

Document Name	Document Version Number	Review Date
Safe Sleep Rest and Relaxation Policy	1.0.3	October 2024
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10 November 2021	6055	Revised

### Purpose

The purpose of this policy is to ensure the safety, health and wellbeing of children attending our service and appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation.

The policy aims to explain and guide Greater Hume Children Services staff, educators and stakeholders on service philosophy on providing opportunities for safe sleep and rest.

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 for children policy means our educators, management, co-ordinators, other staff, families and the community can be confident that children's needs for sleep and rest are met while attending the service.. While all children need rest and sleep to be happy and healthy, this is an area of service policy and procedure that needs to be very carefully considered, monitored and actively reviewed to ensure risks are appropriately addressed at all times.

### Scope

Approved Provider, Nominated Supervisor, Educators, Service coordination staff, casual staff, relief educators, children and families

### Definitions

**Educators:** are fully licensed registered educators in accordance with service policy and procedure.

**Relief Educators:** are fully licensed and registered relief educators in accordance with service policy and procedure.

**Service Manager:** The Service Manager is the recognised title under Council and responsible for the overall service operation and has agreed to the responsibility of the Nominated Supervisor.

**Nominated Supervisor:** is the responsible person of the service under the Education and Care Services National Regulations 2016. Relevant staff have agreed to the position of responsible person and/or Nominated Supervisor of the service particular to their circumstance.

**Practice Mentor:** Referred to as Coordinator in Education and Care Services National Regulations 2016 and National Quality Standards; supports and facilitates the overarching needs of Educators and children and assists the Team Leader FDC and Service Manager.

**Centre Directors:** persons employed to oversee the operations of the Centre and assist the Team Leader Centres and Assistant Team Leader Centres.

### Policy Content

Greater Hume Children Services will ensure that safe sleeping practices are implemented for children in accordance with the guidelines developed and promoted by **Red Nose**

Educators will also be aware of the sleep and rest practices that are consistent with contemporary views about children's health, safety and welfare and that meet children's individual needs.

We recognise that children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns, each child's individual needs will be provided for and there will be appropriate opportunities to meet each child's sleep, rest and relaxation needs.

For Safe Sleep and Rest, Greater Hume Children Services will:

- i. Consult with families about child's routine for sleep and rest where safe to do so, but safe sleep practices will be implemented
- ii. Consider the beliefs of the family in making decisions regarding sleep and rest needs of the children
- iii. Ensure bedding is safe, in good condition, is age appropriate and meets Australian Standards
- iv. Ensure individual needs are met, allowing children who do not wish to sleep are provided alternative quiet activities and a restful time
- v. Ensure those children who wish to sleep are able to do so without being disrupted
- vi. Ensure the physical environment is safe and fit for purpose conducive to sleep
- vii. Ensure children are monitored and supervised at all times by active supervision
- viii. Ensure staff are trained at induction and on an ongoing basis in current safe sleeping techniques

Where children attend care overnight with FDC, Greater Hume Children Services will:

- i. Ensure the sleeping environment is, safe and fit for purpose conducive to a good night's sleep
- ii. Ensure children are aware of the emergency evacuation procedures, ensuring these are practiced on a regular basis
- iii. Ensure children have access to bathroom and other facilities as needed
- iv.
- v. Ensure children have access to drinking water as required during the night

### Links to Policy

- Health and Safety Policy
- Emergency and Evacuation Policy
- Victoria to Family day Care Educators Policy
- Dealing with Medical Conditions Policy
- Incident, Injury Trauma and Illness Policy
- Child Safe Environment Policy
- Fit and proper assessment of Family Day Care Educators, Assistants and adults residing at Familyday Care residence Policy

### Links to Procedure

- Incident, Injury, Trauma and Illness Educator Procedure Incident, Injury, Trauma and Illness Office Procedure Emergency and Evacuation Procedure
- Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students
- Child Safe Environment Office Procedure Child Safe Environment Educator Procedure

### Links to Forms

- Safe Sleep and Rest Plan
- Sleep Record

### References

- Australian Children's Education and Care Quality Authority (ACECQA) Education and Care Services National Regulations
- Red Nose- Saving little lives [www.rednose.com.au](http://www.rednose.com.au)
- UNCROC Rights of the Child – Article 31
- Disability Inclusion Act 2014 and the Disability Inclusion Regulation 2014

**Responsibility**

Nominated supervisor

**Document Author**

Service Manager

**Relevant Legislation**

Education and Care Services National Regulation  
Education and Care Services National Law Act 2010

**Associated Records**

Nil