Intereach Out of School Hours (OOSH)
Sleep and Rest for Children Procedure

Applies to	Intereach Out of School Hours (OOSH)				
Policy	NQS Two: Children's Health and Safety Policy				
Version	1.0	**Date approved**	27/6/2024	**Next review date**	27/6/2027

1. Objective

Intereach as the Approved Provider, Nominated Supervisors, staff and educators have a duty of care to take reasonable steps to ensure that the needs for sleep, rest and relaxation of children and young people are met, having regard to their ages, developmental stages and individual needs.

The purpose of the Sleep and rest for children procedure is to ensure the safety, health and wellbeing of children attending the service and appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation.

2. Responsibilities

It is the responsibility of the Nominated supervisor to:

- regularly review and update sleep and rest policies, procedures and associated risk assessments to ensure they are maintained in line with best practice principles and guidelines;
- ensure a copy of the service Sleep and Rest Procedure is available to and communicated to families;
- ensure a sleep and rest risk assessment is conducted at least once every 12 months and as soon as practicable after becoming aware of any circumstances that may affect the safety, health and wellbeing of children during sleep and rest and if necessary, updates the sleep and rest procedure after each sleep and rest risk assessment is conducted;
- support educators and staff to consider the risk for each individual child, (including the frequency of checks of children) to reflect the levels of risk identified for children at the service. Factors to be considered include the age of the child, medical conditions, individual needs and history of health and/or sleep issues;
- take responsible and reasonable steps to ensure that the needs for sleep and rest of children being cared for are met, having regard to the ages, development stages and individual needs of children;
- Consult with families about their child's individual needs and to be aware of the different values and parenting beliefs, cultural or otherwise that are associated with rest;
- maintain up to date knowledge regarding safe sleeping practice and communicate information to educators, staff and families; ensure safe sleep, rest and relaxation is included in the induction training for educators and staff; and,
- provide ongoing training and policy review will be at regular intervals to ensure that all staff members are fully informed and compliant with the guidelines outlined in the procedure.

It is the responsibility of the staff to:

- read and familiarise themselves with the Sleep and Rest Policy as part of their induction and participate in regular ongoing training to maintain compliance;
- only implement sleep practices that are endorsed by current health and Red Nose Australia guidelines. The child's safety will always be the first priority;
- consult with families regarding their child's individual needs and be sensitive to different values and parenting beliefs, cultural or otherwise, associated with sleep and rest;
- only endorse practices that conflict with the current recommended guidelines with the written recommendation from a medical practitioner;
- consider the risk for each individual child and tailor sleep and rest routines to reflect the levels of risk. Factors to be considered include the age of the child, medical conditions, individual needs and history of health and or sleep issues.

It is the responsibility of parents/guardians to:

- discuss their child's relaxation and sleep requirements and practices prior to commencing at the service, and when these requirements change; and,
- providing information on the child's enrolment form if the child requires special items while resting or sleeping e.g., a soft toy.

3. Procedure

Educators and staff will receive information and training to fulfil their roles effectively, including being made aware of sleep and rest policies, their responsibility in implementing these and any changes that may be made over time.

3.1. Sleep and rest risk assessment and best practices

A risk assessment of the sites for sleep and rest spaces and practices will be carried out annually OR as soon as practicable after becoming aware of any circumstances that may impact the safety, health, or wellbeing of children during sleep and rest. This assessment will identify and assess any risks the designated space and the associated activities may pose to the safety, health and wellbeing of children and outline steps to manage and minimize them.

The sleep and rest risk assessment will identify and assess risks in relation to sleep and rest and specify how the identified risks will be managed and minimised. OOSH will consider the following when assessing the risk:

- the number, ages and development stages of children being educated and cared for, including at the education and care service;
- the sleep and rest needs of children at the service, including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest:
- the suitability of staffing arrangements required to adequately supervise and monitor children during sleep and rest periods;
- the level of knowledge and training of the staff supervising children during sleep and rest periods;
- the location of the sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas;
- the safety and suitability of any cots, beds and bedding equipment and having regard to the ages and developmental stages of the children who will use them;
- any potential hazards in sleep and rest areas or on a child during sleep and rest periods.

- the physical safety and suitability of sleep and rest environments, including temperature and lighting.

A record of each sleep and rest risk assessment conducted is kept for the necessary period as per Intereach *Data Security and Retention Policy*.

3.2. Safe sleeping and resting

- Educators and staff follow the practices that are endorsed by current health and Red Nose Australia guidelines considering child's safety as the first priority.
  - Children's wellbeing is supported by providing opportunities for children's sleep, rest and relaxation in designated rest areas equipped to facilitate rest.
  - Quiet, solitary play experiences are available for those school age children who request the need for a rest or time away from their peers.
  - Each child's comfort, sleep, rest and relaxation needs are met taking into consideration of their age, development stage and individual needs including child's preference and the sociocultural background of each child and family.
  - Children's faces are uncovered when they are sleeping or resting.
  - Children are provided with sleep and rest environments that are free from cigarette or tobacco smoke and safe and free from hazards.
  - Children will be adequately supervised while sleeping or resting.
  - Children sleeping and resting and the sleep and rest environments will be closely monitored including:
    - physically checking sleeping children at regular intervals, recommended every 10 minutes; and,
    - ensuring educators are within sight and / or hearing distance of sleeping and resting children so that they can assess a child's breathing and the colour of their skin;
- All sleeping checks are documented as required.
- Each child is provided with individual linen/blankets and the linen and blankets are laundered regularly in particular when a child is unwell.
  - Mattresses used have a waterproof surface and will be cleaned after each use.
- Families are provided with access to current health and Red Nose Australia literature which sets out guidelines for sleep and rest practice.

3.3. Safe rest practices for children who are unwell

- Children will be encouraged to rest in a quiet, comfortable and safe place.
- Children will be encouraged to lie down & make themselves comfortable when displaying signs of being unwell.
- Children will be allowed to find their own sleeping position.
- All children will rest with their face uncovered.
- Children who are unwell (and waiting collection from a parent /guardian) will be given the highest supervision priority and monitored constantly especially if the child has a high temperature, vomited or received minor trauma to their head. For example, a child who has received a blow to the head while playing sport. Parents will be contacted immediately to make suitable arrangements to collect the child as soon as possible.

  *Refer to the service's *Incident, Illness, Injury and Trauma policy* for additional information.

3.4. Safe environments and equipment

Educators and staff will:

- endeavour to provide a quiet sleep, rest or relaxation area with minimal noise and disruption
- The service will ensure a rest or sleep space is available or can be always made available to children. This includes a quiet area with cushions, a book corner with floor cushions, a lounge or armchair etc.
- The area and equipment will be checked regularly as part of the services risk assessment and safety check and hazard identification practices.
- Hygiene standards will be maintained when children use the rest/sleep area and equipment such as regularly laundering pillowcases and blankets, particularly when a child is unwell.
- The service will ensure the room temperature, airflow, noise and lighting is conducive to sleep and rest when necessary.
- Children's clothing items should be checked prior to them sleeping to ensure it doesn't present any hazards to them whilst asleep.
- The location of the sleep and rest area, as well as the arrangement of bedding and other furnishings, are done in a way that promotes a safe environment for children reducing potential hazards that may arise. Factors such as accessibility, proximity to other facilities, and emergency exits should be taken into consideration when setting up sleep and rest areas.
- Bedding and furnishings are to be arranged in a way that promotes a safe and conducive environment for rest whilst also taking into consideration any individual preference of children as well as culture needs that may impact their comfort and Wellbeing.

3.5. Sleep, rest and relaxation needs

Educators and staff will:

- ensure that the physical environment is safe and conducive to sleep and rest;
- provide quiet alternate activities and experiences for children who do not wish to sleep;
- provide comfortable areas for rest for children who request a rest or are showing clear signs of tiredness, regardless of the time of day;
- avoid using settling and rest practices as a behaviour guidance strategy. Children can begin to relate the sleep and rest environment, which should be calm and secure, as a disciplinary setting; and,
- minimise any distress and discomfort when settling children. Children' emotions, feelings and fears will be acknowledged.

4. Monitoring, evaluation and review

This procedure will be reviewed every three years and incorporate feedback and suggestions from children, families, educators, coordinators, volunteers and students or when there is a legislative change.

5. National Quality Framework

Element	Concept	Description
2.1	Health	Each child's health and physical activity is supported and promoted.

Element	Concept	Description
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

6. Context

6.1. Standards or other external requirements	Australian Children's Education and Care Quality Authority (2017). *National Quality Standards;* *Quality Area 2 Childrens Health and Safety* *2.1.1,2.1.2,2.2.1* Australian Children's Education and Care Quality Authority (2017). *Guide to the National Quality Framework* Early Childhood Australia (2016). *Code of Ethics* Red Nose Saving Little Lives website. Accessed December 2019 from https://rednose.com.au/resources/health-professionals
6.2. Legislation or other requirements	Education and Care Services National Regulations consolidated 2017 – Regulation s 84A, 84B, 84C, 84D. Education and Care Services National Law Act 2010 – Section 165 & 167 NSW Public Health Act 2010
6.3. Internal Documentation	Medical Management and Risk Minimisation Plan Enrolment form OOSH Sleep Logs Sleep and Rest Risk Assessment Records

7. Document control

Version	Date approved	Approved by	Next review date
1.0	02/03/2020	R. Phillips, Acting Senior Manager Children and Family Services	02/03/2023
2.0	22/10/2020	S. Hall, General Manager, Operations	22/10/2023
3.0	30/09/2021	M. Tai, General Manager, Operations	30/09/2024
4 .0	21/09/2023	M. Piffero, General Manager, Operations	21/09/2026
1.0	27/06/2024	The Children's Services procedure separated to be a standalone procedure for OOSH and approved by: J Farrow - Manager Education and Care	27/06/2027