

ARMIDALE OUT OF SCHOOL HOURS CARE

Rest and Relaxation Policy

Related documentation Policy/policies:	Child Protection and Child Safe Policy & Procedure (including Providing a Child Safe Environment), Inclusion, Interactions with Children.
Regulation/s/ Standards:	Regulations 84 National Quality Areas 1, 2, 3, 4
Related procedures:	Supervision
References:	ACECQA Research and Resources
Date effective	January 2026
Date for review	January 2029
Purpose	To ensure the safety, health and wellbeing of children attending Armidale Out of School Hours Care by providing for the rest, sleep and relaxation needs of all children's, in accordance with regulatory requirements.
Responsibility/applies	The Approved Provider, Management, Nominated Supervisors and Educators.

Key Information

The Education and Care Services National Regulations requires the Approved Provider to ensure that Armidale Out of School Hours Care has policies and procedures in place to cater to children's needs for sleep, rest and relaxation.

Armidale Out of School Hours Care (OSHC) recognises our responsibility and uses our best endeavours to ensure that all children's needs are met, having regard to each child's age, developmental stages and needs.

Procedures:

- Designated relaxation, rest and sleeping area is available in a quiet area of the care environment.
- Children will be provided with a high level of safety when relaxing, sleeping and resting, including by ensuring that adequate lighting enables effective supervision by staff, the sleep area is well ventilated and temperatures are controlled.
- Every reasonable precaution will be taken to protect children from harm and hazard.
- Children sleeping and resting will always be within sight and hearing distance so that Educators can monitor and document children's safety and wellbeing.
- Opportunities will be provided to meet each child's sleep, rest and relaxation needs to ensure children feel secure and safe.
- Armidale OSHC Educators will inform families if children sleep at the service.
- Armidale OSHC will ensure that premises are designed to facilitate supervision and that children are supervised during periods of rest and relaxation..

Responsibilities:

The Approved Provider must:

- Ensure that obligations under the Education and Care Services National Law and National Regulation are met.
- Ensure Armidale OSHC Educators receive information and induction to fulfill their roles effectively, including being aware of Armidale OSHC's Rest and Relaxation Policy.
- Take reasonable steps to ensure that Nominated Supervisors, Responsible Persons and Educators follow this Policy.
- Ensure that copies of this Policy are readily accessible to Nominated Supervisors, Responsible Persons and Educators and available for inspection.
- Notify families at least fourteen days before changing this Policy if the change will:
 - Affect the fees charged or the way they are collected, or
 - Significantly impact the service's education and care of children, or
 - Significantly impact the family's ability to utilise the service.

Nominated Supervisors, Responsible Persons and Educators must:

- Ensure the needs for rest and relaxation of children being educated for by the service are met, having regard to the ages, developmental stages and individual needs of the children.
- Physically check and document the sleeping/resting children every 10 minutes.
- Visually check the child's breathing and the colour of the child's lips and skin tone.
- Identify and remove potential hazards from the rest and relaxation environment.
- Ensure children's clothing is appropriate during rest and relaxation times (including but not limited to jewellery).
- Document children's sleep and provide information to families about their children's sleep and rest patterns.
- Consult families to gather information about children's needs and preferences.

Safe Sleep Risk Assessment:

Nominated Supervisors will conduct a comprehensive risk assessment to identify any potential risks or hazards and ensure the safety of all children during sleep and rest.

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

The risk assessment will consider and include the following information:

- The number, age, developmental stages and individual needs of children.
- Educators availability to adequately supervise and monitor children during rest periods, including:
 - preventing children pulling blankets over their heads,
 - Access to water bottles and possible choking,
 - Ensuring children have nothing around their necks that could lead to choking, and
 - No small objects around the child's face.
- The physical suitability of sleep and rest environments, including deterring other children from playing around the rest area.
- Adequate ventilation to prevent children from overheating.