Sleep, Rest, Relaxation and Clothing Policy and Procedure

**National Quality Standard**

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| Element | 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**

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

National Regulations

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| Regs | ~~81~~ | ~~Sleep and Rest~~  |
| 82 | Tobacco, drug and alcohol-free environment |
| 84A | Sleep and Rest |
| 84B | Sleep and rest policies and procedures |
| 84C | Risk assessment for purposes of rest policies and procedures |
| 84D | Prohibition of bassinets |
| 87 | Incident, injury, trauma and illness record |
| 103 | Premises, furniture and equipment to be safe, clean and in good repair |
| 105 | Furniture, materials and equipment |
| 106 | Laundry and hygiene facilities |
| 107 | Space requirements – indoor space |
| 110 | Ventilation and natural light |
|  | 115 | Premises designed to facilitate supervision |
|  | 168(2)(a)(v) | Education and Care Services must have policies and procedures relating to sleep and rest for children |
|  | 170  | Policies and procedures to be followed |
|  | 171 | Policies and procedures to be kept available |
|  | 172 | Notification of change to policies or procedures |

Early Years Learning Framework

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| LO3 | Children take increasing responsibility for their own health and wellbeing |
| * Children recognise and communicate their bodily needs (for example, thirst, hunger, rest, comfort, physical activity).
* Educators consider the pace of the day within the context of the community.
* Educators provide a range of active and restful experiences throughout the day and support children to make appropriate decisions regarding participation.
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Aim
Our service aims to meet each child’s individual 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.

Intersection with other policies

Child Safe Policy

Enrolment Policy

Governance Policy

Health, Hygiene and Safe Food Policy

Incident, Injury, Trauma and Illness Policy

Medical Conditions Policy

Orientation Policy

Parental Interaction and Involvement in the Service

Physical Environment Policy

Staffing Arrangements Policy
Tobacco, Drug and Alcohol Policy

Definitions

*“Authorised nominee”* - a person who has been given permission by a parent or family member to collect the child from the service or the family day care educator. Source: National Law (Section 170)

*“Harm”* - Physical or mental injury; hurt. Source: ACECQA Policy Guidelines: Emergency and Evacuation

*“Hazard”* - a danger or risk, even though often foreseeable. Source: ACECQA Policy Guidelines: Emergency and Evacuation

*“Parent”* - in relation to the child, includes: a guardian of the child; and a person who has parental responsibility for the child under a decision or order of a court. For regulation 99, ‘parent’ does not include a parent who is prohibited from having contact with the child. Source: National Law (Definitions)

*“Relaxation”* - relaxation or other activity for bringing about a feeling of calm in your body and mind Source: ACECQA Policy Guidelines: Sleep and rest for children

*“Rest” -* a period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep. Source: ACECQA Policy Guidelines: Sleep and rest for children

*“Risk assessment”* - assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be. Source: ACECQA Risk assessment template: Excursions

**Implementation**

Most children benefit from periods of sleep and rest to help them grow and prepare them for meaningful learning experiences. Sleep and 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.

We are required under the *Education and Care Services National Regulations* to take reasonable steps to ensure children’s sleep and rest needs are met, having regard to each child’s age, developmental stages and individual needs. Our policies and procedures must address specific matters that are set out in the *Regulations,* and we must also conduct regular risk assessments that consider a range of specific risks to children who are sleeping and resting at our service.

We have strict measures and processes in place to ensure children are safe and their needs for sleep and rest are met. Specifically, we:

* Conduct thorough risk assessments in line with the requirements set out in the *National Regulations*
* Follow best practice sleep, rest and health guidelines - namely the current Red Nose guidelines, the recognised national authority in this area, as well as guidance from ACECQA and regulatory authorities
* Work closely with families and consider their cultural practices. We will accommodate any requests from families about their child’s sleeping practices where these are not inconsistent with the safe sleeping practices discussed in the policy
* Implement clear procedures for supervision and monitoring
* Have defined roles and responsibilities for staff, students and volunteers
* Train staff, students and volunteers on our policies and procedures, both at induction and at regular intervals
* Have appropriate sleep and rest spaces, equipment and environments
* Communicate our rest and sleep policies and procedures to families
* Keep accurate records
* Monitor and audit compliance and strive for continual improvements to our practices.

**Risk assessments**

We must conduct a risk assessment for the purposes of our sleeping and rest policies and procedures at least once every 12 months and soon as practicable after becoming aware of any circumstances that may affect the safety, health or well-being of children during sleep or rest. A record of each risk assessment conducted must be kept, in line with our regulatory obligations.

We will ensure that children are protected from any risks identified in the risk assessments our service conducts, and newly identified risks are communicated to the approved provider as soon as practicable.

Our service uses a  [Risk Assessment Template](https://www.acecqa.gov.au/sites/default/files/2023-08/Sleep_restriskassessment_template_0.pdf) developed by Department for education and development when we conduct our risk assessments.

**Risk assessment areas to consider**

The risk assessment must identify and assess risks associated with rest or sleep at our service, and specify how the risks will be minimised and managed. It must consider:

* The number, ages and developmental stages of the children in our care
* The sleep and rest needs of children in our care including:
	+ Health care needs
	+ Cultural preferences
	+ Sleep and rest needs of individual children
	+ Requests from families about their child’s sleep and rest
* Staffing arrangements and how children can be adequately supervised and monitored during sleep and rest (e.g., ratios, specific skills needed, roles and responsibilities defined, method and frequency of checks)
* The level of knowledge and training of the staff who are supervising the children during these periods
* The location of the sleep and rest areas including the arrangement of cots and beds within the sleep and rest areas
* Safety and suitability of any cots, beds and bedding equipment, having regard to the ages and developmental stages of the children who are use the cots, beds and bedding equipment (e.g., babies who climb out of a cot; if children might roll out of bed and fall from a height; recommended weight limits; children becoming trapped between a mattress and a wall; bedding trapping children; weighted sleep products impairing a child’s breathing etc)
* Any potential hazards in the sleep/rest areas and on a child during sleep/rest periods (e.g., unsecured furniture, curtains, hanging blind cords, electrical cords or equipment, access of child to other parts of the space as they wake, and access of other people to the sleeping/rest space etc)
* The physical safety and suitability of sleep and rest environments at our service, including temperature, lighting and ventilation.

**Updating risk assessments and communicating change**

If circumstances that may affect the routine sleep and rest arrangements change, the approved provider has the ultimate responsibility to:

* Update the risk assessment and the *Sleep, Rest, Relaxation and Clothing Policy and Procedure* as soon as is practicable (if necessary)
* Ensure any new risks and proposals for mitigating them are communicated to, and made in consultation with, staff and families (and in line with regulations for notifying families about changes)

Educators and other staff are responsible for informing the approved provider and/or nominated supervisor of any changes or new risks they identify. Families should also communicate any changes that may impact our policy and procedures for sleep, rest, relaxation and clothing.

**Sleep and Rest Procedure**

The nominated supervisor will implement, and educators, students and volunteers will always follow, the *Sleep and Rest Procedure* at **Appendix A**to eliminate or minimise any risks associated with children sleeping and resting and to ensure compliance with safe sleep best practice, and relevant laws and regulations.

This sleep and rest procedure represents best practice and has been developed using the Red Nose’s recommendations for safe sleep and guidance material from ACECQA and regulatory authorities.

Staff must always follow our procedure with the only exception based on written authorisation from a child’s doctor.

**Cultural and individual sleep and rest practices**

We follow best practice sleep, rest and health guidelines and work with every family to discover their unique approach to sleep and rest.

Around the world and in Australia, people practice different settling methods (e.g., praying, cuddles, singing, patting, rocking, feeding), have different sleeping arrangements (e.g., bed-sharing, mats on the floor, hammocks, slings, outdoors) and use different sleeping equipment (e.g. swaddling, binding legs/arms, amber beads, sleeping jewellery, soft toys).

We want families to feel respected and heard when they discuss their sleeping and rest preferences for their child. The nominated supervisor will provide an opportunity at orientation/enrolment for families to discuss their child’s sleep and rest arrangements.

At the same time, families should understand that our service has an obligation to implement safe sleep and rest practices, and to provide children with opportunities to sleep and rest when appropriate and according to their individual needs, developmental stages and age. Therefore, the nominated supervisor and educators will make the final decision about a child’s sleep and rest at while they are in our care. For example, in instances where a family has requested their child not have naps, educators will discuss expected sleep patterns with the family, based on advice from recognised authorities, and adjust a child’s sleep time at the service. However, if the resting child falls asleep without assistance, educators may allow the child to sleep for a period of time they believe is in the best interests of the child.

**Children’s clothing**

To ensure children’s comfort and safety at the service, they must wear clothing that is suitable for the weather, lets them explore and play freely, and minimises the risk of injury. Some clothing items and jewellery can strangle or choke young children. Educators may remove jewellery and teething necklaces if children wear them to the service.

Educators and volunteers will encourage parents to dress their children in clothes that:

* Are loose and cool in summer and warm enough for cold weather, including outdoor play in winter
* Protect them from the sun during outdoor play
* Do not restrict them or compromise their safety when playing, sleeping or resting, for example:
	+ No hoods, cords, ties, ribbons or crocheted jackets that can pull tight around the neck
	+ No hats with cords or strings that may get caught on equipment and furniture
	+ Footwear that is stable and supportive - no thongs, clogs, crocs or backless shoes which can cause children to trip
	+ Clothing that allows easy access for toileting - elasticised trousers and track pants rather than buttons, zips, and belts
* Can get dirty when children play - children should not come in their best clothes
* Are clearly labelled with the child’s name

To ensure children’s comfort educators and volunteers will:

* Ensure children are appropriately dressed for the weather, play experiences, and rest and sleep
* Provide clean spare clothing to children if needed
* Encourage children to use aprons for messy play and art experiences to protect their clothing
* Will respect the privacy needs of each child when dressing and undressing

**Amber Teething Necklaces and Bracelets**

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.

**Information sharing, training and monitoring**

The nominated supervisor will include the *Sleep, Rest, Relaxation and Clothing Policy and Procedure* in staff inductions and ensure all relevant staff receive regular practical training and other resources in relation to the requirements, including how to identify and manage risks. The nominated supervisor also implements an ongoing training program tailored to each staff member’s needs and goals, which are identified through regular performance reviews.

The nominated supervisor will conduct regular ‘spot checks’ on children’s rest and sleep spaces, furniture and equipment, and will monitor staff to ensure they are following our policies and procedures for children’s sleep and rest. The nominated supervisor will act quickly to fix any issues and will give staff any extra support or training they need to comply. Volunteers and students are also required to comply with all service policies and procedures.

At orientation, parents will be provided with the *Sleep, Rest, Relaxation and Clothing Policy and Procedure* and asked to describe their child’s current sleeping needs and preferences. Information about safe sleeping practices is discussed during enrolment and displayed or available in the parent information area.

Staff and family can access the risk assessments we conduct at any time.

**Roles and responsibilities**

All staff, volunteers, students and families must understand our *Sleep, Rest, Relaxation and Clothing Policy and Procedure* and their role and responsibilities in keeping children safe and cared for.

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| **Responsibilities**  | **Role** |
| Ensure our service meets its obligations under the *Education and Care Services National Law* and *Regulations,* including to take every reasonable precaution to protect children from harm and hazards likely to cause injury and to ensure that children are adequately supervised at all times they are in our care.  | Approved ProviderNominated Supervisor |
| Take reasonable steps to ensure that the needs for sleep and rests of children in our service are met, having regard to ages, development stages and individual needs of the children.  | Approved ProviderNominated Supervisor |
| Ensure that our service has policies and procedures in place for children’s sleep and rest that address specific areas set out in *the National Regulations - i.e.,* this *Sleep, Rest, Relaxation and Clothing Policy and Procedure* needs to be in place.  | Approved Provider |
| Take reasonable steps to ensure that nominated supervisors, staff and volunteers follow, and can easily access, the *Sleep, Rest, Relaxation and Clothing Policy,* including by:* Providing information, training and other resources and support
* Providing this *Policy* at induction
* Clearly defining and communicating roles and responsibilities for implementing this *Policy*
* Communicating changes to routines and policies
* Monitoring and auditing of staff practices (including through spot checks) and addressing non-compliance quickly
* Regularly reviewing this *Policy*

The *Policy* must also be available for inspection.  | Approved Provider |
| Notify families at least 14 days before changing *Sleep, Rest, Relaxation and Clothing Policy and Procedure* if the changes will:* Affect the fees the charged or the way they are collected; or
* Significantly impact the service’s education and care of children; or
* Significantly impact the family’s ability to utilise the service.
 | Approved Provider |
| Implement the *Sleep, Rest, Relaxation and Clothing Policy.*  | Nominated Supervisor  |
| Ensure that educators and volunteers understand, follow and are aware of their legal obligations to implement, the *Sleep, Rest, Relaxation and Clothing Policy.*  | Nominated Supervisor  |
| Be aware of legal obligations, and understand and follow the *Sleep, Rest, Relaxation and Clothing Policy.*  | Educators Volunteers |
| * Ensure risk assessments are conducted to identify and mitigate any risks that sleeping and resting pose to the safety of children in our care, in accordance with regulations and having regard to all the areas covered in Risk Assessment section of this *Policy*.
* Ensure a risk assessment is conducted at least once every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest, and update our policies and procedures accordingly.
* Ensure staff are aware of and can access/use the risk assessment to manage risks and ensure the safety of children.
* Keep a record of all risk assessments conducted.
 | Approved Provider (ultimate responsibility)Nominated Supervisor  |
| Ensure that procedures are appropriate in practice to our service, identify risks and hazards, and any potential improvements to make to the *Sleep, Rest, Relaxation and Clothing Policy.* Report any issues to the appropriate staff member (either approved provider, nominated supervisor or educators). | Approved Provider Nominated Supervisor Educators and Families |
| * Ensure our service’s premises, furniture and equipment are safe, clean and in good repair.
* Ensure all equipment and furniture meets relevant Australian Standards and other product safety standards and guidelines, and remain up-to-date on product recall notices (see productsafety.gov.au).
* Ensure cots, beds, bedding and bedding equipment being used for sleep and rest are safe, appropriate and sufficient for the ages and developmental stages of the children who are using them.
 | Approved Provider(ultimate responsibility)Nominated Supervisor  |
| Ensure that there are no bassinets on the premises at any time during which children are being educated and cared for by our service.  | Approved ProviderNominated Supervisor |
| Ensure that the indoor environment is hygienic and comfortable (not limited to being well ventilated and free from cigarette/tobacco smoke, with adequate natural light, and appropriately heated/cooled).Ensure that our service continues to have adequate and appropriate laundry and hygiene facilities for dealing with soiled clothing and linen, including storage facilities.  | Approved Provider |
| Ensure that the layout/design of the premises allows for supervision and is appropriate for children’s rest and sleep.  | Approved Provider |
| Ensure that children are adequately supervised during rest and sleep, and that systems are in place for regular and documented physical bed-side checks of children.  | Approved ProviderNominated Supervisor |
| * Provide the service with a written alternative resting practice in writing and authorised by a medical practitioner as part of the child’s Medical Management Plan if a child has a medical condition which prevents educators from following this *Sleep, Rest, Relaxation and Clothing Policy and Procedure (e.g.,* the child cannot sleep on their back)
* 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.
 | Families |

**Sources**
Education and Care Services National Law and Regulations
Early Years Learning Framework
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Standards Australia: AS/NZS 2172:2010, Cots for household use—Safety requirements
Standards Australia AS/NZS 2195:2010, Folding cots—Safety requirements
Red Nose rednose.org.au

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

NQF e-bulletin Qld 9.5.16

Product Safety Australia e.g., ‘Folding cots’

ACECQA Safe sleep and rest practices Information Sheet

ACECQA Sleep and Rest for Children Policy Guidelines

NSW Department of Education: Sleep and rest for children – Policy/Procedure guidelines for ECEC

**Review**
The policy will be reviewed annually, and when there are changes that affect that may affect the safety, health or well-being of children during sleep or rest, by the approved provider, nominated supervisor/s, employees, families and committee members.

**Last reviewed: April 2023**  **Date for next review: May 2024**

**Reviewed October 2023 (NQF UPDATES) Next Date review November 2024**

**Appendix A**

**Sleep and Rest Procedure**

The nominated supervisor will implement, and educators will always follow, the *Sleep and Rest Procedure* to eliminate or minimise any risks associated with children sleeping and resting and to ensure compliance with safe sleep best practice, and relevant laws and regulations.

This sleep and rest procedure represents best practice and has been developed using the Red Nose’s recommendations for safe sleep and guidance material from ACECQA and regulatory authorities.

Staff, volunteers and students must always follow our procedure with the only exception based on written authorisation from a child’s doctor.

1. **Active supervision and monitoring**

*Educators must:*

* Always be actively supervising and be able to see and hear sleeping and resting children
* Not be distracted by other duties
* Ensure children’s faces are never covered when they sleep or rest
* Conduct regular physical checks of all sleeping or resting children paying particular attention to the sleeping position, breathing patterns, skin and lips colour, body temperature, head position, airway and the head and face. Checks will be more frequent if there are increased risk factors, e.g., medical conditions, illness or sleep issues
* Use a timer to conduct 10-minute checks of babies and toddlers: physically check babies and toddlers in the cot room from the side of the cot or toddler bed every 10 minutes and sleep record completed at this time. Physical checks do not include looking through a window or using CCTV, audio or heart monitors.

*The nominated supervisor must ensure:*

* Sleep spaces are light enough to allow supervision and for educators to properly conduct their physical checks
* Rostering enables adequate supervision of sleeping and resting children
* Ratios are maintained at all times children are sleeping and resting
* Educators are properly supervising sleeping and resting children
* Educators are conducting physical checks of babies and children every 10-minutes with the use of a timer and in accordance with our procedures
* That older children are being physically checked regularly and more frequently, and in accordance with our procedures, if they are at a heightened risk (e.g., due to a medical condition or illness, or sleep issues).
1. **Babies and toddlers safe sleep practices**

*Positioning*

* Place babies and toddlers on back
* Re-position babies 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
* Place babies and toddlers so their feet are close to the bottom end of the cot

*Wrapping young babies*

* Can wrap babies until they start to roll (usually at about 3-4 months). Do not use wraps after baby starts to roll.
* Keep babies’ arms free from wrapping once their startle reflex disappears (usually at about 3 months)
* Do not wrap above the baby’s shoulder and make sure their face is uncovered
* Only use light fabrics such as muslin or light cotton sheets or wraps
* May use a safe infant sleeping bag instead of a wrap
* Never use bunny rugs or blankets
* Wraps should be firm but not tight, and should allow for the baby’s chest and hips to expand
* Loose wraps are dangerous
* Do not overdress babies under their wraps (e.g., nappy and singlet in hotter weather)
* Never use swaddles that restrain the baby’s arms with velcro or zips.
1. **Bedding, clothing and sleep equipment**
* Use light bedding and tuck in tightly
* Do not use electric blankets, hot water bottles and wheat bags
* Do not use soft toys or comforters for babies
* Do not use bumpers, infant positioners, inclined sleepers, or additional padding, mattresses, pillows and other soft items (such as quilts, doonas, toys, lamb's wool) for children under 2 years old
* Do not give bottles (for safety and dental hygiene reasons)
* Remove bibs
* Can use dummies if the family desires but do not use chain attachments. Do not replace dummies if they fall out while child sleeping. Dummies should be phased out around age 1 following discussion with families
* Ensure children’s clothing is appropriate during rest and sleep times, without loose items that could become tangles and restrict breathing (such as bibs, scarves, hats, jewellery)
1. **Furniture and equipment**

The nominated supervisor will regularly inspect all furniture and equipment, including cots, bedding and bedding equipment, to ensure it is clean, in good repair and continues to meet relevant Australian Standards and other product safety standards and guidelines.

*Bassinets*

Bassinets are banned from education and care services in Australia. They are not allowed on our premises at any time, including when children are being delivered or collected.

*Cots, beds and mattresses*

* All cots must be safe and meet the current and mandatory Australian and New Zealand Standard for cots (AS/NZS 2172:2003) and have one of the following labels: **AS/NZS 2172:2010** or **AS/NZS 2195:2010** (folding cots)
* Mattresses must be firm and comply with the current and voluntary Australian and New Zealand Standard for mattresses (**AS/NZS 8811 1:2013**). If a mattress is not labelled as compliant, it can be tested for compliance by using 12 CDs or DVDs and two full one litre containers with square bottoms as follows:
* Measure 40mm from bottom of one container and mark with a line parallel to the bottom all the way around the container
* Wrap discs in gladwrap
* Place marked container on its side on top of discs with line at edge of discs
* Place other container on top, also on its side, so it balances
* If overhanging edge of container touches, mattress it is too soft
* Mattresses will not be checked by hand
* Cots and beds must be assembled according to manufacturers’ instructions, and instructions for use should be easily accessible for staff
* Cots and beds must be regularly checked for damage to safety latches and moving parts
* Mattresses must fit snuggly in the cot and be in good condition, clean, and flat
* Mattresses must not be tilted or elevated
* Plastic packaging must be removed from new mattresses
* Waterproof mattress protectors must be strong, not torn and a tight fit
* 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 15kg. 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
* Children must never be left to sleep in a bassinet (these are banned), hammock, pram or stroller
* Move toddlers from the cot to the bed if they are likely to succeed when attempting to climb out of cot (usually at about 2-3½ years old)
* Provide enough cots and beds for all the children who require sleep or rest throughout the day

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| **Cot and mattress fit specifications** |
| Distance between cot slats | At least 50mm  |
| Gap between mattress and side of cot | No more than 20mm gap. Mattress must fit the cot base. |
| Distance between the top of the mattress base and the top edge of the lowest cot side or end | Cots in the lowest base position, at least:* 600 mm when access is closed
* 250 mm when access is open

Cots in the upper base position, at least:* 400 mm when access is closed
* 250 mm when access is open
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*Hygiene*

To ensure sleeping environments are hygienic, educators will:

* Clean beds, linen and mattress covers with detergent and water every day or at end of week if used by same child
* Clean beds, linen and mattress covers when they look dirty
* Make sure each child has their own bed linen
* Implement the *Cleaning Procedure Cots and Stretchers* to clean soiled cots, beds, mattresses and bed linen.

*Cleaning Procedure Cots and Stretchers*

* Wash cots and stretchers at the end of every day with detergent and warm water, and during the day if visibly dirty
* Wash sheets and mattress covers, or return them home, on child’s last day for the week.
* If poo/urine/vomit etc gets on the cot/stretcher/mattress/linen
1. wash hands and put on gloves
2. clean the child
3. remove gloves
4. dress the child
5. wash child’s hands
6. educators wash hands
7. put on gloves
8. remove most of the soiling in the cot/bed with paper towels
9. place paper towels in garbage bin
10. put linen in a plastic-lined, lidded laundry bin. Throw liner out after linen is washed and place new liner in bin
11. clean cot or mattress thoroughly with detergent and water
12. use disinfectant after detergent if surface is or could be contaminated with infectious material.
13. air dry if possible
14. remove gloves and wash hands
15. put clean linen in cot
16. **Sleep and rest environment and spaces**

Environments and spaces for rest and sleep are regularly checked by the nominated supervisor and educators so they continue to be appropriate, safe, comfortable and in line with best practice guidelines.

*Temperature*

* Monitor temperature of sleep and rest spaces ensure they are comfortable - not too hot or cold

*Air quality*

* Spaces should be well ventilated with either fresh air from open windows if this is safe or using mechanical ventilation if needed
* Environment must be cigarette and tobacco smoke free

*Spaces*

* Are free of hazards, including that:
	+ Hanging cords or strings from blinds, curtains, mobiles or electrical devices are away from cots and beds/stretchers
	+ Heaters and electrical appliances are not near cots or beds/stretchers
	+ There is no furniture in the sleep or rest area that a child could pull over or collapse onto themselves. Large furniture (such as bookshelves, cabinets etc) must be secured to the wall
* Have adequate natural light and light enough to enable proper supervision of children
* Are arranged to allow for the supervision of children
* There is enough space between sleeping and resting children. Educators should be able to move freely between the furniture so that they can check and support children without touching other cots or beds. There should be enough space between beds and cots so that children cannot physically disturb other resting or sleeping children
* Provide comfortable spaces for children to engage in quiet activities if they’re not sleeping or resting
* Are quiet and restful
* Provide calm, relaxing music
* Any area that is permanently set aside for the use or storage of cots or beds is excluded from calculations of unencumbered indoor space.

*Outdoor sleeping and rest*

To promote learning and wellbeing, educators may occasionally encourage children to sleep or rest outdoors in suitable weather conditions, e.g., not too hot or raining. Educators will ensure:

* Beds are placed in clean and shaded areas ie not in wet dirt or mud
* Bed linen is washed at the end of the day if it is dirtied outside
* Beds are cleaned before being stored inside after rest time
* Children are supervised at all times
* The quality of children’s sleep and rest time is not affected by being outdoors
1. **Relationships with families and supporting children’s individual needs sleep and rest**

*Educators must:*

* 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
* If families’ sleep preferences requests cannot be accommodated, be sensitive and explain why not
* Respond to children’s cues for sleep (such as yawning, rubbing eyes, irritability, crying, seeking comfort)
* Allow the child to sleep or rest for a reasonable period if a child is displaying signs of tiredness, even if this falls outside of the routine rest or sleep time
* Provide children who do not require sleep or rest with quiet, meaningful activities
* Make rest and sleep practices positive experiences for children
* Acknowledge and respond to children’s emotions/distress about sleep and rest. Comfort children when required. Educators try to avoid rocking children to sleep so they don’t expect this at home
* Be aware that younger children will settle well when they are securely attached to educators
* 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
* Communicate daily with families about their child’s sleep and rest routines
* Record the time children sleep and rest and provide this information to families
* Promote, and educate families about safe sleep practices.

*Families:*

* Must provide the service with a written alternative resting practice in writing and authorised by a medical practitioner as part of the child’s Medical Management Plan if a child has a medical condition which prevents educators from following this *Sleep, Rest, Relaxation and Clothing Policy and Procedure* (e.g., the child cannot sleep on their back)
* Should 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
* Should work with educators to ensure their child is sleeping and resting safely and according to the child’s individual needs.