

CEEC PP POL SLEEP, REST AND RELAXATION POLICY

Policy Sponsor	PROGRAM AND PRACTICE
Document type	POLICY
Applicable to	CATHOLIC EARLY EDCARE
Approved by	DIRECTOR, CATHOLIC EARLY EDCARE

POLICY STATEMENT

We are committed to supporting peaceful, quality sleep, rest and relaxation opportunities for children based on their individual needs, informed by current recognised guidelines and research. Our procedures and practice follow Red Nose Australia guidelines, the recognised national authority in this area.

BACKGROUND

The Education and Care Services National Regulations require policies and procedures in place for sleep and rest for children.

LEGISLATIVE REQUIREMENTS

<u>Education and Care Services National Regulations</u>	
Section 165	Offence to inadequately supervise children
Section 167	Offence related to protection of children from harm and hazards
Regulation 82	Tobacco, drug and alcohol-free environment
Regulation 84A	Sleep and rest
Regulation 84B	Sleep and rest policies and procedures
Regulation 84C	Risk assessment for purposes of sleep and rest policies and procedures
Regulation 84D	Prohibition of bassinets
Regulation 87	Incident, injury, trauma and illness record
Regulation 103	Premises, furniture and equipment to be safe, clean and in good repair
Regulation 105	Furniture, materials and equipment
Regulation 106	Laundry and hygiene facilities
Regulation 107	Space requirements – indoor space
Regulation 110	Ventilation and natural light
Regulation 115	Premises designed to facilitate supervision
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

<u>National Quality Standard</u>	
Quality Area 2	Children's Health and Safety

CEEC PP POL REST AND RELAXATION POLICY		
Policy Sponsor: Program and Practice	Date of Effect: 29/09/2023	Due for review: 29/09/2025
Approved by: Director CEEC	Version No: 2023.1	Page 1 of 5

Standard 2.1	Health	Each child's health and physical activity is supported and promoted.
Element 2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
Standard 2.2	Safety	Each child is protected.
Element 2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
Quality Area 3	Physical environment	
Standard 3.1	Design	The design of the facilities is appropriate for the operation of a service.
Element 3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
Element 3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
Standard 3.2	Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
Element 3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.

PRINCIPLES

- We ensure all children are provided with a high level of safety when sleeping and resting, including the provision of well-ventilated areas for sleep and rest, where the room temperature is maintained appropriate to the season, and with adequate lighting to enable educators to provide effective supervision and sight and remove potential hazards.
- We ensure every reasonable precaution is taken to protect children from harm and hazard, providing equipment for sleep and rest that is fit for purpose, well maintained, and meets Australian Standards. We will not purchase or accept second hand sleep equipment, or use prams, strollers, swings, rockers, bassinets, or bouncinettes for sleep or rest.
- We will ensure that children sleeping, resting and relaxing will always be within sight, so that educators can supervise children's safety and wellbeing. Educators will be able to visually check the child's sleeping position, breathing and the colour of the child's lips and skin, body temperature, head position, airway and the child's head and face, ensuring they remain uncovered.
- We acknowledge that families may have differing values, beliefs and cultural practices associated with sleep, rest and relaxation. Child safety and wellbeing is our first priority. Educators can confidently refer to the sleep, rest and relaxation policy and procedures if families make requests that are contrary to the safety of the child.
- We believe sleep and rest routines and environments should be flexible enough to support children who do not require a sleep or children who seek rest and relaxation at any time throughout the day. Opportunities will be provided to meet each child's sleep, rest and relaxation needs and ensure children feel secure and safe.

CEEC PP POL SLEEP, REST AND RELAXATION POLICY		
Policy Sponsor: Program and Practice	Date of Effect: 29/09/2023	Due for review: 29/09/2025
Approved by: Director CEEC	Version No: 2023.1	Page 2 of 5

- We acknowledge that all children have different needs for rest and relaxation, and that the quality of rest impacts the body and a child's self-regulation. Environments will be designed to support supervision, with consideration given to how educators may position themselves within the physical space.
- 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, in line with the prevailing safe sleep practices recommended by Red Nose Australia.
- We will promote and implement best practice guidelines for sleep, rest and relaxation based on current research and evidence-based safe sleep practices and guidelines recommended by Red Nose Australia.
- We are committed to minimising the risk of children in our care experiencing Sudden Unexpected Death in Infancy (SUDI) or Sudden Infant Death Syndrome (SIDS) via the implementation of a risk management framework. We consider the individual needs and circumstance of each child when determining risk factors that may impact upon sleeping and resting children.
- We ensure we meet all legislative requirements and obligations in regard to sleep and rest requirements under the Education and Care Services National Law and National Regulations.
- We prioritise good governance and quality management by supporting Service Leaders and staff with policies, procedures, and guidelines which clearly outline their roles and responsibilities, focusing on quality outcomes for children.
- We embrace the learnings from Catholic Social Teachings and support families in kind and respectful ways when resolving understandings and compliance with our policies and procedures.

KEY TERMS

Term	Meaning	Source
ACECQA	Australian Children's Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	Guide to the NQF
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.	Childcare provider handbook
Educator	An individual who provides education and care for children as part of an education and care service.	Guide to the NQF
Infant	Young child between the ages of birth and 12 months.	ACECQA
Nominated Supervisor	A person who is nominated by the approved provider of the service to be a nominated supervisor of that service and, unless the individual is the approved provider, has provided written consent to that nomination	Guide to the NQF
Relaxation	Relaxation or other activity for bringing about a feeling of calm in your body and mind.	ACECQA
Responsible Person	An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be: <ul style="list-style-type: none"> ▪ the approved provider or a person with management or control of the service; ▪ a nominated supervisor of the service; or 	Guide to the NQF

CEEC PP POL SLEEP, REST AND RELAXATION POLICY		
Policy Sponsor: Program and Practice	Date of Effect: 29/09/2023	Due for review: 29/09/2025
Approved by: Director CEEC	Version No: 2023.1	Page 3 of 5

	a person placed in day-to-day charge of the service in accordance with the National Regulations	
Rest	A period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep.	ACECQA
Sudden and Unexpected Death in Infancy (SUDI)	A broad term used to describe the sudden and unexpected death of a baby for which the cause is not immediately obvious.	What Does Sudden Unexpected Death in Infancy (SUDI) Mean?
Sudden Infant Death Syndrome (SIDS)	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.	What is Sudden Infant Death Syndrome (SIDS)?

LINKS TO OTHER POLICIES / DOCUMENTS

- CEEC HS PRO Sleep, Rest and Relaxation Procedure
- [CEEC HS POL The Administration of First Aid to Children Policy](#)
- [CEEC HS PRO The Administration of First Aid to Children Procedure](#)
- [CEEC GOV POL Enrolment, Orientation, and Booking Policy](#)
- [CEEC GOV PRO Enrolment, Orientation, and Booking Procedure](#)
- [CEEC PP POL Interactions with children Policy](#)
- CEEC CH POL Providing a Child Safe Environment Policy
- CEEC CH PRO Providing a Child Safe Environment Procedure
- [CEEC HS POL Emergency Management Policy](#)
- [CEEC HS PRO Emergency Management Procedure](#)
- [CEEC Emergency Plan](#)
- [CEEC HS PRO Crisis Management Procedure](#)
- [CEEC HS POL Death of a Child in Care Policy](#)
- [CEEC HS PRO Death of a Child in Care Procedure](#)
- [CEEC CH POL Dealing with Medical Conditions in Children Policy](#)
- CEEC CH PRO Dealing with Medical Conditions in Children Procedure
- [CEEC PP FORM Sleep and Rest Profile](#)
- [CEEC PP FORM Sleep and Rest Record](#)
- [CEEC PP FORM Sleep and Rest Equipment Inspection](#)
- [ACECQA – Safe sleep and rest practices](#)

INDUCTION AND ONGOING TRAINING

This policy will be available on the Archdiocesan Intranet (AI) and the Catholic Early EdCare website. Service Leaders and Managers are responsible for ensuring staff are able to access policies and supporting documents. All staff are responsible for understanding and complying with this policy. Educators and families are able to access this policy on the Catholic Early EdCare website.

- Educators and families will be invited to participate in the review of this policy.
- Families will be able to access a copy of this policy during the enrolment process.
- Summary information will be included in the CEEC information handbooks
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for educators will be provided using a range of learning platforms.

Please contact the Policy Sponsor for further interpretation of this policy.

CEEC PP POL SLEEP, REST AND RELAXATION POLICY		
Policy Sponsor: Program and Practice	Date of Effect: 29/09/2023	Due for review: 29/09/2025
Approved by: Director CEEC	Version No: 2023.1	Page 4 of 5

MONITORING, EVALUATION AND REVIEW

Monitoring of compliance with this policy and the related procedure will be completed by the Program and Practice team, in conjunction with the Governance and Performance team’s Service Compliance Officer.

The review process for this policy will begin 8 (eight) weeks prior to the stated review date and include a consultation period with families, educators, Catholic Early EdCare team and any other relevant stakeholders and will be facilitated by the Research and Policy Officer.

Communication about any changes in or review of the policy, procedure or related supporting documents will be provided to Catholic Early EdCare team, Service Leaders, educators and families once finalised.

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

CEEC PP POL SLEEP, REST AND RELAXATION POLICY		
Policy Sponsor: Program and Practice	Date of Effect: 29/09/2023	Due for review: 29/09/2025
Approved by: Director CEEC	Version No: 2023.1	Page 5 of 5