

# SAFE SLEEP, REST AND RELAXATION POLICY

**Quality Areas:** NQS 2 - Children's Health and Safety

**Policy Owner:** Compliance

A light teal speech bubble with a white outline, containing the text 'Why this is important' in a dark teal, handwritten-style font.

Why this is important

## 1.0 Introduction and Purpose:

Educators create peaceful, personal spaces for children's sleep and rest that ensure they are always protected from harm and hazard. Unsafe sleep environments can increase the risk of Sudden Unexpected Death in Infancy (SUDI), which includes Sudden Infant Death Syndrome (SIDS) and fatal sleep accidents. SUDI remains the most common category of death for infants between 1 month and 1 year of age.

## 2.0 Who does this policy apply to:

Team Members, Families, Children, Board members, Contractors

## 3.0 What is our Policy:

Educators who are knowledgeable in safe sleep and rest practices make effective decisions alongside children and families to build a shared understanding and commitment to safe sleep and rest practices. To ensure this, educators' decisions and practices will reflect:

- Current research and recommendations (Red Nose is considered the recognised authority on safe sleeping practices for infants and children)
- Safety and wellbeing of a child's age
- Developmental stage
- Child's preferences
- Socio-cultural background of the child and family\*
- Routines and experiences in place in the child's home.

### 3.1 Partnerships with Families

Centres have a responsibility to families to build and maintain strong partnerships. This includes:

- Raising awareness about contemporary sleep and rest practices that are being modelled in the centre as well as sharing this policy and procedure.
- Having respectful conversations with families upon enrolment, during orientation and whilst they remain enrolled in our centre. These conversations build a shared understanding and commitment to safe sleep policies and practices.
- Consulting with families about their child's individual requirements and being sensitive to different values and parenting beliefs and culture, associated with sleep and rest.

*Where family's beliefs and requests conflict with current endorsed recommended practices (for example recommendations from Red Nose), the centre will require written support from a recognised medical practitioner. In the event a child has a confirmed medical condition follow the Medical Conditions policy and procedure. Follow Red Nose Safe Sleep guidelines where medical evidence cannot be provided.*



### 3.2 Safe Sleep Training Requirements

The Advanced Safe Sleep Training is the advanced version of training designed for managers and those overseeing safe sleep practices. The Foundation of Safe Sleep Training outlines general safe sleep information.

Guardian is committed to ongoing training to promote sound safe sleep practices. We do this by ensuring that our Team members responsible for the care of children under one year of age undertake safe sleep training from Red Nose. The following training requirements are endorsed and implemented by our teams.

If you are a Responsible Person or member of the Centre Leadership Team: Every 5 years you are required to complete the Advanced Safe Sleep Training.

#### 0-2 Rooms

If you are a Lead Educator and the Nursery Room is a 0-2 room complete **the Advanced Safe Sleep Training** every 5 years.

If you are an Educator and the Nursery Room is a 0-2 room complete the **Foundation Safe Sleep Training** every 5 years.

#### 0-1 Room

If you are a Lead Educator in a 0-1 room complete the Advanced Safe Sleep Training every 5 years.

If you are an Educator in a 0-1 room, you complete the Foundation Safe Sleep Training every 5 years.

#### 1-2 Room

If you are a Lead Educator in a 1-2 room, then watch the video(s) and review the tools on the Guardian Way as Red Nose requirements are for children under 12 months.

If you are an Educator in a 1-2 room, then watch the video(s) and review the tools on the Guardian Way as Red Nose requirements are for children under 12 months.

#### All other Rooms

If you are an Educator in any other room (Over 1 year of age) then watch the video(s) and review the tools on the Guardian Way as Red Nose requirements are for children under 12 months.

#### What do I do on the other years?

For all team members on years where On-line Red Nose training is not undertaken then you must, annually, watch the video(s) and review the tools on the Guardian Way.

### 3.3 Sleep and Rest Risk Assessments

All centres are required to develop and maintain a risk assessment focussed on sleep and rest requirements. This risk assessment should detail, and document risk management strategies related to sleep and rest arrangements for all children in all age groups. It should be reviewed annually or more often as circumstances change. It should include and not be limited to:

- Staffing arrangements.
- Training of team members.
- Providing safe equipment (meeting Australian Standards and the banning of Bassinettes).
- Physical safety (including, temperature, lighting, and ventilation).
- The location and placement of sleep and rest spaces.
- Supervision.
- Cultural needs and requirements.

## 5.0 Responsibilities:

### 5.1 Approved Provider will:

- Provide the Nominated Supervisor with an induction that includes a comprehensive overview of the sleep, rest and relaxation policy and procedures. Records of the Nominated Supervisor's induction will be documented by their manager.
- Ensure there are adequate numbers of cots, beds and bedding available to children that meet Australian Standards (ensure that all cots meet AS/NZS 2172, and any superseding standard)
- Ensure that areas for sleep and rest are well ventilated with appropriate lighting and maintain an appropriate temperature for sleep.
- Ensure that where possible, cot rooms have supervision/viewing windows, and that they are kept clear to allow an unobstructed line of sight to sleeping children.
- Portfolio Managers will monitor the implementation of this policy and associated procedures by reviewing any related compliance issues, complaints, and incidents.

Keep this policy up to date to reflect current legislative requirements, research, and advice from recognised authorities.

### 5.2 Centre Manager / Nominated Supervisor will:

- Ensure that I can / can't roll forms are on display and displayed adjacent each cot and support understanding of children's sleep practices.
- Provide educators with an induction that includes a comprehensive overview of the sleep, rest and relaxation policy and procedures and this is documented.
- Ensure all educators working with babies complete the Red Nose on-line Training Module within the following guidelines:
  - Within the first month of employment (if working with infants under the age of 6 months).
  - Within the first 3 months of employment (if working with babies 6 – 12 months).
  - At least one educator in each age group/ learning space working with children under the age of 1 has successfully completed the red nose online training module.

All responsible people complete the red nose on-line training module.

  - Certificates of successful completion of the red nose online training module is filed in the educator's record.
  - Communicate with families of those educators who are trained (e.g. Display red nose certificates, a description of training attained under the educator's photo's etc.).
- Use the resources available on the Red Nose website for families and educators.
- Monitor educator practice to ensure it meets the requirements of this policy and procedure, and provide additional and ongoing education, coaching and support where required.
- Ensure that educators have the correct forms to check children's wellbeing while sleeping and resting.
- Ensure that all children who choose to rest or sleep are observed every 10 minutes, and this is documented.
- Share our principles and expectations of safe sleep with families when touring our centre, upon enrolment, during orientation and whilst they remain enrolled.
- Support educators to conduct a risk analysis if children are choosing to sleep in non-traditional ways. (i.e. Outdoors, floor, pillows, etc) to ensure the child's safety and wellbeing is considered.
- Where a centre has a separate sleep room each sleep room will have a cot monitor.
- Sleep and Rest Checks will be undertaken from when the child is placed in their cot and 10 min check will be undertaken from being placed in the cot.
- That a Sleep and Rest Risk Assessment is in place and documents all identified risks.
- Ensure the educational program provides opportunities for each child to sleep or rest and relax as required, based on each child's requirements and preferences.

- Ensure there are adequate numbers of cots, cot mattresses and bedding available to children that meet Australian Standards (AS/NZS 2172) and any superseding standard in the future), and that they are all in good repair and cleaned regularly.
- Understand that any temporary and/or permanent additions, fixtures or alterations to cots and/ or mattresses may compromise the adherence to Red Nose Safe Sleep guidelines or the National Quality Standard
- Regularly monitor areas used for sleep and rest to make sure they are always:
  - Well ventilated
  - Have appropriate lighting.
  - Are maintained at an appropriate temperature for sleep and/or rest.
  - Arranged to ensure adequate supervision. This includes making sure that viewing windows are kept clear and are not obstructed by curtains, paint, blinds, posters, artwork etc.
  - Nz 8811.1:2013 methods of testing infant products – sleep surfaces - test for firmness)
  - Australian standards for beds and cots are correct.
  - Quarterly checks:
  - Cot and bed frames tightened and secured.
  - Wheels of cots are in working order.

### 5.3 Team members will:

- Will always follow the sleep and rest best practices information and current Red Nose recommendations, guidelines and posters.
- Provide adequate supervision and protect children from harm by ensuring the following:
  - minimum educator to child ratios requirements is maintained.
  - complete safe sleep checks for all children sleeping and or resting every 10 minutes.
  - cots and beds are in good working order.
  - mattresses are firm, clean, in good repair and fit the cot base and have no more than a 20mm gap between the mattress sides and ends.
  - babies are placed on their back to sleep.
  - cot labels are fully complete and correct.
- Once a baby can roll from back to front and back again and on their own, they can be left to find their own preferred sleep or rest position (usually around 5-6 months of age) and can be placed in a safe baby sleeping bag (i.e. with fitted neck arm holes or sleeves and no hood).
- If a medical condition exists that prevents a baby from being placed on their back, educators will follow Guardians Medical Conditions policy and procedure.
- Babies and/or children should not be left hammock or pram/stroller to sleep, as these are not safe substitutes for a cot/bed. The following requirements also apply:
  - baby and children’s faces must be uncovered.
  - bumpers, soft toys and duvets are not in cots
  - if using blankets rather than a sleeping bag, the baby has been placed to sleep with feet touching the bottom of the cot with light weight blankets securely tucked in.
- whenever children are resting or sleeping assess each child’s circumstances and current health to determine whether increased supervision may be required.
- when a child under 1 years falls asleep not in a cot, educators will safely and respectfully move the child onto a cot or ensure they are safe.
- when children over the age of 1 year fall asleep or choose to rest/sleep in a space (not a cot/bed), educators should complete a risk analysis to ensure they are resting/sleeping safely. If they are not resting/sleeping safely educators will respectfully and carefully move the child onto a bed and monitor them closely
- team members will ensure that they are aware and implement the centre Sleep and Rest Risk Assessment
- ensure that sleep checks are documented accurately and consistently.
- when setting up and checking children during sleep checks that it the temperature of the room and ensuring that light is sufficient will be monitored. Where the temperature is inadequate or room is too dark to easily see the children, adjustments will be immediately made. If there are maintenance issues related to these
- if sleeping outdoors educators consider weather conditions (i.e. will the child get burnt, too cold, too hot, possible rain etc.)

- children will not be put in cots or in beds with bottles.
- Respect a child's dignity and rights by ensuring children:
  - who are older have independent and safe access to beds, bedding and comforters that are age and size appropriate.
  - are not expected or forced to rest on a bed if they choose not to (not for any length of time)
  - are not pat and/or rocked to sleep or their eyes are physically closed by an educator.
  - are not photographed or videoed sleeping unless for medical/health reasons where consent has been received from the child and parent.
  - are given time and encouragement to make and pack away their own bed and bedding.

Ensure a child's comfort, by:

- Encouraging children to dress appropriately for the room temperature (lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets, and bulky clothing).
  - Monitoring the room temperature to ensure maximum comfort and safety.
  - Maintaining clean and hygienic cots, beds, bedding and mattresses.
  - Make intentional programming decisions to ensure children who do not sleep and/or rest have the opportunity to learn whilst ensuring it doesn't impact the comfort of sleeping children.
  - Create a relaxing environment that is aesthetically pleasing, safe and cosy by:
  - Adjusting lighting and/or lights are turned off (there should be enough natural light to be able to see all children and educators clearly – you may need to open a blind or curtain if it is too dark).
  - Being nearby or sitting next to the child's bed or cot.
  - Considering the texture, colour and quality of bedding.
  - Considering the fabrics, furnishings, smell, noise, location and temperature
  - Playing soft music or reading stories
  - Ensuring their clothing and bedding is comfortable and adequate.
  - Ensuring the location is safe and comfortable.
  - Supervising and eliminating access to hazards
  - Not forcing children to sleep or preventing them from sleeping.
  - Having a program that reflects the varied sleep requirements of babies/children.
- Communicate with families by:
    - Providing the centre policy, procedure and Red Nose safe sleep information during orientation and whilst they remain enrolled.
    - Recording children's sleep and rest patterns to families each day either in person and/or on Story Park.
    - Listening to their preferences regarding sleep and rest. When considering these preferences, educators must ensure the child's safety is paramount and Red Nose safe sleep practices are upheld.
  - Have a good knowledge of safe sleep practices by:
    - Reading, reflecting and being guided by the Red Nose monthly Newsletter that the centre has subscribed to
    - Successfully completing the Red Nose online training module (educators who are RP's and/or work with children under the age of 12 months).
    - Display in all cot rooms Red Nose posters on
      - [Safe Sleeping](#)
      - [Safe Wrapping](#)
      - [Making Up Baby's Cot](#)

#### **5.4 Families and community members will:**

- Understand and follow the Red Nose guidelines for Safe sleep practices

- Follow the policies and procedures relating to medical conditions in the event their child has a medical condition that prevents them from sleeping on their back
- Respect the educators right to follow the sleep safe practices as described by a recognised authority on Safe Sleep (Red Nose) for their child
- Understand that educators will neither force a child to sleep nor prevented a child from sleeping
- Be provided with reading material to deepen their understanding of safe sleep practices

## 6.0 Definitions

**Red Nose:** Red Nose is the Recognised Authority that provides best practice recommendations related to safe sleep for infants.

## 7.0 Tools and Resources

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| <p><b>The most important documents I need are:</b><br/>         I can roll posters.<br/>         Over 2 Sleep Check Template.<br/>         Under 2 Years Sleep Check Template.</p> | <p><b>Other supporting documents will include:</b><br/>         Information Sheet: Safe Sleep and Rest.<br/>         Safe Sleeping<br/>         Safe Wrapping<br/>         Making Up Baby’s Cot<br/> <a href="#">Tummy Time</a></p> |
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## 8.0 Sources

Red Nose [Home](#) | [Red Nose Australia](#)

## 9.0 Links to the National Law and Regulations

- Section 51(1)(a) Conditions on service approval (safety, health and wellbeing of children).
- Regulation 84A Sleep and rest.
- Regulation 84B Sleep and rest policies and procedures.
- Regulation 84C Risk assessment for purposes of sleep and rest policies and procedures.
- Regulation 84D prohibition of bassinets.
- Regulation 162 Health Information to be kept in the enrolment record.
- Section 166 Offence to use inappropriate discipline.
- Regulation 168 (2) Education and care service must have policies and procedures.

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