

RELAXATION, REST AND SLEEP POLICY

Mandatory – Quality Area 2



PURPOSE

This policy will provide clear guidelines for the implementation of safe relaxation and sleep practices that meet the individual needs of children attending Cara Armstrong Kindergarten.

POLICY STATEMENT

1. VALUES

Cara Armstrong Kindergarten is committed to:

- providing a positive and nurturing environment for all children attending the service;
- recognising that children have different requirements for relaxation, rest and sleep, and being responsive to those needs to ensure that children feel safe and secure at the service;
- its duty of care (refer to *Definitions*) to all children at Cara Armstrong Kindergarten, and ensuring that adequate supervision (refer to *Definitions*) is maintained while children are sleeping, resting or relaxing; and
- complying with all legislative requirements, standards and current best practice and guidelines, including recommendations by Red Nose (refer to *Sources*).

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Persons with Management or Control, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Cara Armstrong Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

The *Early Years Learning Framework* (EYLF) and the *Victorian Early Years Learning and Development Framework* (VEYLDF) include a focus on social, emotional, spiritual and physical wellbeing and health. Development Outcome 3 in both framework documents refers to a child's ability to take increasing responsibility for their own wellbeing. One of the indicators for this capacity is that children "recognise and communicate their bodily needs (for example thirst, hunger, rest, comfort, physical activity)". The EYLF suggests that to promote this, educators should:

- consider the pace of the day within the context of the community; and
- provide a range of active and restful experiences throughout the day, and support children to make appropriate decisions regarding participation.

Employers have a responsibility under the *Occupational Health and Safety Act* to provide a safe and healthy working environment. This duty extends to others present in the workplace, including children and volunteers.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Australian Consumer Law and Fair Trading Act 2012*;
- *Australian Consumer Law and Fair Trading Regulations 2012*;
- *Education and Care Services National Law Act 2010*;
- *Education and Care Services National Regulations 2017*: Regulation 168;
- *Education and Care Services National Regulations 2011*;
- *National Quality Standard*, Quality Area 2: Children's Health and Safety; and
- *Occupational Health and Safety Act 2004*.

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Adequate supervision: (In relation to this policy) entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children;
- number and positioning of educators;
- current activity of each child;
- areas in which the children are engaged in an activity (visibility and accessibility);
- developmental profile of each child and of the group of children;
- experience, knowledge and skill of each educator; and
- need for educators to move between areas (effective communication strategies).

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Red Nose: (formerly SIDS and Kids), the recognised national authority on safe sleeping practices for infants and children (refer to *Sources*)

Relaxation/rest: A period of inactivity, solitude, calmness or tranquillity.

SIDS (Sudden Infant Death Syndrome): The unexpected and unexplained death of an infant, usually occurring during sleep.

5. SOURCES AND RELATED POLICIES

Sources

- *Belonging, Being & Becoming – The Early Years Learning Framework for Australia* (EYLF): <http://education.gov.au>
- Grow and Thrive, *Sleep*, volume 2 number 1, February 2013, Centre for Community Child Health: <https://www.rch.org.au/home/>
- Product safety: a guide for businesses and legal practitioners: www.consumer.vic.gov.au
- Red Nose: Evidence-based information and advice about safe sleeping practices across ages and stages at: <https://rednose.com.au/>
- WorkSafe Victoria, *Children's services – occupational health and safety compliance kit*: <http://www.worksafe.vic.gov.au>
- Victorian Early Years Learning and Development Framework (VEYLDF): <http://www.education.vic.gov.au>

Service policies

- *Child Safe Environment Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Interactions with Children Policy*
- *Occupational Health and Safety Policy*
- *Supervision of Children Policy*

PROCEDURES

The Approved Provider is responsible for:

- taking reasonable steps to ensure the sleep, relaxation, rest needs of children at the service are met, with regard to the age of children, developmental stages and individual needs (*Education and Care Services National Regulations 2011 Regulation 81(1)*);
- regularly reviewing practices to ensure compliance with the recommendations of Red Nose in relation to safe sleeping practices for children (refer to Sources);
- providing information and training to ensure staff are kept informed of changing practices in relation to safe sleep practices for children;
- ensuring parents/guardians are consulted about appropriate relaxation and rest practices for their child;
- protecting children from hazards and harm (*Education and Care Services National Law Act 2010 section 167*);
- ensuring that hammocks, prams and strollers are not used to settle children to sleep;
- consulting with staff in relation to OHS issues when purchasing new equipment for the service;
- ensuring adequate supervision of children at the service at all times, including during sleep, relaxation and rest; and
- ensuring that rooms used for sleep, rest and relaxation are well ventilated.

The Nominated Supervisor is responsible for:

- taking reasonable steps to ensure the sleep, relaxation and rest needs of children at the service are met with regard to the age of children, developmental stages and individual needs (*Education and Care Services National Regulations 2011 Regulation 81(2)*);
- ensuring the educational program provides opportunities for each child to rest or engage in appropriate quiet play activities, as required;
- protecting *children* from hazards and harm (*Education and Care Services National Law Act 2010 section 167*);
- removing any hazards identified in the child's resting or sleeping environment and informing the Approved Provider, as soon as is practicable; and
- ensuring all staff and educators comply with the recommendations of Red Nose in relation to safe sleeping practices for children (refer to Sources); and
- ensuring adequate supervision of children at the service at all times, including during relaxation and sleep.

Educators and other staff are responsible for:

- providing each child with appropriate opportunities for sleep, relaxation and rest according to their needs;
- complying with the recommendations of Red Nose in relation to safe sleeping practices for children (refer to Sources);
- providing input in relation to OHS issues when new equipment is purchased for the service;
- developing relaxation and sleep practices that are responsive to:
 - the individual needs of children at the service;
 - parenting beliefs, values, practices and requirements;
 - the length of time each child spends at the service;
 - circumstance or events occurring at a child's home;
 - a child's general health and wellbeing; and
 - the physical environment, including room temperature, lighting, airflow and noise levels;
- minimising distress or discomfort for the children in their care;
- ensuring that resting and relaxation practices are not used as a behaviour guidance strategy (refer to *Interactions with Children Policy*);
- providing a range of opportunities for relaxation throughout the day;

- removing any hazards identified in the child's resting or sleeping environment and informing the Nominated Supervisor or Approved Provider, as soon as is practicable;
- ensuring that any hanging cords, mobiles, curtains and blinds are inaccessible to children who are resting or sleeping;
- providing adequate supervision (refer to *Definitions*) of all children, including during sleep, rest and relaxation. supervising children displaying symptoms of illness closely, especially when resting or sleeping (refer to *Incident, Injury, Trauma and Illness Policy*);
- ensuring that artificial heating, such as heat bags and hot-water bottles, is not used to provide warmth;
- communicating children's rest to co-workers during any shift changes;
- providing information to families about the service's sleep, relaxation and rest practices;
- developing communication strategies to inform parents/guardians about their child's rest, including times and length of sleep if applicable;
- contacting parents if children fall asleep for more than a power nap (being a sleep equal to or longer than 20 minutes duration); and
- encouraging children's independence, and assisting children with dressing as needed.

Parents/guardians are responsible for:

- discussing their child's relaxation and sleep requirements and practices prior to commencing at the service, and when these requirements change;
- ensuring children receive adequate routine night sleep patterns and rest periods at home to maximise the children's learning and participation in the educational program; and
- providing information on the child's enrolment form if the child requires special items while resting e.g. a comforter or soft toy.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness;
- monitor the implementation, compliance, complaints and incidents in relation to this policy;
- keep the policy up to date with current legislation, research, policy and best practice;
- revise the policy and procedures as part of the service's policy review cycle, or as required; and
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

ATTACHMENTS

None

AUTHORISATION

This policy was adopted by the Approved Provider of Cara Armstrong Kindergarten on 26/2/2018.

REVIEW DATE: MAY 2019