

	Kingston Beach Educational Care
<p>Effective: April 2014 Amended : Aug 2014 Next Review: August 2015</p>	Sleep Rest Relaxation and Clothing Policy

Aims:

Kingston Beach Educational care aims to meet each child's needs for sleep, rest and relaxation in a safe and caring manner that takes into consideration the preferences and practices of each child's family.

Implementation

Most children benefit from periods of rest which help them grow and ensure their learning and development. Kingston Beach Educational Care implements rest periods which are consistent with the developmental needs of children, including a short period of rest each day for older children.

The Co-Directors will ensure:

- there is a quiet and restful environment for sleep and rest that enables educators to see, hear and closely monitor children.
- That children have individual routines and a quiet place for sleeping, rest or quiet relaxing is available at all times.
- There are comfortable spaces for children to engage in quiet experiences.
- Educator to child ratios are maintained at all times children are sleeping and resting.
- Kingston Beach Educational Care maintains current information from recognised health and safety authorities on sleep equipment safety and this information is readily available to staff and families.
- Parents are shown where to locate this policy during enrolment and that information about safe sleeping practices for babies and toddlers (eg from Sids and Kids) are regularly displayed on noticeboards or in our parent library.
- Sleeping and rest practices are evaluated annually in accordance with advice from recognised health and safety authorities.
- Sleep and rest practices and sleep equipment take into account current advice of safe sleep authorities and contemporary views about children's health, safety and welfare.

Educators Staff and Volunteers will :

Accommodate each child's and family's preferences for rest, sleep and clothing to the extent they are consistent with our policies and requirements. This includes preferences related to a child's social and cultural heritage. The safety of the child will always be paramount.

- Follow the procedures in this policy which are based on recommendations from SIDS and Kids. If a child has a medical condition which prevents educators from following these procedures, for example a condition which prevents a child from being placed on their back, an alternative resting practice must be authorised by a registered medical practitioner in writing. This should be part of a child's Medical Management Plan.
- If a child falls asleep, they are in need of a rest and will not be woken unless requested by parents personally.
- Support children who may not need sleep, encouraging children to rest their bodies on their mattresses or engage in appropriate quiet play activities during rest time.
- Support children who need rest and relaxation outside our designated "rest time."
- Group children in a way that minimises overcrowding.
- Children will be consulted on the rules and routines of the service in relation to their own individual comfort and that of the group. Educators will assist children learn about their needs for rest and comfort and where appropriate negotiate the need for sleep and rest with children. Children will be encouraged to communicate their needs where possible and to make appropriate decisions.
- Communicate daily with parents about their child's sleep and rest routines at the service and at home. Educators will consult with families in regard to their child's sleep, rest or relaxation needs, and will ensure each child's individual needs are met. Sleep and rest requirements will respect the child's and family's individual needs, preferences and cultural beliefs.
- Will be sensitive to each child's comfort and ensure sleep / rest time is a positive, pleasant experience for all children.
- Educators have a duty of care to role model safe sleeping in their practice and to educate parents and families
- Regularly monitor all children who are sleeping with specific attention to breathing patterns, and monitor all babies every 10 minutes. Children will be adequately supervised at all times when sleeping.
- Monitor the temperature of the rest environment to ensure it is comfortable without becoming too hot or cold.
- Comfort children when required. We discourage rocking children to sleep so that children do not come to expect this from their families at home.
- Respect the privacy needs of each child when dressing and undressing. Ensure children are dressed appropriately.

- It is not recommended to place anything around a sleeping child's neck as this could tighten during sleep, making breathing difficult or even causing strangulation. Furthermore, string of beads may break and present a choking hazard.
 - The Australian Government has released a warning about the use of amber teething necklaces which advises they could break into small parts and present a choking hazard to children less than three years of age.
- Necklaces will be removed from children and placed into a named container, prior to rest time. When children are being dressed after their rest/sleep educators will place the necklaces back onto children.
- For more information in relation to this warning.
<http://www.productsafety.gov.au/content/index.phtml/itemId/989380/fromItemId/971500>

Safe resting practices for babies (birth to 24 months)

Educators, staff and volunteers will:

- place babies on their back to rest (unless a medical practitioner has authorised an alternative resting practice due to a medical condition).
- allow older babies to find their own sleeping position if they move after being placed on their back to rest.
- ensure a baby's face is never covered with bed linen while they are sleeping.
- place babies so their feet are close to the bottom end of the cot and they cannot wriggle under the bed linen.
- ensure quilts and doonas are not used as bed linen, and that pillows, soft toys, lamb's wool and cot bumpers are not used.
- use light bedding as the preferred option, and tuck all bedding in to prevent a baby from pulling it over their head. Sleeping bags with a fitted neck and arm holes (and no hood) may also be used instead of bed linen.
- play calm, relaxing music if possible.
- provide dummies if required but they will not be attached to chains.
- Will ensure if babies are settled to sleep whilst in a pram or rocker or other device, once the baby is asleep; they are to be placed into a safe cot. Prams and rockers/recliners/swings, etc. are not designed as a permanent place to sleep a baby or to use unsupervised/ unattended.

Safe resting practices for toddlers (18months – 3 years).

Educators, staff and volunteers will:

- place toddlers on their back to rest (unless a medical practitioner has authorised an alternative resting practice due to a medical condition).
- allow toddlers to find their own sleeping position if they move after being placed on their back to rest.
- ensure a toddler's face is never covered with bed linen while they are sleeping.
- if using a cot, place toddlers so their feet are close to the bottom end of the cot and they cannot wriggle under the bed linen.
- ensure quilts and doonas are not used as bed linen, and that pillows, soft toys, lamb's wool and cot bumpers are not used.

- use light bedding as the preferred option, and tuck all bedding in to prevent a baby from pulling it over their head. Sleeping bags with a fitted neck and arm holes (and no hood) may also be used in cots or on mattresses/beds instead of bed linen.
- offer quiet experiences to those toddlers who do not fall asleep.
- play calm, relaxing music if possible.

Safe resting practices for preschool children (3-5yrs)

Educators, staff and volunteers will:

- place preschool children on their back to rest (or ask them to lay on their back to rest).
- Allow preschool children to find their own sleeping position if they move while sleeping or after lying on their back initially.
- Ensure a preschool child's face is never covered with bed linen while they are sleeping.
- use light bedding as the preferred option
- Offer quiet experiences to those preschool children who do not fall asleep.
- Play calm, relaxing music if possible.

Sleep Room Checks:

- Supervision of sleeping children is active and effective. Children are within sight and hearing distance at all times so that educators can assess the child's breathing and colour of their skin to ensure their safety and wellbeing.
- If the sleep room is separate from the play room there must be a working baby monitor on at all times, however it is still important to actively sight the sleeping child as frequently as possible. If no baby monitor is used an educator must remain in the room at all times whilst children are sleeping.
- If the sleep room is separate to the play room and / or not easily visible, staff are to check the children sleeping every 10 minutes to ensure that they are safe and that the children and / or covers have not moved.
- Educators are to sign the sleep room check form each time the check is complete.

Cots or Beds

All cots must meet Australian Standards and be labelled AS/NZS 2172:2010 or AS/NZS 2195:2010 (folding cots).

- Cot mattresses should be in good condition, clean, firm, flat and must fit the cot base with no more than a 20mm gap between the mattress and the sides of the cot.
- The distance between slats must be at least 50 mm.
- For cots in the lowest base position the distance between the top of the mattress base and the top edge of the lowest cot side or end must be a minimum of:
 - 600 mm when the access is closed
 - 250 mm when the access is open.
- For cots in the upper base position the distance between the top of the mattress base and the top edge of the lowest cot side or end must be a minimum of:
 - 400 mm when the access is closed
 - 250 mm when the access is open.

Refer www.productsafety.gov.au for more information.

Safety Checks: Beds, Cots, Environment

Kingston Beach Educational Care educators conduct a safety check of the resting environments, equipment; regularly buy means of our daily hazard checklists.

Prams and strollers will not be used for children to sleep or rest in.

Hygiene practices

Educators will ensure:

- cots and mattress protective covers are cleaned with “Enviroclean” daily and if visibly soiled. If a child soils a cot or mattress educators, staff and volunteers will:
 - wash hands and put on gloves
 - clean the child
 - remove gloves
 - dress the child, wash the child’s hands and their hands
 - put on gloves
 - clean the cot
 - remove the bulk of the soiling or spill with absorbent paper towels
 - place the soiled linen in a plastic-lined, lidded laundry bin
 - remove any visible soiling of the cot or mattress by cleaning thoroughly with “Enviroclean “
- remove gloves and wash hands
- provide clean linen for the cot.
- cleaning schedules are displayed in rooms. (Refer to the Physical Environment Policy for cleaning schedules.)
- Cots and beds are to be wiped clean with “Enviroclean” every week.
- Mattresses are to be wiped clean with “Enviroclean” and paper towel after each use, and aired for as long as possible before storing away.
- Portable beds are to be wiped clean with “enviroclean” at the end of each week.

Children’s linen and bedding: use, storage and cleaning

- All linen shall be washed weekly for full time children and after the last day of care in that week for part time children. Linen used for casual children shall be washed after each attendance.
- Children’s linen while in use should be stored in labelled, individual, washable bags, or containers.
- Used linen should not be stored in a way that allows it to touch clean linen or other children’s linen or in place that is accessible to children.
- sheets shall be immediately removed and laundered if a child is unwell or the sheets are dirty.

- Linen is to be carried in a basket to the laundry to prevent contamination of own clothing.
- Soiled items are to be soaked to remove the bulk of contamination.
- All soiled laundry shall be placed in a plastic bag after being rinsed / soaked to be given to parents.
- Soiled items are to be washed separately in hot water.
- Soiled items are to be dried in the sun or on a hot cycle in the clothes dryer

Children's Clothing

Educators, staff and volunteers will discuss with parents the need for children to be dressed in clothes that:

- are suitable for the weather i.e. loose and cool in summer to prevent overheating and warm enough for cold weather including outdoor play in winter.
- protect them from the sun during outdoor play (refer Sun Protection Policy).
- allow children to explore and play freely.
- do not restrict children's comfort or compromise their safety when sleeping and resting. eg Clothes with hoods or cords are not suitable for babies or toddlers to sleep in.
- allow easy access for toileting i.e. elasticised trousers, track pants – rather than buttons, zips, belts etc.
- can get dirty when children play and engage in Service activities. Children should not come dressed in their best clothes.
- include appropriate footwear so children can play comfortably and safely. i.e. thongs, clogs or backless shoes have a trip factor and do not allow children to use equipment safely.
- are clearly labelled with the child's name.

Educators, staff and volunteers will:

- ensure children are protected from the sun during outdoor activities in accordance with the Sun Protection Policy.
- monitor children to ensure they are appropriately dressed for all weather, play experiences, rest and sleep routines.
- provide clean and appropriate spare clothing to children if needed.
- encourage children to use smocks for messy play and art experiences to protect their clothing.

National Quality Standards

QA2	2.1.2	Each child's comfort is provided for and there are appropriate opportunities to each child's need for sleep, rest and relaxation.
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National Regulations

Regs	81	Sleep and Rest
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EYLF

LO3	Children take increasing responsibility for their own health and wellbeing
	<ul style="list-style-type: none"> • Children recognise and communicate their bodily needs (for example, thirst, hunger, rest, comfort, physical activity). • Educators consider the pace of the day within the context of the community. • Educators provide a range of active and restful experiences throughout the day and support children to make appropriate decisions regarding participation.

Sources

Education and Care Services National Regulations 2011

Early Years Learning Framework

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Standards Australia: AS/NZS 2172:2010, Cots for household use—Safety requirements

Standards Australia AS/NZS 2195:2010, Folding cots—Safety requirements

sidsandkids www.sidsandkids.org

sidsandkids brochures: Making Up Baby's Cot, Safe Sleeping , Infant Safe Sleeping Child Care Kit, Cot to Bed Safety, Safe Wrapping

sidsandkids information sheets: Bedding Amount Recommended for Safe Sleep, Pillow Use, Room Temperature, Sleeping Position for Babies with Gastro-Oesophageal Reflex, Soft Toys in the Cot, Wrapping Babies

sidsandkids: Sudden Unexpected Death in Infancy Frequently Asked Questions

NHMRC: Staying Healthy Preventing infectious diseases in early childhood education and care services

Related Policies:

Medical Conditions Policy

Sun safe policy

Physical Environment Policy