

**ARMIDALE & DISTRICT FAMILY DAY CARE**  
**Children's Sleep and Rest Policy**  
*(including Safe Sleeping Procedure)*

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| <b>Related documentation</b><br><b>Policy/policies:</b><br><br><b>Regulation/s/ Standards:</b><br><br><b>Related procedures:</b><br><br><b>References:</b> | <p>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 &amp; Dealing with Medical Conditions.</p> <p>National Regulation 81 Part 1, 2 &amp; 3, 103, 105, 106, 107, 110, 115, 116, 168, 169, 170, 171, 172. National Quality Standard 2, 3 &amp; 4</p> <p>Management of Records, Supervision &amp; Workplace Health, and Safety for Educators. Supervision procedure, Workplace Health and Safety (Educators), Relief Care, Emergency Evacuation.</p> <p>ACECQA, Red Nose Foundation, National Law &amp; Regulations, Australian Competition and Consumer Commission (ACCC)</p> |
| <b>Date effective</b>  | January 2026  |
| <b>Date for review</b>   | January 2029  |
| <b>Purpose</b>   | <p>AFDC will use our best endeavours to ensure the safety, health and wellbeing of children attending our service.</p> <p>The Approved Provider, Nominated Supervisor, Coordinators and Educators will collaborate in taking reasonable steps to ensure children's needs for sleep and rest are met, having regard to each child's age, developmental stages and needs.</p>   |
| <b>Responsibility</b>  | AFDC Board of Directors, Management, Nominated Supervisors, Coordinators, 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, Management and Coordination Unit staff have a shared duty of care to ensure children are provided with a high level of safety when sleeping and resting and that every reasonable precaution is taken to protect them from harm and hazard.

## 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, rockers and car seats must **never** be used for the purpose of sleeping in Armidale Family Day 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.

AFDC does not permit the use of Amber Teething Necklaces and bassinets whilst children are 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.

## **AFDC's Requirements for Sleep Environments and Equipment:**

- Educators must ensure that sleep areas are 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 under 2 years.
- Educators must ensure that cots and beds are not positioned in front of windows or 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 Nominated Supervisors or Coordinators at re-registration and during regular visits. Educators are to complete a Cot Safety Checklist annually 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. 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 a weight of 15kgs.
- Portable cot mattresses must be those that have been provided with the cot.

### **Mandatory Safety Standards on Infant Sleep Products**

- Infant sleeping products and inclined non-sleep products must be supplied with safety information on the use of the product and a warning label attached during its lifecycle at the Educator's service.
- Inclined sleep products must have an incline of no more than seven (7) degrees to reduce the risk of suffocation from chin to chest position. (*See ACCC Product Safety Guidance website*)
- Inclined non-sleep products not intended for sleep, such as rockers and bouncers must only be used for their intended purpose and children must not be left unsupervised when using these products.

### **Overnight Specific Sleep Requirements**

- Educators must notify the Coordination Unit at least 24 hours 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.

## **Responsibilities:**

### The Approved Provider must:

- Ensure that obligations under the Education and Care Services National Law and National Regulation are met.
- Ensure Educators receive information and induction training to fulfill their roles effectively, including being made aware of AFDC's Sleep and Rest policies, their responsibilities in implementing these and changes that are made over time.
- Take reasonable steps to ensure that Nominated Supervisors, Coordinators and Educators follow the Policy and Procedures.
- Ensure copies of the Policy and Procedures are readily accessible to Nominated Supervisors, Coordinators and Educators and available for inspection.
- Consider best practice guidelines for safe sleeping environments and equipment when undertaking assessments and reassessments of FDC residences.
- Notify families at least 14 days before changing this Policy if the changes 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 and Coordinators must:

- Sign off upon risk assessments which ensure adequate supervision and monitoring of children during periods of sleep and rest is conducted and documented, including the method and frequency of checking children's safety, health and wellbeing.
- Ensure the needs for sleep and rest of children being educated for by the service are met, having regard to the ages, developmental stages and individual needs of the children.
- Ensure Educators' premises, furniture and equipment are safe, clean and in good repair, including all equipment used meets any relevant Australia Standards and other product safety standards, such as ACCS guidelines.
- Ensure the cots, beds, bedding and bedding equipment being used for sleep and rest are safe and appropriate for the ages and developmental stages of children who will use them.
- Ensure that bassinets are not in the education and care services premises at any time that children are being educated and cared for by AFDC.
- Ensure that each child has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.
- Ensure that indoor spaces used by children are well ventilated and are maintained at a temperature that ensures the safety and wellbeing of children.
- Ensure sleeping spaces have sufficient light to allow supervision.
- Ensure sleep and rest environments are free from cigarette and tobacco smoke.
- Ensure that premises are designed to facilitate supervision.
- Ensure children are supervised during periods of rest and sleep. This should include ensuring clear procedures and processes are in place for regular bed-side checks of children and recording all checks at the time they occur.
- Ensure Educators understand and follow AFDC's policies and procedures.

- Work with Educators to consider the unique layout and safety consideration of each FDC residence.
- Ensure Educators understand their legal role in the implementation of policies and procedures.
- Consider best practice guidelines for safe sleeping environments and equipment when undertaking assessments and reassessments of FDC residences.

Educators must:

- As part of AFDC's induction process, undertake Safe Sleep training, based on Red Nose Guidelines.
- Have a good understanding of AFDC's policies and procedures and embed practices that support safe sleep into everyday practice.
- Ensure that they adhere strictly with **Mandatory Safety Standards on Infant Sleep Products**
- Ensure premises, furniture and equipment are safe, clean and in good repair, including all equipment used meets any relevant Australia Standards and other product safety standards, such as ACCS guidelines.
- Ensure cots, beds, bedding and bedding equipment being used for sleep and rest are safe and appropriate for the ages and developmental stages of children who will use them.
- Ensure that cots and beds are not placed under windows.
- Identify and remove potential hazards from sleep environments.
- Ensure that indoor spaces used by children are well ventilated and are maintained at a temperature that ensures the safety and wellbeing of children.
- Ensure that bassinets are not in the education and care services premises at any time that children are being educated and cared for.
- Document children's sleep and rest needs and provide information to families about their children's sleep and rest patterns.
- Ensure sleep and rest environments are free from cigarette and tobacco smoke.
- Consult families to gather information about children's needs and preferences.
- Model and promote safe sleep practices and make information available to families.
- Ensure the needs for sleep and rest of children being educated for by the service are met, having regard to the ages, developmental stages and individual needs of the children.
- Maintain supervision of sleeping children. This includes regular bed-side checks of children and recording all checks including visual inspection of the child's:
  - Sleeping position
  - Skin and lip colour
  - Breathing
  - Body temperature
  - Head position
  - Airway,
  - Head and face, ensuring they remain uncovered.

- Ensure sleeping spaces have sufficient light to allow supervision.
- Ensure children's clothing is appropriate during sleep times (including but not limited to bibs and jewelry)

#### **Overall Safe Sleep Procedures for Educators**

- Educators must **never** put a baby to bed with a bottle, wearing a bib, loose clothing, hooded jumpers, or dummy chains.
- For children under 2 years of age, Educators must ensure the cot is 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.

#### **Educators' Service Specific Safe Sleep Procedures**

Each Armidale Family Day Care Educator must formulate a service specific Safe Sleep Procedure appropriate to their individual service and the needs of the children for whom they are providing education and care.

Educators must display their individual Safe Sleep Procedure in their designated sleeping area.

#### **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 any unforeseen circumstance which affects the health, safety, or wellbeing of children.

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.