

ARMIDALE & DISTRICT FAMILY DAY CARE

Children's Sleep and Rest Policy *Safe sleeping Procedure*

Related documentation Policy/policies:	Authorisations and Refusals, Administration of First Aid Policy Child, Enrolment and Orientation Policy, Child Protection Policy, Student and Volunteer Guidelines Policy, Promoting children's wellbeing and resilience & Dealing with Medical Conditions.
Regulation/s/ Standards:	National Regulation 81 Part 1, 2 & 3, 103, 105, 106, 107, 110, 115, 116, 168, 169, 170, 171, 172. National Quality Standard 2.1, 2.1.1, 2.2, 2.2.1, 3.1, 3.1.1, 3.1.2
Related procedures:	Management of Records, Supervision & Workplace Health, and Safety for Educators. Supervision procedure, Workplace Health and Safety (Educators), Relief Care Procedure, Flexi-Time for Educators Procedure, Emergency Evacuation Procedure.
References:	ACECQA, Red Nose Foundation, National Law & regulations
Date effective	October 2023
Date for review	October 2024
Purpose	The purpose of the Sleep and Rest for Children Policy is to ensure the safety, health and wellbeing of babies and children attending Armidale Family Day Care. AFDC Educators and Coordination Unit ensure appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation.
Responsibility	AFDC Board of Directors, Nominated Supervisor, Coordinators, Educators, Relief Educators and Families.

Key information:

The Education and Care Services National Regulations requires the approved provider to ensure AFDC has policies and procedures in place for children's sleep and rest.

Educators, coordination unit staff and management have a shared 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.

AFDC's approach to promoting and ensuring children's mental and physical health and wellbeing, including safe sleep, is supported by research and recognition of current guidelines and regulations by authorities such as Red Nose Australia.

As part of AFDC's induction process, all Educators must undertake Red Nose Safe Sleep training.

A smoke-free environment is mandatory while children are in care.

The risk of SUDI (Sudden Unexpected Death of an Infant) is increased if the baby is placed to sleep on their stomach, with their face covered, in a pram/capsule or when not physically checked regularly.

Educators registered with AFDC MUST follow Red Nose guidelines to ensure the safety of sleeping children when in care.

Disclaimer

AFDC respects the diverse values, cultural and parenting beliefs and practices of our service users and will consult with families about their children's individual needs. However, children's health and safety is paramount to AFDC; if families make requests that are contrary to this Policy, Educators will refer them to the Safe Sleep Policy and Red Nose Australia Recommendations.

Policy

Educators must have an agreed and documented Safe sleep procedure for the supervision of sleeping children, tailored to the unique layout and safety considerations of each service, as well as the ages and developmental stages of the children in care. Safe sleep procedures are to be reviewed annually or upon changes to the care environment.

Educators Safe Sleep procedures need to consider how Educators will adequately supervise and conduct checks of sleeping children, whilst also maintaining adequate supervision of other children in their care.

Educators must ensure their service has a suitable environment to aid sleeping, ensuring adequate supervision. Every reasonable precaution must be taken to ensure each child is protected from harm and hazard.

Educators must ensure that physical spaces are designed to support supervision, with consideration given to how Educators may position themselves within the physical space. Educators must be equipped with suitable cots, mattress' and bedding suitable for the climate.

Prams, capsules, bassinets, and car seats must not be used for the purpose of sleeping in Armidale Family Day Care.

AFDC's Requirements for environment and equipment:

- Educators must ensure that the sleep area is well lit with natural light and is well ventilated, with fresh air.
- Cots are to be completely free of any toys, pillows, teddys, mobiles etc. for all children.
- Educators must ensure that cots and beds are not positioned within reach of blind cords or strings, curtains or mobiles.
- Fixed cots need to comply with the requirements of Australian Standard AS/NZS 2172/2013.
- Portable cots need to comply with the requirements of Australian Standard AS/NZS 2195/2010.
- Cots are to be kept clean, wiped down after each use and checked regularly for wear and tear.
- Cots are to be thoroughly checked annually by coordinators at re-registration and during regular visits. Educators are to complete a cot safety checklist prior to registration.
- Educators are to ensure children's linen, sheets/ bedding is suitable to the climate and stored individually to prevent cross infection and washed frequently.
- Top bunks are not to be used in Family Day Care.
- A daily cot check is required for all portable cots and free-standing cots as part of the daily home safety checklist and free-standing cots. Educators need to check cots daily for wear and tear, correct assembly and stability, and safe positioning away from hazards.
- Portable cots are only permitted for use until the child is climbing or has reached 15kgs.
- Portable cot mattresses must be those that have been provided with the cot.

Procedures

- AFDC does not permit the use of Amber Teething Necklaces whilst children are in care.
- Educators must avoid putting the baby to bed with a bottle, wearing a bib, loose clothing, hooded jumpers, or dummy chains. Babies under the age of 2, ensure the cot is to be completely free of toys, pillows, teddys and mobiles.
- Infants should be dressed in consideration of the room temperature. The infant should be warm but not hot to touch centrally.
- Bedding or clothing should be removed if the infant is hot to touch.
- Sleeping children must be closely supervised, closed doors to cot areas are not permitted whilst the child is sleeping.
- Babies are to be placed to sleep on their back, with their feet positioned at the bottom of the cot, to prevent the baby wriggling under blankets.
- Sleeping children, of all ages are to be physically checked every 10 minutes, checks are to be recorded on a sleep check chart.
- Educators are to check the position of the child, rise and fall of the chest (child breathing), children's skin and lip colour.
- Educators must have an identified layout of their environment. Sleep areas are identified appropriate to the ages and developmental stages of each child in order to provide adequate supervision.

- Educators must consider and have a documented procedure for the manner in which they will adequately supervise and conduct checks of sleeping children, whilst also maintaining adequate supervision of other children in their care.
- Babies 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 side.
- Baby monitors may be used but not wholly relied upon. Checks and monitoring checklists need to be completed for all sleeping children.

Overnight Specific Procedures

- Educators must notify the Coordination Unit at least 24 hrs prior to accepting a family's request of overnight care.
- No child aged 7 years or more may sleep in the same room as another child of the opposite sex who is not a relative.
- When children are in overnight care, all family members need to adhere to the AFDC policies and procedures. This includes maintaining a non-smoking / no alcohol environment and no viewing of inappropriate television programs.
- It is understood, during overnight care, that sleep monitoring will be limited.
- Educators must conduct a sleep and rest risk assessment which identifies any risks to the safety, health and wellbeing of children that overnight care is provided.
- Educators providing overnight or 24hr care will develop a plan for overnight supervision, Plans should consider;
 - the supervision of the child while they are sleeping, including how they will be monitored during the night
 - the child's access to other parts of the house during the night
 - other people's access to the child's sleeping environment
 - nighttime emergency evacuation procedures/lockdown
- Portable cots must not be used for overnight care.

Sleep and Rest specific Risk Assessment

Educators must conduct a comprehensive risk assessment to identify any potential risk/s or hazards and ensure the safety of all children during sleep and rest.

The risk assessment will be reviewed at least annually or after the occurrence of an unforeseen circumstance which effects the health, safety, or wellbeing of children.

If a risk concerning a child's safety during sleep and rest is identified during the risk assessment, AFDC must update the sleep and rest policy and procedure as soon as possible. The risk assessment must be stored safely and securely and kept for a period of 3 years.

The Risk Assessment will consider and include the following information:

- the number, age, developmental stages, and individual needs of children

- the sleep and rest needs of individual children being educated and cared for (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)
 - Educators to adequately supervise and monitor children during sleep and rest periods.
 - the level of knowledge and training the Educator supervising children during sleep and rest periods
 - the location of sleep and rest areas, including the arrangements of cots and beds within the sleep and rest areas
 - the safety and suitability of any cot, beds and bedding equipment, having regard to the ages and developmental stages of the children who will use the cots, bed, and bedding equipment.
 - any potential hazards – in sleep areas or on a child during sleep and rest periods (such as jewelry, clothing)
 - the physical and safety suitability of sleep and rest environments (including temperature, lighting, and ventilation)
 - Educators that provide overnight care, the risk assessment must address management of risks relating to overnight care.
- (ACECQA 2023)

Key terms table

TERM	MEANING	SOURCE
ACECQA – Australian Children’s Education and Care Quality Authority	Australian Children’s Education and Care Quality Authority The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.	acecqa.gov.au
Infant	A young child between the ages of birth and 12 months, however, definitions may vary and may include children up to two years of age	
Rest	A period of inactivity, solitude, calmness, or tranquillity, and can include a child being in a state of sleep	
Relaxation	Relaxation or other activity for bringing about a feeling of calm in your body and mind.	
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.	https://rednose.org.au/article/what-does-sudden-unexpected-death-in-infancy-sudi-mean
Sudden Infant Death Syndrome (SIDS)	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	https://rednose.org.au/article/what-is-sudden-infant-death-syndrome-sids

RISK ASSESSMENT TEMPLATE

Risk Assessment					
Activity	Hazard Identified	Risk Assessment (Use Matrix)	Elimination/Control Measures	Who?	When?

Plan and Review	
Plan prepared by: <div style="text-align: right;"> Full Name Signature Role/Position </div>	Date

Prepared in consultation with <div style="text-align: right;"> Full Name Signature Role/Position </div>
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Risks identified from this Risk Assessment have been addressed within policy and procedure (regulation 84C) as well as other matters required under regulation 84C, including:	<input type="checkbox"/>	<input type="checkbox"/>
No	Yes	
<ul style="list-style-type: none"> The number, ages and developmental 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) 		Comments, if needed

- The ability of the Educator to adequately supervise and monitor children during sleep and rest periods
- The level of knowledge and training of the Educator supervising children during sleep and rest periods
- The location of the sleep areas including the arrangement of cots and beds within the sleep and rest area
- 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 hazard in the sleep and rest area or on a child during sleep and rest periods
- The physical safety and suitability of the sleep and rest environment, including temperature, lighting and ventilation
- For FDC services that provide overnight care to a child, any risks that the overnight care provided may pose to the safety, health and wellbeing of the child.

Next sleep and rest risk assessment to be conducted before:

*AND as soon as practicable after becoming aware of any circumstance that may affect the safety, health and wellbeing of children during sleep and rest

