Relaxation and Sleep Policy

Quality Area: 2: Children’s health and safety
Standard: 2.1: Each child’s health is promoted
Element: 2.1.2: Each child’s comfort is provided for and there are appropriate opportunities to meet each child’s need for sleep, rest and relaxation

Purpose

This policy will provide clear guidelines for the implementation of safe relaxation and sleep practices that meet the individual needs of children attending Ellie V Pullin Preschool.

Policy Statement

1. Values

Ellie V Pullin Preschool is committed to:

- providing a positive and nurturing environment for all children attending Ellie V Pullin Preschool
- recognising that children have different requirements for relaxation and sleep, and being responsive to those needs to ensure that children feel safe and secure at Ellie V Pullin Preschool
- consulting with parents/guardians about their child’s individual relaxation and sleep requirements/practices, and ensuring practices at Ellie V Pullin Preschool are responsive to the values and cultural beliefs of each family
- its duty of care (refer to Definitions) to all children at Ellie V Pullin Preschool, and ensuring that adequate supervision (refer to Definitions) is maintained while children are sleeping, resting or relaxing
- complying with all legislative requirements, standards and current best practice, including recommendations by SIDS and Kids and Kidsafe (refer to Sources).

2. Scope

This policy applies to Ellie V Pullin Preschool, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Ellie V Pullin Preschool.

3. Background and Legislation

Background

Sleep and rest are vital to children’s healthy development. “Children who get enough sleep are more engaged and less prone to behavioral problems and moodiness. Sleep also
promotes alertness, memory and performance... Effective rest and sleep strategies are important to ensure that children feel secure and safe, and ECEC settings have a duty of care to ensure that all children are provided with a high level of safety and comfort when resting or sleeping and to maintain adequate supervision” (Childcare and Children’s Health, vol 14, no 2, June 2011 – refer to Sources).

The Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF) include a focus on social, emotional, spiritual and physical wellbeing and health. Development Outcome 3 in both framework documents refers to a child’s ability to take increasing responsibility for their own wellbeing. One of the indicators for this capacity is that children “recognise and communicate their bodily needs (for example thirst, hunger, rest, comfort, physical activity)”. The EYLF suggests that to promote this, educators should:

- consider the pace of the day within the context of the community
- provide a range of active and restful experiences throughout the day, and support children to make appropriate decisions regarding participation.

Employers have a responsibility under the Occupational Health and Safety Act to provide a safe and healthy working environment. This duty extends to others present in the workplace, including children and volunteers. Providing a safe environment for children at Ellie V Pullin Preschool includes complying with current Australian/New Zealand standards in relation to equipment, such as cots and mattresses (refer to Sources).

Legislation and standards
Relevant legislation and standards include but are not limited to:

- Australian Consumer Law and Fair Trading Act 2012
- Australian Consumer Law and Fair Trading Regulations 2012
- Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010)
- Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety Requirements (AS/NZS 2130:1998)
- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations 2011: Regulation 81
- National Quality Standard, Quality Area 2: Children’s Health and Safety
- Standard 2.1: Each child’s health needs are supported
- Element 2.1.2: Each child’s comfort is provided for and there are appropriate opportunities to meet each child’s needs for sleep, rest and relaxation
- Occupational Health and Safety Act 2004

4. Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions section of this manual.

Adequate supervision: (In relation to this policy) supervision entails all children (individuals and groups) in all areas of Ellie V Pullin Preschool, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-
child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used. Adequate supervision refers to constant, active and diligent supervision of every child at Ellie V Pullin Preschool. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

**Relaxation/rest:** A period of inactivity, solitude, calmness or tranquillity.

**SIDS (Sudden Infant Death Syndrome):** The unexpected and unexplained death of an infant, usually occurring during sleep.

**SIDS and Kids:** The National SIDS Council of Australia, dedicated to eliminating SIDS and providing support for bereaved families. SIDS and Kids is considered to be the national authority on safe sleeping practices for infants and children. A branch of SIDS and Kids is located in each state and territory, and can provide resources and assistance (refer to Sources).

**Ellie V Pullin Policy and Procedures**

**Ellie V Pullin Pre-School is responsible for:**

- taking reasonable steps to ensure the sleep/rest needs of children at Ellie V Pullin Preschool are met, with regard to the age of children, developmental stages and individual needs (Regulation 81(1))
- ensuring parents/guardians are consulted about appropriate relaxation and sleep practices for their child
- protecting children from hazards and harm (Section 167)
- ensuring cots provided at Ellie V Pullin Preschool comply with the most current Australian/New Zealand Standards (refer to Sources and Attachment 1 – Cots)
- ensuring that hammocks, prams and strollers are not used to settle children to sleep
- consulting with staff in relation to OHS issues when purchasing new equipment for Ellie V Pullin Preschool
- ensuring compliance with WorkSafe Victoria’s *Children’s services – occupational health and safety compliance kit* (refer to Sources), including in relation to staff lifting children into and out of cots
- ensuring compliance with the recommendations of SIDS and Kids and Kidsafe in relation to safe sleeping practices for children (refer to Sources)
ensuring adequate supervision of children at Ellie V Pullin Preschool at all times, including during relaxation and sleep

ensuring that rooms used for sleep and relaxation are well ventilated

ensuring that there is adequate space to store bedding in a hygienic manner (refer to Hygiene Policy).

Nominated supervisor is responsible for:

• taking reasonable steps to ensure the sleep/rest needs of children at Ellie V Pullin Preschool are met with regard to the age of children, developmental stages and individual needs (Regulation 81(2))
• ensuring the educational program provides opportunities for each child to sleep, rest or engage in appropriate quiet play activities, as required
• protecting children from hazards and harm (Section 167)
• informing Ellie V Pullin Preschool, as soon as is practicable, of any hazards identified in the child’s resting or sleeping environment
• ensuring all staff and educators comply with WorkSafe Victoria’s Children’s services – occupational health and safety compliance kit (refer to Sources) in relation to lifting children into and out of cots
• ensuring all staff and educators comply with the recommendations of SIDS and Kids and Kidsafe in relation to safe sleeping practices for children (refer to Sources)
• ensuring adequate supervision of children at Ellie V Pullin Preschool at all times, including during relaxation and sleep
• storing items such as bedding in a hygienic manner to prevent cross-contamination (refer to Hygiene Policy).

Certified supervisors, educators and other staff are responsible for:

• providing each child with appropriate opportunities for relaxation and sleep according to their needs
• complying with the recommendations of SIDS and Kids and Kidsafe in relation to safe sleeping practices for children (refer to Sources)
• complying with WorkSafe Victoria’s Children’s services – occupational health and safety compliance kit (refer to Sources), including in relation to lifting children into and out of cots
• providing input in relation to OHS issues when new equipment is purchased for Ellie V Pullin Preschool
• developing relaxation and sleep practices that are responsive to:
  o the individual needs of children at Ellie V Pullin Preschool
  o parenting beliefs, values, practices and requirements
  o the length of time each child spends at Ellie V Pullin Preschool
  o circumstance or events occurring at a child’s home
  o consistency of practice between home and Ellie V Pullin Preschool
  o a child’s general health and wellbeing
• the physical environment, including room temperature, lighting, airflow and noise levels
• minimising distress or discomfort for the children in their care
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• ensuring that resting and sleeping practices are not used as a behaviour guidance strategy (refer to Interactions with Children Policy)
• providing a range of opportunities for relaxation throughout the day
• conducting regular safety checks of equipment used for sleeping/resting, such as cots and mattresses
• informing the Nominated Supervisor or Approved Provider, as soon as is practicable, of any hazards identified in the child’s resting or sleeping environment
• ensuring that any hanging cords, mobiles, curtains and blinds are inaccessible to children who are resting or sleeping
• providing adequate supervision (refer to Definitions) of all children, including during sleep, rest and relaxation
• supervising children displaying symptoms of illness closely, especially when resting or sleeping (refer to Incident, Injury, Trauma and Illness Policy)
• ensuring that artificial heating, such as heat bags and hot-water bottles, is not used to provide warmth
• ensuring that each child has their own bed linen, and that the Hygiene Policy and procedures are implemented for the cleaning and storage of cots, mattresses and linen
• documenting and communicating children’s rest and sleep times to co-workers during shift changes
• providing information to families about Ellie V Pullin Preschool’s relaxation and sleep practices
• developing communication strategies to inform parents/guardians about their child’s rest and sleep patterns, including times and length of sleep
• encouraging children’s independence, and assisting children with dressing as needed.

Parents/guardians are responsible for:

• discussing their child’s relaxation and sleep requirements and practices prior to commencing at Ellie V Pullin Preschool, and when these requirements change
• providing information on the child’s enrolment form if the child requires special items while resting or sleeping e.g. a comforter or soft toy
• providing a written medical report if their baby/child is not to be placed on their back during sleep. Parents/guardians must communicate alternative resting practices to staff.

Volunteers and students, while at Ellie V Pullin Preschool, are responsible for following this policy and its procedures.
Evaluation

In order to assess whether the values and purposes of the policy have been achieved, Ellie V Pullin Preschool will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of Ellie V Pullin Preschool’s policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures

Sources and other related policies

Sources

- Australian/New Zealand Standards: (at the time of printing) the current relevant standards are:
  - Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010), and
  - Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety Requirements (AS/NZS 2130:1998)
- Services can check current standards on the SAI Global website at www.saiglobal.com
- Kidsafe Fact Sheets at www.kidsafevic.com.au/resources:
  - Safe Sleeping for Infants
  - Ages and Stages fact sheet series (‘Sleeping’ section)
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Service policies
- Child Safe Environment Policy
- Hygiene Policy
- Incident, Injury, Trauma and Illness Policy
- Interactions with Children Policy
- Occupational Health and Safety Policy
- Supervision of Children Policy

Attachments

Attachment 1: Cots

Authorisation

This policy was approved and passed by the Ellie V Pullin Committee of Management and adopted by Ellie V Pullin Pre-School on:

9th February 2015

Authorised by: ____________________________ Karen Assimo [President]

Authorised by: ____________________________ Betty Krober [Nominated Supervisor]

Witnessed by: _____________________________

Review Date: 2018
ATTACHMENT 1

Cots

There are currently (at the time of printing) two standards that apply to the use of cots:

- Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010), and

Services can check current standards on the SAI Global website at www.saiglobal.com

Household cots usually have a lower base and mattress, and WorkSafe Victoria have expressed concern for staff in relation to the manual handling risks posed when working with cots at a lower height.

The Institutional Cot Standard allows for cots with a higher base and mattress, but requires these cots to be made of metal, and to have a drop side that can be lowered to the level of the mattress. The early childhood sector has expressed concerns in relation to the safety of cots with sides that lower to the level of the mattress.

Services should investigate options either for:

- cots that meet the Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010) and have a higher base and mattress, or

No alterations should be made to purchased cots under any circumstance, as this may have serious consequences in relation to liability in the event that an incident occurs.

KPV does not recommend that services use portable cots, as they present an increased risk of injury or death to a child if erected incorrectly. Portable cots also pose an increased risk of manual handling injuries to staff. If a service requires an extra cot to be available for occasional use, it is possible to purchase a cot that meets the Australian/New Zealand Standard – Cots for household use, and folds flat for easy storage.

Further information on cots is available on the KPV OHS website (www.ohsinecservices.org.au). Resources include:

- Fact Sheet – Cots: www.ohsinecservices.org.au/purchasing-factsheets