educators to monitor sleeping children easily.
- Children will be offered quiet experiences including shared reading, puzzles, drawing, yoga or mindful activities during rest period
- Lights to be kept low during rest period

Meeting health care needs

To ensure children's health care needs are met:

- Educators will ensure that, for a child who has a medical condition or additional needs which relates to their sleep or rest, a health care plan authorised by a medical practitioner is in place which outlines the safest sleep and rest practices to be implemented

Partnership with families

- Upon enrolment, educators will inform families of the service's sleep and rest policy and procedures and will provide families information about safe sleep recommendations
- The service's sleep and rest procedures and policy will be made available to families in hard copy and on the service's website
- Educators will make a record of any parent communication concerning requests to vary sleep practices, and decisions made in relation
- Site leaders will ensure that educators have appropriate training to address families' requests which are contrary to the safe sleep guidance

To implement the department's procedures for 'promoting and modelling safe infant care practices':

- *The site leader will ensure safe sleeping information is displayed and available for families, including by providing resources in different languages and using easy-to-read posters.*

Supervision and monitoring

- The site leader will ensure that supervision and monitoring requirements for sleep and rest are incorporated into induction and training for educators, including casual and relief staff.
- Educators will complete a daily record of sleeping and resting which will include the time the child is checked, and the initial/signature of the educator
- Records will be communicated daily with children's parents
- Educators will ensure that playing children are supervised in close proximity to sleeping children to allow supervision of both groups
- Sleep rooms will be checked every 20 minutes at a minimum while children are sleeping.
- Educators will respond straight away to children's calls or cries from the sleep room
- Educators will ensure that the physical environment facilitates effective supervision (ie windows not blocked and adequate space to move around to physically check on individual children)

Sleep and rest environment

- The site leader will ensure that requirements for ensuring a safe sleep and rest environment are incorporated into induction and training for educators
- Educators will use a safe sleep environment checklist to ensure that:
 - there is adequate lighting of sleep and rest areas to enable effective supervision
 - sleep and rest areas are well ventilated
 - there is an unobstructed gap between cots and beds to allow free movement by an educator and to ensure children cannot physically disturb one another while sleeping and resting
 - cots and beds are positioned away from heaters to avoid overheating
 - cots and beds are kept away from hanging cords, mobiles, electrical appliances and curtains

Sleep and rest equipment

- Site leaders will ensure that periodic work health and safety checks are undertaken of the physical environment, furniture and resources of the service
- Site leaders will check manufacturer standards of sleep and rest equipment upon purchasing, including for cots (which must comply with AS/NZS 2172) and folding or portable cots (which must comply with AS/NZS 2195)

- If using a safe sleeping bag, educators will ensure it is the correct size for the infant with a fitted neck, arm holes (or sleeves), and no hood, so that the infant cannot slip inside the bag and become completely covered
- Educators will assess which sleep surface (cot, mattress or bed) is appropriate for the child, including by taking into account the child's age, development (ie the ability for the child to climb over the sides of a cot), the family's views and practices at home.

Prams, pushers and bassinets

As required by the department procedure, all staff will ensure that prams, pushers, bouncinettes and rockers are not used unsupervised, and are not used as a sleeping environment for children.

The presence of bassinets at the service is prohibited under the National Regulations. All staff will ensure that bassinets are not present at the service for any purpose.

Wraps, slings and carriers

Educators will follow the 'wrapping infants' and 'baby slings and carriers' procedures in the department procedure, which require educators to follow best practice recommendations.

To ensure compliance with those procedures:

- The site leader will ensure that best practice recommendations for wrapping infants, and use of baby slings and carriers, are incorporated into induction and training for educators
- Prior to using wraps, slings or carriers, educators will discuss relevant risks with the family

Reviewing sleep and rest practices

- The site leader will ensure sleep practices and environments are reviewed every 12 months
- Educators will ensure that safe sleep practices and any changes to service procedures are discussed as a regular meeting agenda item

Training and induction for educators

To ensure best practices and recommendations for safe sleep and rest are met:

- The site leader will ensure that training and induction for educators (including casual and relief staff) covers the requirements in the department procedure and the procedures in this document and will **use relevant tools for ensuring compliance (ie checklists)**
- The site leader will ensure that training and induction for educators addresses knowledge and understanding of risks of sudden infant death syndrome (SIDS)
- The site leader will ensure educators are provided with opportunities to attend formal training courses on safe sleep and rest at least once in a 12 month period.

Procedure creation and revision record

Local procedures must be regularly reviewed and maintained to ensure they remain relevant and up-to-date with important developments in evidence-based practices for safe sleep and rest. Any revisions to the policy should be communicated to staff and families, and access to electronic and hardcopies of older versions should be removed.

Duplicate (copy/paste) the below table to record each version change.

Version:	1
Approved by site leader:	Sile Legoe
Date of approval:	1/3/2024
Date of next review:	1/5/2024
Amendments(s):	Nil

APPENDIX A: Extract of regulations 84B and 84C of the National Regulations

Education and Care Services National Regulations (2011 SI 653)

84B Sleep and rest policies and procedures

The sleep and rest policies and procedures required under regulation 168(2)(a)(v) must address—

- (a) how children will be protected from any risks identified in a risk assessment conducted under regulation 84C
- (b) how the sleep and rest needs of children being educated and cared for by the service are met, including how the ages, developmental stages and the sleep and rest needs of individual children are considered
- (c) how the health care needs of individual children being educated and cared for by the service are met
- (d) how requests from families about a child's sleep and rest and cultural preferences are considered
- (e) supervision and monitoring during sleep and rest periods, including –
 - (i) the method and frequency of checking the safety, health and wellbeing of children during sleep and rest; and
 - (ii) the documentation of sleep and rest periods
- (f) how the sleep and rest practices at the service are consistent with any current health guidelines on the best practices to adopt to ensure the safety of children during sleep and rest
- (g) the induction, training and knowledge of staff who educate and care for children at the service in relation to best practices for children's sleep and rest
- (h) the location and arrangement of sleep and rest areas at the service and how this meets the sleep and rest needs of children being educated and cared for by the service
- (i) safety and suitability of cots, bedding and bedding equipment, having regard to the ages and developmental stages of children who will use the cots, bedding and bedding equipment
- (j) management of potential hazards –
 - (i) in sleep and rest areas; and
 - (ii) on a child during sleep and rest periods
- (k) management of physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation)
- (l) communication of the sleep and rest policies and procedures to a parent.

84C Risk assessment for purposes of sleep and rest policies and procedures

- (1) The approved provider of an education and care service must ensure that a sleep and rest risk assessment is conducted in accordance with this regulation—
 - (a) at least once every 12 months; and
 - (b) as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest.Penalty: \$2200.
Note - A compliance direction may be issued for failure to comply with subregulation (1).
- (2) a risk assessment must consider the following:
 - (a) the number, ages and developmental stages of children being educated and cared for –
 - (i) by the education and care service; or
 - (ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
 - (b) the sleep and rest needs of children being cared for (including health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest) –
 - (i) by the education and care service; or
 - (ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
 - (c) the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods
 - (d) the level of knowledge and training of staff supervising children during sleep and rest periods
 - (e) the location of sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas
 - (i) at the education and care service; or
 - (ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
 - (f) the safety and suitability of any cots, beds and bedding equipment, having regard to the ages and developmental stages of children who will use the cots, bed and bedding equipment
 - (g) any potential hazards
 - (i) in sleep and rest areas; or
 - (i) on a child during sleep and rest periods;
 - (h) the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation) –
 - (ii) at the education and care service; or
 - (iii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
 - (i) in the case of a family day care service that provides overnight care to a child, any risks that the overnight care provided at the family day care residence or approved family day care venue of the service may pose to the safety, health or wellbeing of the child.
- (3) As soon as practicable after conducting a risk assessment under this regulation, the approved provider of an education and care service must make any necessary updates to the sleep and rest policies and procedures.
- (4) The approved provider must keep a record of each risk assessment conducted under this regulation.