

CEEC PP PRO SLEEP, REST AND RELAXATION PROCEDURE

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

POLICY AND PHILOSOPHY

We are committed to supporting and promoting quality peaceful 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.

PROCEDURES

Included in this document:

1. Sleep and Rest Risk Assessment	1
2. Sleep and Rest Monitoring	1
3. Sleep and Rest for Ill or Injured Children	2
4. Sleep and Rest Equipment Hygiene Practices.....	3
5. Disposal of Sleep and Rest Equipment.....	3
6. Responding to Requests from Families	3
7. Sleep, Rest and Relaxation	4
8. Birth to Two Years	5

1. Sleep and Rest Risk Assessment

1.1 Service Leaders will:

- undertake risk assessments in relation to sleep and rest for the individual circumstances of the service and take proactive steps to recognise additional risks and identify and implement mitigation strategies,
 - where multiple sleep areas exist, services must complete risk assessment for each space e.g., long day care services catering for children sleeping in each room, HUB services catering for children sleeping in different spaces at different times.
- use the CEEC RA Sleep and Rest template to complete risk assessments in relation to sleep and rest,
- consider each child’s circumstance and needs to determine any risk factors that may impact the adequate supervision of sleeping and resting children e.g., babies or children with colds, chronic lung disorders or specific health care needs.

2. Sleep and Rest Monitoring

2.1 Children will be constantly monitored during sleep and rest. Service Leaders will ensure:

- an educator is physically present at all times in the sleep and rest area, ensuring sleeping children are always within sight and hearing distance,

CEEC PP PRO SLEEP, REST AND RELAXATION PROCEDURE		
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 10

- physical bed-side checks of children occur and be recorded via Xplor Playground at the time they occur,
- supervision management plans for sleep and rest areas are created and reviewed, tailored to the unique layout and safety considerations, as well as the ages, developmental stages and needs of the children attending,
- lighting is sufficient to allow supervision so that educators can assess the child's breathing and colour of their skin to ensure their safety and wellbeing,
- supervision windows are kept clear at all times,
- monitoring devices or cameras will not be used,
- cots are free of any hanging objects,
- sleep areas are free from curtains, blinds or other screens that obscure vision and/or ventilation to the room,
- electrical cords are not accessible to any child,
- any music or white noise played will be at a low set volume, monitoring educators must still be able to hear the breathing of sleeping educators.

2.2 Educators will record sleep events via Xplor Playground by tapping:

- the 'Health' icon in the bottom menu bar,
- the 'Sleep' icon in the top menu bar,
- the '+' icon next to the child's name,
- the event type e.g., awake, asleep, resting.
 - Add notes (these can be viewed by parents in the Home App),
 - placed in bed/cot,
 - fell asleep,
 - physical bed-side check,
 - educator handover,
 - awake,
 - removed from bed/cot,
 - resting on beanbags/in quiet area.
- "Save".

3. Sleep and Rest for Ill or Injured Children

3.1 If a child is observed to be ill or injured during a pre sleep and rest check, educators will:

- inform the Responsible Person in Charge,
- refer to:
 - any communication from the family to identify pertinent information,
 - the child's enrolment form to determine if there is an identified medical condition,
 - previous sleep events in the child's Xplor profile.

For children under 2 years of age check:

- Sleep and Rest Profile.

3.2 The Responsible Person in Charge will:

CEEC PP PRO SLEEP, REST AND RELAXATION PROCEDURE		
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 10

- inform the child’s family,
- determine if the child:
 - should be allowed to sleep,
 - requires medical attention,
 - should be collected.
- Update comments on the child’s sleep event via the Xplor Playground App.

4. Sleep and Rest Equipment Hygiene Practices

4.1 Daily, educators will:

- wipe over all sleep equipment with warm soapy water,
- remove soiled sleep, resting and/or relaxation items,
- provide families any soiled clothing or bedding for laundering (where applicable),
- clean sleep equipment between use,
- store bedding removed from sleep equipment in a manner that prevents cross contamination.

4.2 Weekly, educators will:

- provide families with their child’s bed linen for laundering (or sooner if required)
- request families provide freshly laundered bedding and clothing for their child (at least weekly),
- encourage families to provide suitable bags for bedding to be stored in between use.

4.3 OSHC educators will:

- wipe over all furniture and equipment with warm soapy water as required,
- remove soiled items used for sleeping or resting that require laundering,
- provide families soiled clothing for laundering,
- clean any equipment used for sleep and rest.

5. Disposal of Sleep and Rest Equipment

5.1 When identified equipment is faulty/damaged and/or non-compliant educators will:

- record it on the Monthly Sleep and Rest Equipment Inspection,
- tag the item with the date, reason removed and who removed it,
- ensure the item is removed from the service by an approved contractor.

6. Responding to Requests from Families

6.1 If a family requests a sleep period for their child, educators will:

- make reasonable efforts to comply with the request,
- if relevant, communicate to families upon collection that the child:
 - did not settle, or
 - did not indicate the need to sleep and after a period of time the child was allowed to continue with other activities.

6.2 If a family expresses a request for their child **not to** sleep, educators will:

- clearly communicate to families upon collection that the child indicated a need to sleep,
- encourage discussions with families on how the service can assist families to manage the child’s sleep patterns,

CEEC PP PRO SLEEP, REST AND RELAXATION PROCEDURE		
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 10

- consider the need to advocate for the child and facilitate discussion with families,
- observe and track when children sleep and see if there are any consistent factors occurring.

7. Sleep, Rest and Relaxation

7.1 When supervising children sleeping, resting or relaxing educators will:



SLEEP, REST & Relaxation

PRE-SLEEP & REST CHECKS

Staff will:

- identify if children appear unwell
- check children's Sleep and Rest Profile
- consult with other staff regarding observed SUDI and SIDS risk factors
- check the family communication book
- conduct visual checks of sleep equipment for damage and distance from electrical appliances, curtains, mobiles, blinds, cords and strings
- ensure light bedding is tucked in firmly
- provide a relaxed and calm environment
- check children are appropriately dressed and remove any jewellery or dummy attachments
- be mindful of children's ability to climb

Staff will:

- ensure children are not lying down while being fed bottles
- provide quiet and relaxing experiences to children not sleeping
- support children to self-settle
- ensure adequate spacing between beds
- position children 'Top to Toe'
- ensure children's faces are not covered with clothing/bed linen at any time

SETTLING CHILDREN

SLEEP & REST MONITORING

Staff will:

- ensure a staff member is present at all times
- not undertake activities that detract from monitoring
- not carry or use mobile phones when children are sleeping or at rest
- conduct a verbal handover when relieved
- ensure noise levels do not compromise audible monitoring
- assist children to choose whether they need to sleep or rest
- move cots into other rooms to accommodate sleeping infants and manage ratios, however this practice must not compromise monitoring requirements
- update the Sleep and Rest Record (For children under 2)

Following sleep and rest, staff will check:

- is the infant alert and ready to be removed from the cot?
- is the sleep equipment/area used safe, clean and free from obvious signs of damage?
- does the child appear healthy?
- has the bedding or any equipment been soiled?

POST SLEEP & REST CHECKS

CEEC PP PRO SLEEP, REST AND RELAXATION PROCEDURE		
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 10

8. Birth to Two Years

8.1 Additional processes will be implemented when children birth to two years are sleeping, resting or relaxing. Educators will:



SLEEP & REST PROFILE

Staff will:

- identify pre-existing medical conditions
- asking families if the child is unwell upon arrival
- identify if the child is receiving medication
- identify if a child's health deteriorates while at the service

In consultation with families Directors will create a profile:

- prior to enrolment
- if a change in a child's sleep and rest risk is identified
- post sleep and rest incident

Completed profiles are saved to the child's profile in Xplor.

Staff will:

- Refer to Red Nose 'Safe Wrapping'
- use lightweight wraps
- ensure wraps are not too tight
- ensure infants are not over dressed under wraps
- wrap infants with their arms out where the startle reflex has ceased (or a sleep sack without arms)
- cradle infants as required
- speak to children in low soft tones
- not use infant monitoring devices
- ensure rooms are not so dark as to compromise monitoring
- place infants on their back with their feet closest to the bottom end of the cot
- allow older infants (around 6 months) to find their own sleeping position if they turn over during their sleep

SLEEP & REST PRACTICE

SLEEP & REST RECORD

Staff will:

- complete records for every sleep period during the day
- record sleep, rest or relaxation observations and comments
- not transfer comments and/or notes from the communication book
- communicate with other staff information received from families
- ensure children's records are available in the room where the child is sleeping, or at rest.
- scan and store completed records to the child's profile on Xplor

The Director, with the Manager, Service Operations will form a decision which may be based on the following:

- have families indicated practices not in accordance with Red Nose and the Sleep, Rest and Relaxation Procedure?
- have families indicated they do not agree with and/or will not adhere to the Sleep, Rest and Relaxation policy and procedures?
- has the family provided medical advice not in accordance with Red Nose and the Sleep, Rest and Relaxation Procedure?

EXCLUSION OF A CHILD

CEEC PP PRO SLEEP, REST AND RELAXATION PROCEDURE		
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 10

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
Approved Providers (including Leadership and Management teams)	<ul style="list-style-type: none"> ▪ undertake risk assessments 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. ▪ take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the sleep, rest and relaxation policy and procedures. ▪ 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. ▪ ensure the premises, furniture and equipment are safe, clean and in good repair, including ensuring all equipment used meets any relevant Australian Standards and other product safety standards, such as Australian Competition and Consumer Commission (ACCC) guidelines. ▪ ensure the cots, 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. ▪ provide ergonomic cots that are adjustable to the child's needs but reduces the risk of manual handling injuries for educators. ▪ 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 the indoor spaces used by children are well ventilated; have adequate natural light; 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, including ensuring children are supervised during periods of sleep and rest. ▪ ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection. ▪ notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> ○ affect the fees charged or the way they are collected or ○ significantly impact the service's education and care of children or ○ significantly impact the family's ability to utilise the service.
Nominated Supervisors and Responsible Persons	<ul style="list-style-type: none"> ▪ 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. ▪ ensure sleeping spaces have sufficient light to allow supervision. ▪ ensure sleep practices, environments and equipment continue to be safe and in line with best practice guidelines.

	<ul style="list-style-type: none"> ▪ ensure that bassinets and bouncinettes are not on the education and care service premises at any time that children are being educated and cared for by the service. ▪ ensure educators understand and follow the sleep, rest and relaxation policy and procedures. ▪ ensure educators understand their legal roles in the implementation of the sleep, rest and relaxation policies and procedures. ▪ ensure children are supervised during periods of sleep and rest, including clear processes place for checks of children and documenting of all checks at the time they occur. ▪ regularly discuss sleep, rest and relaxation practices and related policies and procedures at staff meetings ▪ display Red Nose Australia Safe Sleeping posters and Safe Wrapping posters within the nursery and communal areas of the Service. ▪ undertake risk assessments 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. ▪ maintain hygienic sleep, rest and relaxation environments. ▪ complete the Sleep and Rest Equipment Inspection monthly and store a copy on the service L drive. ▪ provide equipment for sleep which complies with Australian Standards and inspect all equipment on receipt, pre and post use. ▪ consult the Compliance Officer prior to purchasing sleep equipment. ▪ when disposing of sleep and rest equipment, do not donate or provide the equipment to any person or organisation. ▪ schedule activities to avoid compromising children’s need for an appropriate environment for sleep, rest and relaxation. ▪ keep and maintain a Sleep and Rest Profile for each child under the age of two (2) years. ▪ provide families access to current information relating to SUDI, SIDS and best practice information relating to sleep and rest practices. ▪ if families nominate a sleep, rest, or relaxation practice in conflict with policies and procedures and/or Red Nose Guidelines, request families provide evidence of this request in writing from a medical practitioner.
Educators	<ul style="list-style-type: none"> ▪ maintain knowledge of, and follow risk assessments relating to children’s sleep, rest and relaxation identify and remove potential hazards from sleep environments. ▪ be familiar with each child’s Sleep and Rest Profile and ensure the profile is accessible in the room where the child is sleeping or at rest. ▪ communicate with other staff members about information received from families regarding the health and wellbeing of individual children. ▪ be sensitive to each child’s needs and encourage the development of new bonds and/or attachments as appropriate. ▪ provide a designated rest area for children to be inactive, and opportunities for rest and relaxation away from the main group of children if a school age child requests a sleep, rest or relaxation period especially during Vacation Care programs. ▪ ensure procedures are relevant to their particular service type and venue. If not, discuss this with the nominated supervisor.

	<ul style="list-style-type: none"> ▪ have a good understanding of the service's policy and procedures, and embed practices that support safe sleep into everyday practice. ▪ identify and suggest any potential improvements to service procedures and practice. ▪ identify and remove potential hazards from sleep environments. ▪ ensure that bassinets and bouncinettes are not on the education and care service premises at any time that children are being educated and cared for by the service. ▪ document children's sleep and rest needs and provide information to families about their child's sleep and rest patterns. ▪ consult families to gather information about individual children's needs and preferences. ▪ model and promote safe sleep practices and make information available to families. ▪ ensure the needs for sleep and rest of the children being educated and cared for by the service are met, considering the ages, developmental stages and individual needs of the children. ▪ maintain supervision of sleeping and resting children including physical bed-side checks including visual inspection of the child's: <ul style="list-style-type: none"> ○ sleeping position ○ skin and lip colour ○ breathing ○ body temperature ○ head position ○ airway ○ head and face, ensuring they remain uncovered. ▪ ensure sleeping spaces have adequate light to allow supervision. ▪ ensure children's clothing is appropriate during sleep times and does not have any items that are loose and could get tangled and restrict breathing (including but not limited to bibs and jewellery). ▪ report issues with day to day sleep practice, environment and equipment to the nominated supervisor or provider.
Families	<ul style="list-style-type: none"> ▪ regularly update the service on their child's sleeping routines and patterns ▪ provide informal updates on the previous night's sleep to assist with sleeping during the day, both verbally and in writing. ▪ for children under the age of two (2) years, complete the Sleep and Rest Profile prior to commencement at a service and update as required. ▪ provide specified and appropriate bedding if required by the service months. ▪ dress child appropriately for the weather conditions and provide additional clothing. ▪ review the service's policies and procedures relating to sleep and rest. ▪ understand that a child may be excluded from a service when: <ul style="list-style-type: none"> ○ a service believes they cannot manage a child's SUDI and SIDS risk, or ○ a family requests a sleep and rest practice that is not in accordance with Red Nose Australia and the Sleep, Rest and Relaxation Policy & Procedure. ▪ understand exclusion of a child from a service due to illness or injury is determined by the Responsible Person in Charge. The child should only return when the child's condition and the SUDI and SIDS risk factors are manageable. ▪ reasonably comply with the guidance provided by Red Nose Australia.

	<ul style="list-style-type: none"> ▪ when requesting a sleep and/or rest practice that is in conflict with policies and procedures and/or Red Nose guidelines, provide the service written advice from a medical practitioner. ▪ 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 children's needs during the care session. ▪ assist services to apply the risk management framework (Appendix 1) by providing in writing any recent and/or current observations relating to: <ul style="list-style-type: none"> ○ child illness, ○ child Injury, ○ changes in a child's sleep patterns, ○ changes in a child's routine, ○ development milestones including rolling, sitting, pulling themselves up to stand etc. ▪ launder all sheet sets/bedding and sleep clothing when required due to soiling and at least weekly. ▪ understand children will not be permitted to: <ul style="list-style-type: none"> ○ sleep in hooded clothing, ○ sleep in clothing that presents with a risk of hanging or choking, ○ wear teething necklaces or jewellery that presents with a risk of hanging or choking while sleeping, ○ have comforters and/or comfort toys while sleeping for children under the age of seven (7) months. ▪ 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 small comforter or comfort toy for children over the age of seven (7) months; clearly labelled with the child's name, clean, intact and hygienic. ▪ a copy of a completed sleep and rest profile may be provided to families upon request.
--	---

MONITORING, EVALUATION AND REVIEW

Centacare will place this policy on the Archdiocesan Intranet (AI). Service Leaders and Managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred.

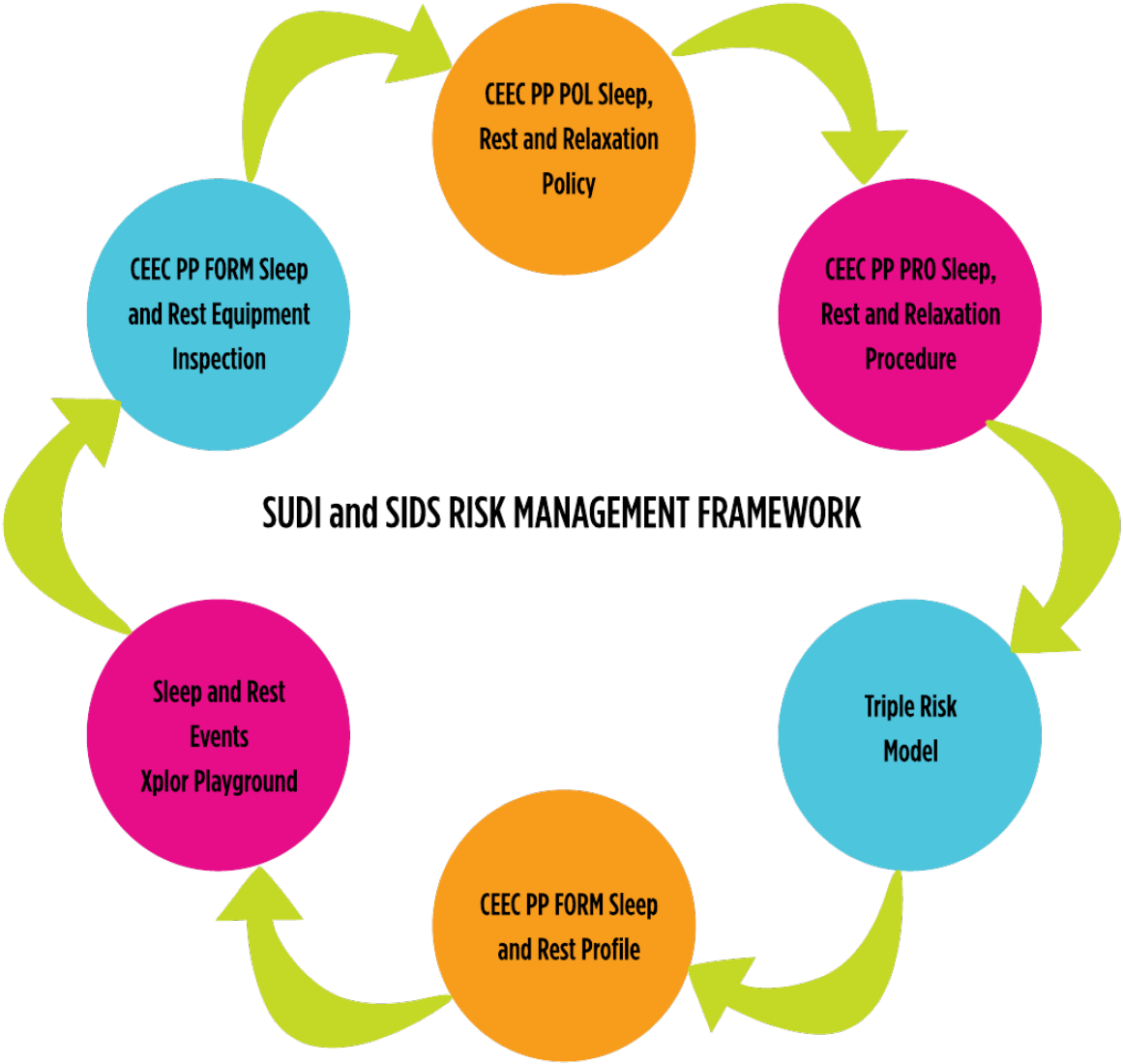
- All staff are responsible for understanding and complying with this policy.
- Summary information about fees and related procedures will be included in the CEEC information handbooks.
- Educators and families will be invited to participate in the review of this procedure.
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for Service Leaders and Responsible Persons in Charge will be provided using a range of learning platforms. Videos of some Xplor processes are available on [AI](#).
- Contact the Policy Sponsor for further interpretation of this policy.

CEEC PP PRO SLEEP, REST AND RELAXATION PROCEDURE		
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 9 of 10

APPENDIX 1: CEEC SUDI AND SIDS RISK MANAGEMENT FRAMEWORK

The Catholic Early EdCare SUDI and SIDS Risk Management Framework recognises that all children in our care are at risk of SUDI and SIDS and outlines the continuous cycle undertaken to ensure the health, safety and wellbeing of children sleeping, resting, or relaxing in our services.

We refer to the Red Nose [Triple Risk Model](#) within our framework to understand how the risk factors interact and may lead to an infant dying suddenly and unexpectedly



CEEC PP PRO SLEEP, REST AND RELAXATION PROCEDURE		
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 10 of 10