

Our Lady of Hope Greenwith Campus Outside School Hours Care



POLICY DOCUMENT

SLEEP AND REST

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BACKGROUND

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment.

POLICY STATEMENT

The United Nations Convention on the Rights of the Child states that “all children have the right to relax and play” (My Time, Our Place: Framework for School Age Care in Australia, p. 4). Our service will cater for the needs of individual children and young people who may require a rest, or even a sleep, whilst at OSHC

LEGISLATIVE REQUIREMENTS

Regulation	Description	Implementation
82	Tobacco, drug, and alcohol-free environment	The implementation of our policy is communicated to all stakeholders and the service will act if the policy is violated. Providing training to educators, monitoring the environment daily for discarded cigarette butts and other dangerous objects.
84(a)	Reasonable steps taken to meet needs for sleep and rest of children being cared for	Steps are taken to ensure that the needs for sleep and rest of children being cared for by the service are met, having regard to the ages, developmental stages, and individual needs of the children.
84(b)	The sleep and rest policies and procedures required under regulation	The required sleep and rest policies and procedures are implemented and adhered to. These are available on the school’s website.
84(c)	Ensure that a sleep and rest risk assessment is conducted	The service has conducted a risk assessment that meets the relevant laws and regulations. This risk assessment will be reviewed annually, or earlier if deemed necessary.
84(d)	Prohibition of bassinets	This is not applicable to our service.
103	Premises, furniture, and equipment to be safe, clean and in good repair	Completing a daily environment safety checklist and inspections of each area. The use of our cleaning and toy checklists ensure equipment and resources are kept clean. This assists in identifying and addressing any potential hazards. If a hazard is identified a Hazard Report Form will be filled out and appropriate action will be taken to eliminate the hazard.
105	Furniture, materials, and equipment	It is ensured that furniture, materials, and equipment are appropriate for primary aged children and young people. Daily inspections are conducted, to identify and address any potential hazards. If any hazards are identified, a hazard report must be made, and action must be taken to remove the hazard immediately. It is either fixed immediately or if unrepairable it will be thrown out and replaced. Educators teach and practice how to use equipment safely.
110	Ventilation and natural light	It is ensured that all indoor spaces that are used by children at OSHC, are well ventilated, and have adequate natural light and are maintained at a safe temperature to ensure the wellbeing of children.
115	Premise designed to facilitate supervision	Our OSHC is purpose built to cater for the large number of children who enter our service daily. Open floor plans, open veranda and interconnecting doors are utilised. These features allow educators to adequately supervise children. This helps to ensure the safety and wellbeing of children and young people are met

168	Education and care services must have policies.	There are multiple policies in place to provide a child safe environment. These are shown in related policies table below
170	Policies and procedures to be followed	Policies and procedures at the service are followed through a combination of training, supervision, and monitoring. Action is taken if any policies are breached.
171	Policies and procedures to be available	Policies and procedures are kept available to all educators and families and are located in the OSHC office cupboard and are available online on the school website.
172	Notification of change to policies or procedures	Appropriate authorities and governing bodies are notified of any change to policies and procedures.
176	Time to notify certain information to Regulatory Authority	A notice must be provided within 7 days of the relevant event or within 7 days of the approved provider becoming aware of the relevant information

RELATED POLICIES

<ul style="list-style-type: none"> • Child safe environment policy • Children with Medical Conditions in Children Policy & Procedure • Infectious Diseases Policy & Procedure • Incident, Injury, Trauma & Illness Policy & Procedure 	<ul style="list-style-type: none"> • Emergency & Evacuation Policy & Procedure • Interactions with Children Policy & Procedure • Staffing Policy & Procedure • Interactions with children Policy • The Administration of First Aid Policy and Procedure
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POLICY PURPOSE

The Education and Care Services National Regulations requires approved providers and nominated supervisors to ensure their services have policies and procedures in place for children's sleep and rest having regard to the ages, developmental stages, and individual needs of the children. We ensure that all children have appropriate opportunities to rest and relax in accordance with their individual needs whilst attending the service. Our duty of care, to ensure we respect and cater for each child's specific needs and provide an environment that takes every reasonable precaution from harm and hazard.

SCOPE

This policy applies to the approved provider, nominated supervisor, educators, children, volunteers, and visitors of the OSHC

KEY TERMS

Key term	Meaning
ACECQA	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.
Adequate supervision	Adequate supervision means: <ul style="list-style-type: none"> • That an educator can respond immediately, particularly when a child is distressed or in a hazardous situation. • Knowing where children are at all times and monitoring their activities actively and diligently
Continuous supervision	Ensure an educator is in sight and hearing of a sleeping child at all times representing best practice (Red Nose)
Rest	A period of inactivity solitude, calmness or tranquillity and can include a child being in a state of sleep.
Relaxation	Relaxation or other activity for bringing about a feeling of calm in your body and mind.
Red Nose	Red Nose is Australia's leading authority on safe sleep and safe pregnancy advice.

Definitions sourced from ACECQA. (2021). Policy and procedure guidelines. Providing a Child Safe Environment. Government of South Australia. (2022). Human Services. Creating a child safe environment policy.

HOW THE POLICY WILL BE IMPLEMENTED.

Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns that Nominated Supervisors and Educators need to consider at OSHC. As per Standard 2.1 (Element 2.1.1) of the National Quality Standard, each child's comfort must be provided for and there must be appropriate opportunities to meet each child's sleep, rest and relaxation needs. (ACECQA)

Our OSHC defines 'rest' as a period of inactivity, solitude, calmness, or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of a child's day, we feel that it is important for children and young people to participate in a quiet environment or have a rest period after school if required, to rest, relax and recharge their body. We will consult with families about their child's individual needs, ensuring they are aware of the different values and parenting beliefs, cultural or opinions associated with rest requirements.

At times children in the OSHC service will feel the need to rest or even sleep. These reasons may include:

- Young children (particularly children just starting school)
- Children with a change in routine or schedule
- Children with very long days (particularly those at the service from opening in the morning to close in the evening)
- Children who are unwell or becoming unwell
- Children who may have missed out on sleep recently.

Service staff will implement the following procedures when they deem a child needs rest or sleep:

- Provide an area or areas where children may lay down to rest or sleep (usually on bean bags or cushions) in the quieter calm corner area.
- Blankets may be provided.
- If a child is feeling tired, a trained first aider will monitor temperature and check if the child has any other symptoms of feeling unwell. A parent will be rung if there is any indication of illness.
- Children will be allowed to sleep uninterrupted if they fall asleep.
- A parent will be informed that the child has had a sleep when the child is collected and provided with any additional information relating to the sleep.
- If a child is regularly falling asleep at the service, service staff will communicate closely with the family to ascertain how the family would like service staff to deal with it. If it is not disruptive to the family's routine the child will be allowed to sleep at the service.

In addition to this, the long Vacation Care Day is structured so that most activities and physical activity are scheduled in the morning and directly after lunch. After 2pm downtime is offered to those children who need rest and have been very active all day.

SLEEP AND REST SPECIFIC RISK ASSESSMENT.

The approved provider, in conjunction with OSHC educators, conduct comprehensive risk assessments in order to identify any potential risk/s or hazards and ensure the safety of all children during sleep and rest.

The risk assessments are reviewed annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised during sleep or rest. All risk assessments are regularly assessed and evaluated as to facilitate continuous improvement at OSHC. If a risk concerning a child's safety during sleep and rest is identified during the risk assessment, the approved provider must update the 'Sleep and Rest' Policy and procedure as soon as possible. The risk assessment is stored safely and securely and kept for a period of 3 years.

Our risk assessment considers and includes the following information:

- The number, age, developmental stages, and individual needs of children
- The sleep and rest needs of individual children being educated and cared for (including specific health care needs)
- The suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods
- The level of knowledge and training of staff supervising children during sleep and rest periods
- The location of sleep and rest areas

- Any potential hazards in sleep and rest areas and on a child during sleep and rest periods (such as, clothing)
- The physical safety and suitability of sleep and rest environments (including temperature, lighting, and ventilation)

(ACECQA 2023)

ROLES

Roles	Responsibilities
Approved Provider/Director	<ul style="list-style-type: none"> • Conduct a sleep and rest specific risk assessment at least annually to ensure all protentional hazards are controlled in sleep or rest areas in line with Red Nose and ACECQA guidelines • Take reasonable steps to ensure that children’s needs are being met by giving them the opportunity to rest, having regard to the ages, developmental stages, and individual needs of each child • Ensure the area for sleep and rest is well ventilated and has natural lighting • Ensure educators provide safe and adequate supervision when children rest their bodies • Provide information to educators and staff about evidence based safe sleep practices as recommended by Red Nose (although school aged children are not considered high risk, these practices should be known by all educators) • Ensure children who are sleeping or resting are closely monitored and that all sleeping or resting children are within hearing range and observed. This involves physically checking and inspecting sleeping children at regular intervals (every 15 minutes) and ensuring that they are always within sight and hearing distance of sleeping and resting children so they can easily monitor a child’s breathing. It is recommended that educators will not perform administrative duties that would take their attention away from sleeping/resting children • Ensure educators, staff and volunteers follow the policy and procedures • Ensure sleep and rest environments will be safe and free from all hazards including cigarette and tobacco smoke
Educators	<ul style="list-style-type: none"> • Have a thorough understanding of the OSHC’s policy and practices and embed practices to support safe sleep/rest into everyday practice • Consult with families about children’s rest needs and include children in decision making (children’s agency) • Ensure children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm and hazard • Maintain adequate supervision and ratios throughout any rest period • Assess each child’s circumstances and current health to determine whether higher supervision levels and checks may be required • Communicate with families about their child’s rest time and observed requirements • Encourage children to dress appropriately for the room temperature when resting. Lighter clothing is preferable, and children encouraged to remove shoes, jumpers, jackets, and bulky clothing.

	<ul style="list-style-type: none"> • Monitor the room temperature to ensure maximum comfort for the children • Provide an environment that is free from cigarette or tobacco smoke • Opportunities are presented for rest and relaxation, as well as sleep if required • Consideration is made for each child's sleep/rest needs- including the age of the child, medical conditions, individual needs • A quiet area is provided for children to sleep/rest, away from the main group of children • The designated rest area may include a cushion or comfortable seat in a quiet section of the care environment • Sleeping and resting children are monitored at regular intervals • Faces of sleeping children are uncovered when they are sleeping an educator is always within sight and hearing of sleeping and resting children so they can be monitored (breathing patterns).
Families	<ul style="list-style-type: none"> • Be informed during orientation of our 'Rest Policy and Procedure' • Be requested to provide educators with updates on their child's individual need for rest (or sleep) routines if applicable.

CONTINUOUS IMPROVEMENT/REFLECTION

Our 'Sleep and Rest' Policy will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

NATIONAL QUALITY STANDARDS

The following quality areas link to Incident, Injury, Trauma, and Illness

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY		
Concept		Descriptor
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest, and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of the service.
3.2	Upkeep	Premises, furniture, and equipment are safe, clean, and well maintained.

RESOURCES/REFERENCES

- CESA Guidelines
https://www.cesa.catholic.edu.au/files/d/75020/Safeguarding_Children_and_Young_People_Policy.pdf
- CESA: https://www.cesa.catholic.edu.au/files/d/75014/Duty_of_Care_Policy.pdf
- ACECQA: <https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices>
- ACECQA: <https://www.acecqa.gov.au/sites/default/files/2021-08/SleepRestForChildrenPolicyGuidelines.pdf>
- ACECQA: <https://www.youtube.com/watch?v=P1Fi3tGbBjk>
- ACECQA: <https://www.acecqa.gov.au/sites/default/files/2023-03/Guide-to-the-NQF-March-2023.pdf>
- Australian Children’s Education & Care Quality Authority. (2014).
- Australian Government Department of Education. My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022 Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2023).
- Education and Care Services National Regulations (Amended 2023).
- Guide to the National Quality Framework. (2017). (Amended 2023).
- NSW Department of Education. (2022). Sleep and rest for children-Policy guidelines for early childhood education and care services. (updated)
- Revised National Quality Standard. (Amended 2023).
- Red Nose Organisation <https://rednose.org.au/section/about-us>
- The NSW Work Health and Safety Act 2011
- The NSW Work Health and Safety Regulation 2011 Western Australian Education and Care Services National Regulations

(Chairperson)

(Date Reviewed)

(Principal)

(Date Reviewed)