

Sleep and Rest Policy

Published	May 2020
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Sources	<p>Education and Care Services National Regulations, October 2020 Education and Care Services National Law, February 2018 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Framework, January 2020 Guide to the National Quality Standard, February 2018 Better Health Channel - www.betterhealth.vic.gov.au www.fairtrading.nsw.gov.au; www.choice.com.au www.kidsafe.com.au www.rednose.com.au</p>

Aim:

To ensure the sleep and rest needs of under school aged children are met at the Outside of School Hours program.

Explanation:

Sleep and rest facilities and supervision appropriate for the under school age group will be available at the program at all times.

Responsibilities:

In relation to Co-ordination Unit Staff:

- Be aware of their obligations under the Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard in relation to Sleep and Rest
- Maintain current knowledge of safe sleep and rest practices, through regularly accessing the Red Nose website (rednose.com.au)
- Regularly provide families with information about safe sleeping equipment and practices

In relation to Educators:

- Be aware of their obligations under the Education and Care Services National Law, Education and Care Services National Regulations and the National Quality Standard in relation to Sleep and Rest
- Maintain current knowledge of safe sleep and rest practices, through regularly accessing the Red Nose website (rednose.com.au)
- Ensure that the needs for sleep and rest of children are met, taking into account the ages, development and individual needs of each child
- Ensure there is an adequate number of sleeping mats or other culturally appropriate forms of bedding for all children who sleep or rest at the program
- Children are **not** to share the same bed at the same time
- Ensure that provision is made for:
 - Clean and comfortable mattresses and other bedding, which is in good repair
 - All forms of bedding must be fitted with a waterproof cover

- If a lounge is regularly used as resting place for a child it must have a waterproof cover
- Bed clothing appropriate to the climate
- Fresh linen and blankets for each child
- Ensure mattresses and other bedding at the program are arranged so as to:
 - Be in an area that has natural light
 - Allow easy exit of any child
 - Allow easy access to any child
 - Reduce the risk of cross infection between children
- Support children moving from play to rest calmly
- Make provision for children who do not wish to sleep or rest during the day
- Be sensitive to each child’s “comfort” for sleeping and to make rest time a positive experience
- Assessment of each child’s sleeping circumstances and needs should be undertaken to determine any risk factors
- Sleeping children should always be within sight and hearing distance so that educators can assess the child’s breathing and colour of their skin to ensure their safety and wellbeing
- Respect cultural differences in relation to sleeping
- Provide a comfortable quiet place for each child to sleep at any time of the day
- Children’s linen should be stored hygienically so that used linen does not touch clean linen, or other children’s linen
- Linen should be regularly washed, collected weekly with the service tea towels
- Discuss with parents children’s sleeping arrangements and refer to the Sleep and Rest arrangement information provided by families
- Record sleep times each day and provided this information to families.

In relation to families:

- Discuss their child’s sleeping routines with the Educator
- Where applicable complete a Sleep and Rest arrangement form for their child upon enrolment
- Work in partnership with Educators and Co-ordination Unit staff to ensure their child has consistent routines and settles into care with minimal stress

Continual Monitoring and Improvement:

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Unit Staff accessing current relevant information
- Co-ordination Unit Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

Date Revised	Comments
November 2018	Scheduled Policy Review – No changes made
February 2020	Updated to better reflect needs of children in OSHC
October 2020	Updated with reference to RedNose