

# Family Day Care

## Sleep and Rest Policy

**Section:** 2 Children's Health and Safety

**Policy ID Number:** 2.8

**Link to National Quality Standard:** 2.2.1; 2.2.2

**Link to Education and Care Services National Regulation:** r81; r168.

### 1. Policy Statement

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Family Day Care will implement safe sleeping practices and take reasonable steps to ensure that the children's needs for sleep and rest are met, having regard to each child's age, development and needs.

### 2. Rationale

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Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

To ensure educators are aware of and implement safe sleep procedures.

To ensure that children are in a safe, comfortable and hygienic environment while sleeping and/or resting.

To ensure children are adequately supervised while sleeping and/or resting.

To ensure that all children can rest or have quiet time throughout their day in care; following each child's individual routine.

### 3. Procedures

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#### 3.1 General

- Educators and parent/guardians will discuss the child's sleeping behaviour and patterns prior to the child starting in care, and as sleep and rest needs change and/or as the child develops. Discussions will include promotion of safe sleeping practices.
- Educators will adapt sleep and rest routines, as much as possible, to meet the needs of each individual child.
- Sleep and rest times need to be pleasant occasions for children where they are encouraged to sleep or rest, appropriate to their individual needs. Educators will make suitable provisions to meet these needs and children who do not want to sleep, or rest will never be forced to.
- Educators must ensure that they have adequate areas for children to sleep or rest, and adequate play areas for children who do not sleep or rest. It is not appropriate for children who do not sleep or rest to be restricted or confined in their play due to other children sleeping.
- Educators will be sensitive to cultural requirements in relation to sleep and rest time and this will include attitudes to dressing/undressing.
- Children will be dressed comfortably to sleep. Educators will support children to remove their shoes and tight outer clothing or anything that could cause a hazard while the child sleeps. The Educator will also consider the temperature of the room when supporting a child to prepare for sleep.
- Educators will use age appropriate techniques to support children to fall asleep.

- Sleeping children must be under constant supervision from Educators. This includes Educators being able to see or hear children who are sleeping as well as regularly physically checking each child while they are asleep.
- Parents/guardians will be informed about the length of the child's sleep when collecting them from care.

### 3.2 Sleeping Arrangements

- Educators will not use a cot including portable (porta) cots unless they meet the relevant Australian Safety standards.
- When using porta cots Educators will follow the instructions on the cot. This will include the maximum weight allowance of a child using the porta cot. No additional mattresses or padding will be added to them.
- Each child requiring a sleep/rest will be provided with an appropriate bed and clean, separate linen. Linen will be stored separately whilst being used and laundered regularly.
- Sleeping equipment must be placed away from windows, power points, free standing fans and heaters.
- The room in which children are sleeping shall have ease of exit for each child.
- If children are school aged and sharing the same room to sleep, they must either:
  - be siblings; or
  - have no more than four years difference in age.
- Children in care must not share a bedroom with an adult including the Educator and/or the educator's spouse, teenage or adult children.
- When children are in care overnight, they must be provided with a separate comfortable bed.
- When sleeping and/or resting the children's need for privacy will be respected.

### 3.3 Infants

- Babies face and head must be uncovered. Items that may cover the face, such as soft toys, pillows, doonas and cot bumpers, must be removed from the cot.
- Babies must never be placed to sleep on a pillow, beanbag, couch or adult bed/waterbed.
- Babies will be placed on their back, with their feet near the end of the cot to sleep. Blankets will be tucked in and only pulled up to the chest.
- If babies sleep in a sleeping bag these must be fitted across the neck and chest, with baby's arms out, and no hood
- If babies are wrapped (swaddled) for sleep the following must be adhered to:
  - the baby is positioned on the back with the feet at the bottom of the cot.
  - the baby is wrapped from below the neck to avoid covering the face.
  - Sleep the baby with face uncovered (no doonas, pillows, cot bumpers, lambs' wool or soft toys in the sleeping environment)
  - Use only lightweight wraps such as cotton or muslin (bunny rugs and blankets are not safe alternatives as they may cause overheating).
  - The wrap should be firm, to prevent loose wrapping becoming loose bedding. However, the wrap should not be too tight and must allow for hip and chest wall movement.
  - Make sure the baby is not over dressed under the wrap. Use only a nappy and singlet in warmer weather and add a lightweight grow suit in cooler weather.

- **As soon as a baby shows signs of beginning to roll, wrapping should be discontinued for sleep periods.**
- Educators will follow correct manual handling guidelines for placing children in and out of cots and beds.

### 3.4 Emergencies

- In the event a baby or child is found not breathing and/or unconscious, Educators will
  - implement first aid, and
  - follow emergency procedure practices including calling an ambulance, and
  - contact the parent/guardian and Coordination Unit as soon as possible after managing the incident.
- the Coordination Unit will provide support to the Educator and families and Counselling will be made available.
- The Coordination Unit will report any such incidents to the relevant authorities.

## 4. References

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- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- Educator Service Agreement
- Red Nose
- Royal Children’s Hospital

### Revision History

Date	Revision No.	Revision Section	Revision Description
December 2016	1.0	All	Initial Policy Release (creation date)
May 2021	2.0	All	Updated from old Policy to new format and current information.
May 2023	Next Review Date		

**This policy and procedure supersedes the one in the Family Day Care Policy Manual dated 2016.**