**Happy Little Butterfly**

**Early Learning Centre**

**Safe Sleep and Rest Time Policy**

**Aim**

The aim of **Happy Little Butterfly Early Learning Centre** is to effectively ensure the safety of all children during times of sleep and rest and that all children within the service are provided with ample opportunity for sleep, rest and relaxation in a manner that meets their individual needs. All sleep and rest opportunities will be conducted with an aim to minimise the risk of Sudden Infant Death Syndrome (SIDS) as well as issues regarding hygiene and infection.

**Legislative Requirements**

Guidelines for SIDS and Kids Safe Sleeping in Childcare Facilities

Education and Care Services National Regulation 2017

Australian Consumer Law - Australian Competition and Consumer Commission

National Quality Standard 2018

Work Health and Safety Act 2011
Work Health and Safety Regulations 2017

**Who is affected by this policy?**

Educators

Staff

Families

Child

Management

**Implementation**

The facilitation and management of sleep and rest at **Happy Little Butterfly Early Learning Centre** is of the utmost importance to our Service. This policy requires all educators and responsible persons to consider risk factors and take appropriate action when helping children achieve their required rest.

**Parent/Guardian Duties:**

If a child is enrolled at the Service has specific sleep needs that differ from the recommended procedures outlined by Red Nose, the National Regulations of the National Quality Standard, Parents and Guardians must:

* Discuss with educators the needs of the child and be open to receiving information on best practice
* Provide a Doctor’s Certificate from their child’s Pediatrician explaining why the child’s sleep needs are not in line with best practice
* In consultation with the Service develop a risk minimisation plan:
* Ensuring risks are assessed and minimised
* Developing practices and procedures to ensure that all staff can identify the child and the child’s individual sleep and rest needs
* Understand that the staff will follow what is considered best practice in the event that a medical certificate or Doctor’s note is not provided
* In consultation with the Service develop a communications plan to ensure that:
* Staff members and volunteers are informed about the child’s sleep needs and Doctor’s note
* Any changes to the sleep and rest needs and risk minimisation plan with written confirmation from a medical practitioner

**Approved Provider Duties:**

* Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to ages, development stages and individual needs of the children (Regulation 81)
* Ensure there are adequate numbers of cots and bedding available to children that meet Australian Standards
* Ensure all cots meet AS/NZS 2172
* Ensure all areas for sleep and rest are well ventilated and have natural lighting
* Ensure that all supervision windows be kept clear to ensure safe supervision of sleeping children

**Nominated Supervisor Duties:**

* Take reasonable steps to ensure that needs for sleep and rest of children being educated at the service are being met, having regard to the ages, development stages and individual needs of the children (Regulation 81)
* Maintain up-to-date knowledge regarding safe sleeping practices and communicate this information to educators and families

**Educator Duties:**

* Ensure that mattresses and beds are clean and kept in good repair. Beds and mattresses will be wiped over with warm water and detergent after each use.
* Ensure that bed linen is clean and in good repair. Bed linen is for use by an individual child and will be washed before use by another child.
* Arrange children’s beds and cots to allow easy access for children and staff
* Create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, turning off lights and ensuring children are comfortably clothed. The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories.
* Remember that children do not need to be “patted” to sleep. By providing a quiet, tranquil environment, children will choose to sleep if their body needs it
* Encourage children to rest for 20-30 minutes. If children are awake after this time, they will be provided with quiet activities for the duration of rest time
* Children’s rest requirements will be accommodated according to their individual needs.
* Maintain adequate supervision and maintain educator ratios throughout the rest period.
* Assess each child’s circumstances and current health to determine whether higher supervision levels and checks may be required.
* Communicate with families about their child’s sleeping or rest times and the service policy regarding sleep and rest times.
* Respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping. Sleep and rest patterns will be recorded daily for families.
* Encourage children to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing. The room temperature will be considered to ensure maximum comfort for the children.
* Follow SIDS guidelines recommending that necklace/bracelets (including Amber Teething Necklaces) must be removed while the infant sleeps at day or night. Necklaces and bracelets are a choking hazard.

**Children in Cots**

**Educators will:**

* Give bottle-fed children their bottles before going to bed. Children will not be put in cots or in beds with bottles as per the Dental health policy.
* Ensure that cot rooms and sleep rooms must have operational baby monitors on at all times.
* Observe children at 10-15 minute intervals while they sleep in these rooms. Educators must go into the rooms and physically see babies breathing. The educator will then officially record this.
* Ensure that cot mattresses are clean, firm and the correct size for the cot frame.
* Make up cots to comply with SIDS safe sleeping guidelines. Babies will be placed on their backs to sleep, but they will be able to find their own sleeping position. No loose bedding is to be available to the child. Bed linens will be firmly tucked under the mattress to reduce the risk of a child covering their face. Put the baby’s feet at the bottom of the cot so the baby cannot slip down under the covers. Tuck the baby in securely so bed linen is not loose. No doonas, duvets, pillows or cot bumpers will be placed in cots.
* Encourage the use of sleeping bags for babies. If they have fitted neck and armholes there is no risk for the child’s face being covered.
* Securely lock cots sides into place to ensure children’s safety.
* Turn off wall-mounted heaters before children use the room for sleeping. Cot rooms will be air conditioned and maintained at an appropriate temperature.
* Be aware of manual handling practices when lifting babies in and out of cots.
* Participate in staff development about safe sleeping practices. The education and care service will access the SIDS & Kids resource kit and provide information to families on safe sleeping practices.

**The Approved Provider/Director/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

**Sources**

* Guide to the National Quality Standard ACECQA (2018)
* Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2017
* SIDS & Kids Safe Sleeping Kit – www.sidsandkids.org
* Standards Australia – www.standards.org.au
* The Children’s Hospital at Westmead – Safety factsheet – Cots and Cot Mattresses, http://kidshealth.schn.health.nsw.gov.au/ sites/kidshealth.schn.health.nsw.gov.au/files/safety-factsheets/ cots-and-cot-mattresses.pdf
* Australian Competition and Consumer Commission (ACCC) – www.accc.gov.au - Cot safety PDF
* Community Child Care Co-operative http://ccccnsw.org.au/

**Review**

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Originated: January 2020 Date for next review: January 2021**