



## PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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# PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) SLEEP & REST POLICY

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## **Introduction**

The *Education and Care Services National Regulations* requires Approved Providers to ensure their services have policies and procedures in place for children's sleep and rest. Our *Sleep and Rest Policy* means our educators, management, coordinators, other staff, families and the community can be confident that children's needs for sleep and rest are met while attending the service.

All children need rest and sleep to be happy and healthy, and this policy needs to be very carefully considered, monitored and actively reviewed to ensure that any risks are appropriately addressed at all times

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. The environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment.

## **Aim**

PHWMCC will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their needs. We will provide beds that comply with Australian Standards. The Risk to Sudden Unexpected Death in Infancy (SUDI), including Sudden Infant Death Syndrome (SIDS) will be minimised by following practices and guidelines set out by health authorities.

## **Procedure**

Approved Providers, Nominated Supervisors and educators have a shared duty of care to ensure children are provided with a high level of safety when sleeping and resting, including adequate lighting to enable effective supervision by staff and ventilation for children, and every reasonable precaution is taken to protect them from harm and hazard.

## **Safe Equipment**

- The Australian Competition and Consumer Commission (ACCC) sets out standards and requirements for sleep and bedding equipment. Visit the Australian Competition and Consumer Commission (ACCC) or Product Safety Australia for more information on equipment standards and safety.
- Equipment will not be used in a way that it was not originally intended.
- Equipment will not be used if it has been recalled. Beds will be provided that meet relevant safety standards.

## **Safe Bedding**

- Light bedding that meets Australian Standards is recommended.

## **Safe physical environment for sleeping and rest**

- Children will be provided safe sleeping equipment and environments, including adequate ventilation and adequate lighting to enable effective supervision.
- Children should be clothed appropriately and not have items that are loose and could get tangled and restrict breathing such as bibs.

## **Supervision of sleeping children**

- The space used for sleep and rest will have adequate light and ventilation so that educators can supervise each child.
- Children sleeping and resting will always be within sight and hearing distance so that educators can monitor children's safety and wellbeing and respond immediately when a child is distressed or in a hazardous situation.
- Children will be physically checked / inspected at least every 15 minutes by inspection of the child's
  - Sleeping position
  - Skin and lip colour
  - Breathing
  - Body temperature
  - Head positions, airway, head and face, ensuring they remain uncovered
- The sleep check will be documented and signed by the observer (date, time, signature)
- PHWMCC will not use CCTV, audio monitors or heart monitors to replace physical checks.
- We will take into consideration the risk for each individual child, such as considering the age of the child, medical conditions, individual needs and history of health and/or sleep issues.
- Educators will maintain active supervision, and will not perform duties that would take their attention away from sleeping and resting children.

## **Assessing risk for sleep and rest times**

- PHWMCC will conduct a risk assessment to identify and mitigate risks associated with sleep and rest. These will include the individual needs of children, the location of the sleep and rest space, the environment, the equipment used for sleep and rest, supervision practices, ventilation, lighting, beds and linen and staff understanding of the service's sleep and rest policy and procedures.
- PHWMCC will conduct a sleep and rest risk assessment at least once every 12 months, 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. PHWMCC will make any necessary updates to the sleep and rest policies and procedures as soon as practicable after conducting the sleep and rest risk assessment and keep a record of each sleep and rest risk assessment conducted.

## **Communication with families**

- PHWMCC will communicate with families about our safe sleep practices, on enrolment and when any changes are made.
- We will consult with families about their child's routine for sleep and rest at home and carry this out at the service where possible and safe to do so, but noting the prevailing safe sleep practices advocated by Red Nose, ACECQA and the NSW Regulatory Authority.
- We will be sensitive to different values and parenting beliefs, cultural or otherwise, associated with sleep and rest. If there is a conflict with current recommendations, the Approved Provider will determine if there are exceptional circumstances that allow for alternate practices, and if these are supported by the recommendations of the child's medical practitioner.

## **Sleep and rest practices at PHWMCC**

- At PHWMCC we do not have a scheduled sleep / rest time on beds each day, however should a child or family require this, provisions will be made.
- All children should be given choices and opportunities for sleep, rest and relaxation to ensure their individual comfort and wellbeing.
- Quiet activities, yoga, mindfulness, and relaxation experiences are incorporated into the program each day.
- Quiet spaces are provided in the learning environment both inside and outside to ensure children have spaces to rest if they need to.

## **Roles and Responsibilities**

### **Approved Provider**

- Take reasonable steps to ensure that the needs for sleep and rest for children are met, having regards to the ages, development stages and individual needs of the children (regulation 84A). the Approved Provider must also ensure there are policies and procedures in place for managing sleep and rest for children (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (Regulation 170).
- Undertake a risk assessment to 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 that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure educators (including casual/relief staff) receive information and induction training to fulfil their roles effectively, including being made aware of the sleep and rest policies, their responsibilities in implementing these, and any changes that are made over time.
- Ensure the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, developmental stages and individual needs of the children.
- Ensures the premises, furniture and equipment are safe, clean and in good repair. Ensure the 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 each child has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of that child.
- Ensure that areas for sleep and rest are well ventilated and have natural lighting and are maintained at a temperature that ensures the safety and wellbeing of children.
- Ensure sleep and rest environments are free from cigarette or tobacco smoke.
- Ensure that the premises are designed to facilitate supervision.
- Ensure children are adequately supervised during periods of sleep and rest. This includes ensuring clear procedures and processes are in place for in-person physical checks of children and recording of all checks at the time they occur
- Ensures copies of all policies and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection.

### **Nominated Supervisor**

- Ensure that children's safety, health and well-being are upheld at all times
- Ensure children are adequately supervised during periods of sleep and rest. This includes ensuring clear procedures and processes are in place for in-person physical checks of children and recording of all checks at the time they occur.

- Ensure sleeping spaces are not dark. The lights can be dimmed, but there needs to be sufficient light to allow supervision and to physically check children's breathing, lip and skin colour
- Ensures sleep practices, environment and equipment continue to be safe and in line with best practice guidelines
- Ensure that children's safety, health and wellbeing are upheld at all times
- Maintain up to date knowledge regarding safe sleep practices and communicate this to educators and families
- Support all educators to have the knowledge and skills to implement safe sleep and rest practices, develop secure attachments with children and provide sensitive and responsive care.
- Ensure educators understand and follow the service's policies and procedures.
- Ensure there is a procedure for educators to record the time and observation of physical checks of children sleeping and resting
- Ensures educators understand their legal roles in the implementation of the sleep and rest policies and procedures.
- Ensures the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, developmental stages and individual needs of the children, e.g. provides opportunities and environments for sleep, rest and relaxation.

## **Educators and staff**

- Have a good understanding of the service's policy and procedures, and embed practices that support safe sleep into everyday practice
- Consult with families about each child's sleep and rest needs. Families will inform PHWMCC of their child's sleep / rest needs via the *PHWMCC Enrolment Form* which is filled out at the time of enrolment.
- Be sensitive to each child's needs so that sleep and rest times are a positive experience.
- Respect family preferences and cultural practices regarding sleep and rest, and consider these regularly while ensuring children feel safe and secure in the environment.
- Have respectful conversations with families as necessary to remind families that children will be neither forced to sleep nor prevented from sleeping.
- Ensure that a staff member who is familiar and known to the child will assist the child who is sleeping.
- Allow children to control their own sleep patterns, waking when they are ready.
- Maintain active supervision at all times, including physical checks of the sleeping child every 15 minutes. This involves being within sight and hearing distance at all times, and physically checking child's breathing by observing the rise and fall of their chest, and their lip and skin colour.
- Communicate with families about their child's sleeping or rest times, and the preschool policy regarding sleep and rest.
- Maintain educator ratios through any relaxation, rest or sleep times.
- Sleep times will be recorded daily for families.
- Regularly communicate with families to ensure sleep and rest routines are working well for the child, the family and the preschool.
- Provide opportunities and space both indoors and outdoors for relaxation, rest and sleep.
- Create a relaxing experience for resting children by playing relaxing music, reading stories, cultural reflections, dimming lights and ensuring children are comfortably clothed. The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories.
- Promote children's agency and decision making by providing routines and environments, both indoors and outdoors, that facilitate sleep and rest opportunities.
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required

- Identify and remove or control any potential hazards from sleep environments eg cords, blinds, curtains, necklaces, loose bedding and soft toys or anything else identified in risk assessment.
- Ensure children will sleep and rest with their face uncovered.
- Encourage children to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing. The room temperature will be considered to ensure maximum comfort for the children.
- If children are resting on the carpeted area as a group, ensure they are encouraged to spread out and not be too close to their peers in order to minimise infection.
- If more than one child is asleep, ensure beds are spaced apart in order to minimise infection.
- Ensure that beds and linen are clean and in good repair. Beds will be wiped over with warm water and detergent after use. Linen will be provided by the preschool. Linen will be used by an individual child and washed after use. Staff will take these home to launder.
- Maintain a container of clean linen for each classroom in a clearly labelled location.
- Ensure beds are stored safely and hygienically in the back shed or in storerooms adjacent to classrooms if being used regularly.
- Model and promote safe sleep practices and make information available to families.

## **Families**

- Parents are encouraged to update their child’s sleep and rest requirements if it changes
- Provide informal updates on the previous night’s sleep as required, if this will assist inform any sleep / rest requirements throughout the day.

## **Monitoring, Evaluation and Review**

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every three years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family’s ability to utilise the preschool; the fees charged or the ways in which fees are collected

## **Definitions:**

Regulatory Authority:	Early Childhood Education and Care Directorate
Approved Provider:	Pennant Hills War Memorial Children’s Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children’s Centre
Responsible Person:	Nominated Supervisor or an Educator who has been placed in day-to-day charge of the Preschool
Early Childhood Educators:	Teachers and Child Care Workers

<b>Related legislation:</b>	Education and Care Services National Law: Section 165, 167 Education and Care Services National Regulations: Regulations 82, 84A, 84B, 84C, 87, 103,105, 106, 107, 110,115, 116 168 - 172
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<b>Related Guidelines, Standards, Frameworks:</b>	National Quality Standard, Quality Area 2: Children’s Health and Safety National Quality Standard, Quality Area 3: Physical Environment 3.1.1, 3.1.2, National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities 6.1.2 National Quality Standard, Quality Area 7: Governance and Leadership 7.1.3
<b>Sources:</b>	Community Early Learning Australia – Safe Sleep and Rest Time Sample Policy Department of Education Sleep and rest for children - Procedure guidelines for early childhood education and care services Department of Education Sleep and rest for children - Policy guidelines for early childhood education and care services ACECQA: Sleep and Rest for Children Policy Guidelines Red Nose Safe Sleeping Guidelines
<b>Relevant Documents:</b>	PHWMCC Enrolment Form PHWMCC Sleep Record Form PHWMCC Sleep Risk Assessment PHWMCC Cleaning and Maintenance Policy PHWMCC Providing a Child Safe Environment Policy PHWMCC Alcohol, Drug and Smoking Policy PHWMCC Supervision of Children Policy
<b>Policy reviewed:</b>	Sept 2023
<b>Next review date:</b>	Sept 2026