



POLICIES AND PROCEDURES

Sleep and Rest Time Policy

Policy Statement:

Time 4 Kindy Pre School & Long Day Care Centre has a clear policy regarding safe and comfortable sleep/rest for children based on current advice from relevant authorities. The Approved Provider/Nominated Supervisor will take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for are met, having regard to the ages, developmental stages and individual needs of the children. Educators at this service believe that sleep, rest and relaxation are an integral part of a child's growth and development; therefore we encourage all children to have at least a short period of rest. The Service makes provision so that each child may do so. The routine provides time during the day for rest, sleep, relaxation and quiet activities. However we also accommodate individual needs for rest outside this time. Holistic approaches recognise the connectedness of mind, body and spirit. Educators provide a range of active and restful experiences throughout the day and support children to make appropriate decisions regarding their participation in activities and experiences.

Rationale:

The Education and Care Services National Regulations 2011 state that a child enrolled in a service is not to sleep or rest against their wishes or needs. The centre also needs a clear set of rules regarding safe sleeping practices, especially with regards to infants, so that their safety is not compromised. Sudden Unexpected Death in Infancy (SUDI) is a term used to describe the sudden and unexpected death of a baby. SUDI may be the result of a serious illness or a problem that baby may have been born with, but most SUDI deaths occur as a result of either SIDS (sudden infant death syndrome) or a fatal sleep accident. Scientists have identified similar risk factors that are present in SIDS, SUDI and fatal sleep accidents. By removing known risk factors and providing a safe sleeping environment most of these deaths are preventable.

Staff must follow the practices set out in this policy, even if it is different from those used by a family at home, for example, infants will not be put into a cot to go to sleep whilst drinking from their bottle. It is the responsibility of the centre to help educate families as to safe sleep practices, and we will do this through conversations with parents, providing information in newsletters and displaying posters explaining safe sleeping practices in the centre.

Strategies, Practices and Procedures:

- Educators must recognize that every child has different needs with regard to resting throughout the day.
- Laminated posters describing safe sleeping and wrapping practices are displayed in the 0 – 2's notice board for staff and families to refer to.
- Sleep routines should be flexible to meet the varying needs of each child.
- Staff are to survey parents to obtain information about the sleep requirements of their children at the beginning of each year.
- Parents will provide information as to their child's sleep requirements in the enrolment form.
- No child is to be forced to sleep against their wishes.
- Older children are encouraged to have a period of sleep or rest after lunch each day. A program of quiet activities (eg jigsaw puzzles, looking at books) will be provided for non-sleepers after they are encouraged to have some quiet time first.
- Babies are to sleep whenever they need to.
- Children are to use their own bedding and sheets that are brought from home.
- Music, stories and books can be used during the transition period before rest time.
- Educators will remove necklaces and hooded jackets from children before putting them in the cot to sleep.

Educators will at all times meet the Education and Care Services National Regulations 2011 by:

- ensuring that bedding is arranged to prevent cross infection and is not accessible to children.
- allowing easy access and exit of children.
- ensuring that the sleep/rest area is adequately ventilated and has natural light.
- Ensuring no children over the age of seven sleep in the same room with any child of the opposite sex.

Time 4 Kindy Pre School & Long Day Care Centre
Policies and Procedures

- Ensuring no child sleeps in the same room that an adult sleeps in.

Staff will take the following steps to reduce the risk of Sudden Unexpected Death in Infancy.

- Put infants on their back to sleep from birth. . Put infants on their back to sleep from birth. Tuck in the bed clothes tightly or use a safe baby sleeping bag to help prevent babies under the age of 6 months from rolling onto their stomach. If a baby under the age of six months rolls over onto their stomach whilst they are sleeping, staff must immediately roll them onto their back
- Staff will check on each sleeping child every fifteen minutes by approaching each individual child in the cot rooms.
- Sleep infants with head and face uncovered. Do not put bumpers, bulky blankets in cots with infants. Also ensure that infants are not dressed in puffy over-sized clothing.
- If you use blankets rather than a sleeping bag, make sure that the baby's feet are touching the bottom of the cot to prevent baby wriggling under the blankets and tuck the blankets in securely.
- Avoid exposing babies to cigarette smoke. Time 4 Kindy Pre School & Long Day Care Centre is a smoke free environment, no smoking is permitted anywhere on the grounds of the centre at any time.
- The centre's cots meet the Australian/New Zealand Standard AS/NZS 2172:2010: Cots for household use – safety requirements or the Australian/New Zealand Standard AS/NZS 2195:2010: Folding cots-Safety requirements).
- Infants will not be put to sleep with a pillow on their cot.
- Staff will not put warming devices such as wheat bags, electric blankets or hot water bottles in cots with babies.
- Research shows that one of the best ways to reduce the risk of SIDS and SUDI is to sleep baby on the back. However, some babies have difficulty settling and staying asleep whilst on their back. For these babies wrapping can be a useful method to assist them to settle and stay asleep as wrapping has been shown to reduce crying time and episodes of waking. Wrapping has also been shown to provide stability, which may help to keep babies in the recommended back position. **Wrapping a baby in the tummy position is even more dangerous as it prevents baby moving to a position of safety.**
- When wrapping a baby:
 - Ensure that baby is positioned on the back with the feet at the bottom of the cot.
 - Ensure that baby is wrapped from below the neck to avoid covering the face.
 - Sleep baby with face uncovered (no doonas, pillows, cot bumpers, lambs wool or soft toys in the sleeping environment).
 - Use only lightweight wraps such as cotton or muslin (bunny rugs and blankets are not safe alternatives as they may cause overheating)
 - The wrap should not be too tight as this may interfere with physical development
 - Make sure that baby is not over dressed under the wrap. Use only nappy and a singlet in warmer weather and add a lightweight grow suit in cooler weather.
- Most babies eventually resist being wrapped. This is usually around the age of six months. An alternative to wrapping is to use a safe infant sleeping bag. A safe infant sleeping bag is constructed in such a way that the baby cannot slip inside the bag and become completely covered. The sleeping bag should be the correct size for the baby with a fitted neck, armholes (or sleeves) and no hood.
- It is important for staff to note that babies who sleep on their backs tend to roll over onto the tummy later than side sleeping infants. This is probably why the back sleeping position reduces the risk of SIDS, because baby does not roll in to the high-risk tummy position until most of the risk of SIDS has passed. The delay in rolling is normal and does not affect baby's later development. For example, these babies show no difference in their walking ability at 18 months of age compared to babies who slept on the side or tummy. Therefore staff must encourage babies to play on the tummy as it helps to develop their strength and prepare them for crawling, but only when staff are directly observing them.
- Red Nose (SIDS and Kids) have made no recommendation at this point as to whether to use a pacifier or dummy.
- If a family's beliefs and requests are in conflict with current recommended evidence-based guidelines, the service will need to determine if there are exceptional circumstances that allow for alternate practices. For example, with some rare medical conditions, it may be necessary for a baby to sleep on his or her stomach or side, which is contrary to Red Nose recommendations. It is expected that in this scenario the service

Time 4 Kindy Pre School & Long Day Care Centre
Policies and Procedures

would only endorse the practice with the written support of the baby's medical practitioner. The service may also consider undertaking a risk assessment and implementing risk minimization plans for the baby.

- In other circumstances, nominated supervisors and educators would not be expected to endorse practices requested by a family, if they differ with Red Nose recommendations. For example, a parent may request the service wrap or swaddle their baby while they are sleeping. However, according to Red Nose 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). Nominated supervisors and educators should be confident to refer to the service's Sleep and Rest Policies and Procedures if parents makes requests that are contrary to the safety of the child. Child Safety should always e the first priority.

Policy Created: March 2010
Policy Reviewed: October 2017
Review date: March 2018

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

Sources:

Education and Care Services National Regulations 2011

Red Nose (SIDS and Kids) Office www.sidsandkids.org accessed October 2017 (ph 1300 308 307)

National Health and Medical Research Council of Australia

Education and Care Services National Law Act 2010

National Quality Standards 2011 Quality Area 2, 3, 5 and 7

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Standards Australia www.standards.org.au

ACECQA website acecqa.gov.au accessed October 2017