

# St. Thomas School & Pre-School



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## Sleep, Rest, Relaxation and Clothing Policy

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### NQS

QA2	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.
	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented
	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
	3.1.2	Upkeep - Premises, furniture and equipment are safe, clean and well maintained
	6.1.2	Parent views are respected - The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing
	6.1.3	Families are supported - Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing
	7.1.3	Roles and responsibilities - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service

### National Law

Section	165	Offence to inadequately supervise children
	167	Offence relating to protection of children from harm and hazards

## National regulations

Regs	81	Sleep and Rest
	82	Tobacco, drug and alcohol-free environment
	103	Premises, furniture and equipment to be safe, clean and in good repair
	105	Furniture, materials and equipment
	106	Laundry and hygiene facilities
	110	Ventilation and natural light
	168(2)(a)(v)	Education and Care Services must have policies and procedures relating to sleep and rest for children

## EYLF

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

## Aim

Our Service 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.

## Related Policies

Enrolment Policy

Governance Policy

Health, Hygiene and Safe Food Policy

Incident, Injury, Trauma and Illness Policy

Medical Conditions Policy

Physical Environment Policy

Staffing Arrangements policy

Tobacco, Drug and Alcohol Policy

Sleep, Rest, Relaxation and Clothing Policy

## **Implementation**

Most children benefit from periods of rest which help them grow and prepare them for meaningful learning experiences. Rest periods are included in all children's daily routine consistent with their developmental needs, including a short period of rest each day for older children.

Educators will take into account families' preferences about the amount of sleep their child has at the service and will accommodate any requests about their child's sleeping practices where these are not inconsistent with the safe sleeping practices discussed in the policy and meet a child's needs for sleep or rest. Our service's safe sleep and rest procedures follow Red Nose guidelines, the recognised national authority in this area.

Educators have a legal obligation to ensure children are safe and are offered sleep or rest when they need it. If a child is displaying signs of tiredness, educators must allow the child to sleep or rest for a reasonable period of time. Where families are concerned that children's sleep at the service is impacting night sleep patterns, educators will discuss expected sleep patterns with families based on advice from recognised authorities and adjust a child's sleep time at the service if appropriate. The Nominated Supervisor and educators, however, will make the final decision about the child's sleep and rest at the service to ensure they can meet their obligations. For example, if a resting child falls asleep without assistance in instances where families have requested the child not have naps, educators may allow the child to sleep for a period they believe is in the best interests of the child.

### **Approved Provider Responsibilities**

The Approved Provider must ensure systems are in place to ensure the health and safety of children, including during periods of sleep and rest. These systems include effective induction processes, training opportunities, spot checks and audits of educator practices and sleep/rest environment, and procedures ensuring compliance with policies and procedures, including supervision and safe sleep practices.

The Approved Provider is also responsible for ensuring there is suitable furniture and equipment, for example, cots which comply with relevant Australian Standards, and the environment is hygienic and comfortable.

### **Nominated Supervisor Responsibilities**

The Nominated Supervisor must ensure sleep practices, environment and equipment are safe and reflect best practice guidelines from recognised authorities, and educators understand and follow Service sleep and rest policies and procedures, including the safe sleeping practices in this policy at all times.

To promote children's safety and wellbeing during sleep and rest periods, the Nominated Supervisor will ensure:

- sleep and rest environments are quiet and restful

- there are comfortable spaces for children to engage in quiet activities if they're not sleeping or resting
- rostering enables adequate supervision of sleeping and resting children
- ratios are maintained at all times children are sleeping and resting
- educators implement the safe sleeping practices in this policy at all times
- hanging cords or strings from blinds, curtains, mobiles or electrical devices are away from cots and beds/stretchers
- babies are never left to sleep in a bassinet, hammock, pram or stroller (playgroup)
- heaters and electrical appliances aren't near cots or beds/stretchers
- information about safe sleeping practices is discussed during enrolment and displayed or available in the parent information area.

### **Family Responsibilities**

If a child has a medical condition which prevents educators from following these procedures, for example the child cannot sleep on their back, a medical practitioner must authorise an alternative resting practice in writing as part of the child's Medical Management Plan.

Families should also update educators on their child's sleeping routines and patterns when these change and let educators know when their child has not slept well during the night.

### **Educator Responsibilities**

To ensure children's safety and wellbeing during sleep and rest periods, educators and volunteers will:

- ensure they can always see and hear sleeping or resting children
- accommodate each child's and family's preferences, for rest, sleep and clothing, including cultural and religious preferences, to the extent they are consistent with this policy
- provide children who do not require sleep or rest with quiet, meaningful activities
- encourage children to communicate their needs for sleep and rest and make appropriate decisions about these needs
- support children who need rest and relaxation outside the designated rest time
- respect the privacy needs of each child when dressing and undressing
- play calm, relaxing music
- communicate daily with families about their child's sleep and rest routines
- comfort children when required. Educators try to avoid rocking children to sleep so they don't expect this at home
- ensure babies are never left to sleep in a bassinet, hammock, pram or stroller
- ensure hanging cords or strings from blinds, curtains, mobiles or electrical devices are away from cots and mattresses

- implement the safe sleeping practices which follow at all times, with the only exception based on written authorisation from a child's doctor

## **Safe Sleeping Practices**

### **All children**

- can always see and hear sleeping or resting children
- child's face is never covered when they sleep or rest
- regular checks of all sleeping or resting children paying particular attention to breathing patterns and skin colour. Checks will be more frequent if there are increased risk factors eg medical conditions, illness or sleep issues
- temperature of rest environment monitored to ensure it's not too hot or cold
- adequate space between sleeping and resting children

### **Babies and toddlers N/A at St Thomas School and Preschool**

- babies and toddlers placed on back
- babies re-positioned onto back when they roll onto their front or side if they cannot repeatedly roll from back to front to back (occurs around 5-6 months of age). Babies who can roll back and forth may be left to find their own sleeping position
- light bedding used and tucked in tightly. Sleeping bags with a fitted neck and arm holes but no hood may be used instead of bed linen. Wraps made from lightweight material like muslin or cotton
- babies arms free from wraps once startle reflex disappears (around 3 months old)
- no wraps used if babies can roll from back to front to back again
- no quilts, doonas, pillows, soft toys, lamb's wool or cot bumpers
- no electric blankets, hot water bottles and wheat bags
- babies and toddlers placed so their feet are close to the bottom end of the cot
- no bottles given to child (for safety and dental hygiene reasons)
- no bibs on child
- dummies provided if required without chain attachments. Dummies not replaced if they fall out while child sleeping. Dummies should be phased out around age 1 following discussion with families
- babies are never left to sleep in bassinets, hammocks, prams or strollers
- toddlers moved from cot to bed if likely to succeed when attempting to climb out of cot (usually 2-3½)
- babies physically checked and sleep record completed every 10 minutes.

### **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
- play calm, relaxing music

### **Cots N/A**

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

Portable cots (portacots) are not intended for permanent use. The Approved Provider and Nominated Supervisor will ensure portable cots, if used, are only used temporarily (no more than few days) for children up to 15 kg. Educators will ensure locking mechanisms are secure, only use mattresses supplied with the cots, and never add additional padding or a mattress under or over the mattress.

Refer [www.productsafety.gov.au](http://www.productsafety.gov.au) for more information.

### **Safety Checks: Beds, Cots, Environment**

The service will conduct a safety check of the resting environments, equipment and/or aids by following the Cot and Sleep Safety Checklist.

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

### **Hygiene practices N/A**

The Nominated Supervisor and educators will ensure:

- cots and mattress protective covers are cleaned with soap and water daily and when visibly soiled
- cleaning schedules are displayed in rooms (Refer to Physical Environment Policy)
- each child has their own bed linen which is washed every week following their last day at the service

If a child soils a cot or mattress educators, staff and volunteers will:

- wash hands and put on gloves

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- clean the child
- remove gloves
- dress the child
- wash 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
  - clean cot thoroughly with detergent and water
  - disinfect if there was potentially infectious material
  - remove gloves and wash hands
  - provide clean linen for the cot

## **Sleep and Rest Environment**

The Nominated Supervisor will conduct regular safety checks of the rest environment and equipment.

To promote learning and wellbeing, educators may occasionally encourage children to sleep or rest outdoors in suitable weather conditions eg it's not too hot or raining.

Educators will ensure:

- children are supervised at all times
- the quality of children's sleep and rest time is not affected by being outdoors.

## **Hygiene**

To ensure resting environments are hygienic educators will:

- wash cushions and mats if used by a child for sleeping

## **Children's Clothing**

Children should wear clothing that is comfortable, suitable for the weather, allows them to explore and play freely, and minimises the risk of injury – young children can, for example, be strangled or choked by items of clothing or jewellery. Educators may remove jewellery and teething necklaces if children wear them to the service.

Educators, staff and volunteers will encourage parents to dress their children in clothes (or provide clothes) that:

- are 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 in line with our Sun Protection Policy

- do not restrict children's comfort or compromise their safety when sleeping and resting e.g. babies and toddlers should not rest or sleep in clothes with hoods, cords, ties, ribbons or crocheted jackets that can pull tight around their neck
- do not compromise their safety during activities – clothes with cords, strings or hoods may catch on equipment and furniture for example
- allow easy access for toileting e.g. elasticised trousers, track pants – rather than buttons, zips, belts etc.
- can get dirty when children play and engage in activities. Children should not come dressed in their best clothes
- include appropriate footwear so children can play comfortably and safely. Thongs, clogs or backless shoes have a trip factor and compromise children's safety when playing and using equipment
- are clearly labelled with the child's name.

To ensure the children's comfort educators, staff and volunteers will:

- ensure children are protected from the sun during outdoor activities in line 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 aprons for messy play and art experiences to protect their clothing

### **Amber Teething Necklaces and Bracelets N/A**

Based on Australian Government product safety warnings, we do not allow children to wear amber teething necklaces or bracelets at our service. This is to minimise the risk they may choke on the beads if the necklaces or bracelets break apart.

### **Sources**

**Education and Care Services National Law and Regulations**

**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**

**Red Nose <https://rednose.com.au/>**

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

**NQF e-bulletin Qld 9.5.16**

**Product Safety Australia eg folding cots**



## **Review**

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

**Last reviewed: November 2022**

**Date for next review: November 2023**