

CEEC PP POL SLEEP AND REST POLICY

Policy Domain	PROGRAMMING AND PRACTICE
Document type	POLICY
Applicable to	CATHOLIC EARLY EDCARE
Version	0.3
Date approved	05/08/2019
Approved by	DIRECTOR, CATHOLIC EARLY EDCARE
Review date	05/08/2020
Policy Sponsor	PROGRAMMING AND PRACTICE
Related policy documents	CEEC HS POL Sleep And Rest Procedure(s) CEEC HS POL Emergency Management Policy CEEC HS PRO Emergency Management Procedure CEEC Emergency Plan And Response Guidelines CEEC HS PRO Notifiable Incident Procedure CEEC HS PRO Crisis Management Procedure CEEC HS POL Death Of A Child In Care Procedure CEEC HS POL Immunisation Policy CEEC HS POL Health And Hygiene Policy
Related legislation	Work Health And Safety Act 2011 Work Health And Safety Regulations 2011 Work Health And Safety - Codes Of Practice Education And Care Services National Law (QLD) Act 2011 Education And Care Services National Regulations 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework

PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare under the Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane (AOB) is committed to achieving and maintaining the highest practical standards of health and safety for its staff members, volunteers and children in the care of Catholic Early EdCare.

This policy has been developed to outline Catholic Early EdCare's commitment to reducing the potential for a child in the care of Catholic Early EdCare to experience Sudden Unexpected Death in Infancy (SUDI) or Sudden Infant Death Syndrome (SIDS) and promote sleep, rest and relaxation practices that assist children to feel safe and secure in a care environment.

SCOPE

This policy applies to all Catholic Early EdCare staff members, students and volunteers.

1. POLICY STATEMENT

- 1.1 This policy and adjoining procedures (CEEC PP PRO Sleep and Rest Procedures) is based on recommendations from the recognised national authority Red Nose (formerly SIDS and Kids Australia).
- 1.2 This policy has been developed in accordance with legislative requirements.

2. CATHOLIC EARLY EDCARE COMMITMENT

- 2.1 Catholic Early EdCare is committed to –
 - Minimising the risk of a child in the care of Catholic Early EdCare experiencing Sudden Unexpected Death in Infancy (SUDI) or Sudden Infant Death Syndrome (SIDS) via the implementation of a risk management framework
 - Promoting and implementing best practice guidelines for sleep, rest and relaxation based on current research
 - Adopting a collaborative approach between Catholic Early EdCare and Parents/Carers
 - Developing and implementing both a Sleep and Rest Policy and Procedure
 - Adhering to the evidence based safe sleep practices and guidelines recommended by the Red Nose Infant Safe Sleep program

3. SERVICE REQUIREMENTS

- 3.1 Catholic Early EdCare Services are required to –
 - Acknowledge they have a duty of care to provide all children with a safe environment when sleeping, resting and/or relaxing
 - Provide children with the opportunity to sleep, rest and relax in a positive and nurturing environment
 - Monitor children visually and audibly when sleeping, resting and relaxing
 - Implement and adhere to this policy and the related procedures -CEEC PP PRO Sleep and Rest Procedure
 - Retain for each child under the age of two (2) years a completed CEEC PP FORM Sleep and Rest Profile. A completed copy of this form is to be maintained on the child's enrolment file and in the Sleep and Rest Records on the L Drive.
 - Adhere to the guidance provided by Red Nose (formerly SIDS and Kids Australia)
 - Regularly discuss sleep, rest and relaxation practices at staff meetings and routinely discuss related policies and procedures.
 - Register with Red Nose (formerly SIDS and Kids Australia) to receive E-News
 - Ensure students and volunteers are supervised whilst undertaking any activities relating to sleep and rest
 - Maintain at all Long Day Care Services a copy of the Red Nose Child Care Kit and -

- Update the kit as per notification from Red Nose (formerly SIDS and Kids Australia)
- Make available to all staff members
- Provide relevant training to staff members
- Communicate to all staff members changes/updates to the Red Nose Child Care Kit
- Display within the nursery and common areas of the Service, the Red Nose Safe Sleeping posters and the Safe Wrapping poster
- Provide all staff members with an awareness of and regular training in this policy and related procedures - CEEC PP PRO Sleep and Rest Procedure
- Provide cots, and mattresses, that comply with Australian Standard (AS/NZS) 2172:2003 and provide beds and/or mats and inspect all equipment on receipt, pre and post use
- Provide a communication booklet for children under the age of 2 years in Long Day Care Services. This is to be available for Parents/Carers to communicate information relating to the health and wellbeing of their child
- Conduct daily visual inspections of all sleep, rest and relaxation equipment and environments
- Conduct at periods no greater than monthly, inspections of all sleep and rest equipment and complete CEEC PP FORM Sleep and Rest Equipment Inspection
- Establish reassuring and supportive relationships with Parents/Carers to support the promotion of sleep, rest and relaxation practices
- Provide Parents/Carers with current information relating to SUDI and SIDS and best practice information relating to sleep and rest practices
- Maintain hygienic sleep, rest and relaxation environments
- Ensure ratios are maintained as required under the Education and Care Services National Regulations 2011 – Part 4.4 Staffing Arrangements and Part 7.5 Queensland Specific Provisions
- Schedule activities to avoid compromising the needs of children to be provided with an appropriate environment for sleep, rest and relaxation
- Provide areas for sleep and rest that are well ventilated, have natural lighting and maintain a room temperature appropriate to the season (therefore air conditioning may not always be required)

4. STAFF MEMBER REQUIREMENTS

4.1 Catholic Early EdCare Staff members are required to –

- Respond to a child's sleep, rest and relaxation needs
- Comply with the sleep and rest policy and procedure
- Comply with all related Catholic Early EdCare policies and procedures
- Provide sleep, rest and relaxation environments that are appropriate to the age, health and development of the children at the Service

- Monitor children at rest, during relaxation and when sleeping both visually and audibly
- Communicate with other staff members at the Service, information received from Parents/Carers relevant to the health and wellbeing of individual children (including reviewing any comments, feedback, and/or information provided by Parents/Carers verbally in a written format i.e. communication booklet
- Have a working knowledge of Red Nose Infant Safe Sleep Guidelines and the Red Nose Child Care Kit
- Communicate regularly with Parents/Carers sleep in regards to rest and relaxation practices at the Service
- Acknowledge that Parents/Carers may have differing values, beliefs and cultural practices that are associated with sleep, rest and relaxation
- Be sensitive to each child's needs and encourage the development of new bonds and/or attachments as appropriate
- If Parents/Carers nominate a sleep and/or rest practice post enrolment or commencement at the Service, that is in conflict with Catholic Early EdCare and/or the Red Nose Guidelines, the Director/Coordinator is required to request the Parents/Carers provide evidence for this change in writing from a medical practitioner in order to facilitate further discussion and consideration by the Director/Coordinator and the relevant Area Manager
- Apply appropriate manual handling practices as required during sleep, rest and relaxation periods.

5. PARENTS/CARERS

5.1 To assist Catholic Early EdCare with the implementation of this policy, Parents/Carers are requested to -

- Accept that Catholic Early EdCare reserve the right to exclude a child from a Service -
 - When the Service believes they cannot manage the risks of SUDI and SIDS for a child
 - When a Parent/Carer requests a sleep and rest practice that is not in accordance with Red Nose and the CEEC PP PRO Sleep and Rest Procedure
- Reasonably comply with the guidance provided by Red Nose
- Adhere to the CEEC PP POL Sleep and Rest Policy and relevant CEEC PP PRO Sleep and Rest Procedure(s) and all other related Catholic Early EdCare policies/procedures
- When requesting a sleep and/or rest practice that is in conflict with Catholic Early EdCare and/or Red Nose guidelines, provide written advice from a medical practitioner to the Service (upon request), for further consideration
- Comply with the CEEC HS POL Immunisation Policy and the CEEC HS POL Health and Hygiene Policy

- Communicate verbally with staff and for Long Day Care Services, via the Catholic Early EdCare communication booklet, concerns as to the health and wellbeing of a child
- Liaise and communicate with Catholic Early EdCare staff members to assist Services to fulfil their requirements in relation to sleep, rest and relaxation practice
- For children under the age of two (2) years, complete CEEC PP FORM Sleep and Rest Profile (contained within the enrolment pack and also available from the Service) prior to commencement at a Service and update as required
- Communicate any request for a child to sleep and/or rest for a specific period of time however understand that staff members will respond to and prioritise the child's needs
- Assist Services to apply the risk management framework by providing in writing any recent and/or current observations relating to –
 - Child Illness
 - Child Injury
 - Changes in a child's sleep patterns
 - Changes in a child's routine
 - The achievement of development milestones including rolling, sitting, pulling themselves up to stand etc.
- Provide children with age appropriate and suitable clothing for sleep and rest
- Provide freshly laundered sheet sets/bedding (that have not been exposed to passive smoking) for their child as requested by the Service
- Launder all sheet sets/bedding and sleep clothing when required due to soiling and at a periods no greater than weekly
- Provide an appropriate blanket for the cooler months as per Red Nose guidance (as required)
- Accept that Catholic Early EdCare Services do not permit –
 - Children sleeping in hooded clothing
 - Children sleeping in clothing that presents with a risk of hanging or choking
 - Children wearing jewellery that presents with a risk of hanging or choking
 - Children wearing teething necklaces
 - Comforters and/or comfort toys for children under the age of seven (7) months (a small soft object) as per Red Nose guidance
- Provide a supply of dummies/pacifiers (if relevant) that are clean and sterilized daily, stored in a sealed container, replaced regularly and clearly marked with a child's name
- Only provide a comforter or comfort toy for children over the age of seven months which is clearly labelled with the child's name and is clean, intact and hygienic. As per Red Nose recommendations the comforter must be small.

6. EXCLUSION OF A CHILD

- 6.1 The decision to decline the enrolment of a child at a Service will be made by the Director/Coordinator in consultation with the Area Manager and can be based on the following-
- The Parents/Carers have indicated prior to or upon enrolment a sleep and rest practice that is not in accordance with the guidance of Red Nose and the CEEC PP PRO Sleep and Rest Procedure
 - Parent/Carers have indicated they do not agree with and/or will not adhere to the Catholic Early EdCare policy and procedures
 - Medical advice provided by Parents/Carers is not in accordance with the guidance of Red Nose and the CEEC PP PRO Sleep and Rest Procedure. Where medical advice is provided in writing, the Director/Coordinator must consult with the Area Manager before a decision is made as further consideration and advice may be required prior to determining Catholic Early EdCare's position.

7. SUPPORTING DOCUMENTS

- 7.1 CEEC PP FORM Sleep and Rest Profile
- 7.2 CEEC PP FORM Sleep and Rest Record
- 7.3 CEEC PP FORM Sleep and Rest Equipment Inspection

COMPLIANCE

Breaches of this policy will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

DEFINITIONS

Staff Member	In relation to an education and care service, means any individual (other than a volunteer) employed, appointed or engaged to work in or as part of an education and care service, whether as an <ul style="list-style-type: none"> ▪ Educator ▪ Director/Coordinator ▪ Nominated Supervisor; ▪ Or otherwise.
Educator	Educator means an individual who provides education and care for children as part of an education and care service.
SIDS	Sudden Infant Death Syndrome (SIDS) is defined as <i>'the sudden and unexpected death of an infant under one year of age with an onset of a fatal episode occurring during sleep, that remains unexplained after a thorough investigation, including performance of a complete autopsy and review of the circumstances of death and the clinical history'</i> Source – Red Nose (formerly SIDS and Kids)
SUDI	Sudden Unexpected Death of an Infant (SUDI) <i>'SUDI is a broad term used to describe the sudden and unexpected death of a baby for which the cause is not immediately obvious. The only means to find out the reason why a baby has died suddenly and unexpectedly is to perform an autopsy, review the clinical history and to investigate the circumstances of death, including the death scene, thoroughly. Following this thorough investigation, some deaths are explained, such as accidental deaths, asphyxiation by bedclothes, pillows and overlaying whilst co sleeping, infection, metabolic disorders, genetic disorders or non-accidental injury such as homicide, while others are unexplained. Sudden Infant Death Syndrome (SIDS) is an unexplained subset of SUDI. When no cause can be found for the death, it is called SIDS'</i>
Rest	Rest is defined as a period of inactivity, solitude, calmness or tranquillity and can include a child being in a state of sleep
Relaxation	A period of inactivity, solitude, calmness or tranquillity.
Responsible Person	A Responsible Person is - <ul style="list-style-type: none"> ▪ The Approved Provider, or ▪ A person with management or control, or ▪ A Nominated Supervisor, or ▪ A Person in Day to Day Charge of a Service (PIDTDC)
Nominated Supervisor	Workers who have consented to the nomination by the Approved Provider to take on the responsibility and obligations under the National Law and National Regulations to manage a Kindergarten, Long day care, Outside school hours care Service.
Person in Day to Day charge (PIDTDC)	The PIDTDC is placed in day-to-day charge by the Approved Provider or a Nominated Supervisor of the education and care service; and the person consents to the placement in writing.
Approved Provider	Approved Provider is a person who holds a provider approval. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.

8. RECORD KEEPING

- 8.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping
- 8.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\\ drive.
- 8.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 8.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 8.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 8.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.