

Sleep and Rest Policy	Document No:	r 81, r 168, r84D
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Responsible Officer: Early Childhood Coordinators	Authorising Officer: Children & Family Services Manager	

The City of Greater Geelong is a Child Safe Organisation. We take the wellbeing and safety of children seriously and have zero tolerance for child abuse of any kind. In line with the Paramountcy Principle (s2A) every person involved in delivering our education and care services will ensure that the safety, rights and best interests of children is the paramount consideration in all their decisions and actions.

1. PURPOSE

The City of Greater Geelong Early Childhood Education and Care (ECEC) Services recognise effective sleep and rest strategies are important factors in ensuring a child feels secure and is safe at an education and care service.

2. SCOPE

ALL SERVICES:

Approved Providers, Nominated Supervisors and educators have a duty of care to ensure children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm and hazard. We recognise that as a legislated ECEC service we are bound by the safe recommendations of the Red Nose Foundation and cannot follow the requests of parents that are not consistent with legislation or best practice guidelines, as we unless there is a written medical exemption.

We also have a duty of care to each child's need for rest; and are guided by the Australian Government's Guidelines for Healthy Growth and Development for your child, which outlines physical activity, sedentary behaviour and sleep during a 24-hour period.

3. REFERENCES

- Education and Care National Regulations (current amendments)
- Education and Care National Law Act 2010 (current amendments)
- Education and Care National Quality Standard
- RED NOSE Safe Sleep Guidelines
- Keep Baby Safe ACCC Product Safety
- Child Safe Standards 2,4,5,9,11
- [24-hour movement guidelines for all Australians | Australian Government Department of Health, Disability and Ageing](#)

4. ECEC POLICY

IN ALL SERVICES, MANAGEMENT WILL:

- Ensure there is a suitable safe space and equipment available to provide children in an ECEC service with an opportunity to have their individual sleep and rest needs catered for, taking into consideration their ages and developmental stages and current Australian Standards for equipment.

- Ensure all policies and procedures are based on current research and recommended evidence-based principles and guidelines.
- Ensure that the induction, training and knowledge of staff and educators at each service in relation to safe sleep and rest procedures occurs.
- Ensure the safety of children during sleep and rest, by scheduling regular reviews & conducting a sleep and rest risk assessment at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safety, health and wellbeing of children during sleep and rest.
- Keep a record of each sleep and rest risk assessment conducted *(using the ACECQA Sleep and Rest Risk Assessment in jotform)*
- Regularly review and update sleep and rest procedures in program rooms to ensure they are maintained in line with best practice principles and guidelines.
- Ensure there are no bassinets (of any description) on the premises during times the service is operating.
- Where a child has a written medical action plan from a registered medical practitioner that recommends sleep practices that differ from current safe sleep guidelines or service policies and procedures, the service may implement these practices if:
 - the medical action plan is provided in writing by the child's medical practitioner; and
 - a documented risk minimisation plan is developed in consultation with the child's family.

IN ALL SERVICES, EDUCATORS WILL:

- Receive regular information and training to fulfil their roles effectively, including being made aware of the sleep and rest guidelines, their responsibilities in implementing these, and any changes that are made over time. See latest guidelines on *Responsive Settling*. (See references)
- Consult with families about the services' requirements to follow the current Red Nose Foundation recommendations for infant sleeping.
- Support Centre Leadership with completing each scheduled sleep and rest risk assessment.
- Where a child has a written medical action plan from a registered medical practitioner that recommends sleep practices that differ from current safe sleep guidelines or service policies and procedures, the service may implement these practices if:
 - the medical action plan is provided in writing by the child's medical practitioner; and
 - a documented risk minimisation plan is developed in consultation with the child's family, and
 - staff consult with management in these instances, to guide practice.
- Educate families that educators cannot follow practices requested by a family, if they differ with any current health guidelines on the best practices to adopt to ensure the safety of children during sleep and rest recommendations. For example, a parent may request the service wrap or swaddle their baby while they are sleeping. However, according to Red Nose Foundation recommendations, this practice should be discontinued when a baby starts showing signs that they can begin to roll (usually around four to six months of age, but sometimes earlier).
- Refer to the Service's Sleep and Rest Policies and Guidelines if parents make requests that are contrary to the safety of the child. Child safety should always be the first priority.
- Work in partnership with each family about their child's engagement in a long day educational program; and the needs of their child for rest and sleep. Recognising the *duty of care* to the child, and that a child can't be "kept awake" if they are in need of rest.

- Children are never left to sleep in prams. Ensuring if children arrive at the service asleep in a pram they are immediately transferred to a safe sleeping space.
- Children may be accepted into care while asleep provided a direct handover occurs between the parent/guardian and an educator. Educators will visually assess the child on arrival and ensure the child is transferred to a safe sleep environment. If the child appears unwell, unusually lethargic, or cannot be appropriately assessed, the service may request that the parent remain until the child's wellbeing can be determined.

IN ALL SERVICES, FAMILIES WILL:

- Discuss the individual sleep or rest needs of their child with the educator on enrolment and orientation. Engaging in ongoing discussions as the child grows and the sleep patterns change.
- Assist educators and management to minimise the risk to their child's safety by supporting any current health guidelines on the best practices to adopt to ensure the safety of children during sleep and rest. Provide written medical support in the event that any current health guidelines on the best practices to adopt cannot be followed whilst their child is in an ECEC service.
- Recognise that rest needs may look different for children in a group educational program as to home life. Discuss openly any concerns, ask questions and voice concerns leading to a shared understanding and seeking to find agreement.

5. RELEVANT RECORDS

- **Guidelines:** Safe Sleep & Rest in ECEC Services (D20 – 520284)
- ECEC Sleep and Rest Risk Assessment [INSERT JOTFROM LINK HERE](#)

6. ATTACHMENTS

- ACECQA Sleep and Rest resources:

[Sleep and rest for children.pdf](#)
[Risks in sleep and rest, and new mandatory infant product standards | ACECQA](#)
[QA2 information sheet - Sleep and rest legislative requirements | ACECQA](#)
[Sleep and rest risk assessment template.pdf](#)

- Raising Children Network – guidelines on Responsive Settling

[Baby sleep: settling & routines | Raising Children Network](#)

- Keep Baby Safe ACCC

[Keep baby safe | ACCC Product Safety](#)

- 24 hour movement guidelines

[24-hour movement guidelines for all Australians | Australian Government Department of Health, Disability and Ageing](#)