

## Rest, Relaxation, Sleep and Clothing Policy and Procedure

### National Quality Standard

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

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

### National Regulations

Regs	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
	168(2)(a)(v)	Education and Care Services must have policies and procedures relating to sleep and rest for children
	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
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## My Time, Our Place (MTOPI)

Outcome 1	<p>Children and young people have a strong sense of identity</p> <ul style="list-style-type: none"> <li>• Children and young people feel safe, secure and supported</li> <li>• Children and young people develop their autonomy, interdependence, resilience and agency</li> <li>• Children and young people develop knowledgeable, confident self-identities and a positive sense of self-worth</li> </ul>
Outcome 3	<p>Children and young people have a strong sense of wellbeing</p> <ul style="list-style-type: none"> <li>• Children and young people become strong in their social, emotional and mental wellbeing</li> <li>• Children and young people are aware of and develop strategies to support their own mental and physical health, and personal safety</li> </ul>
Outcome 5	<p>Children and young people are effective communicators</p> <ul style="list-style-type: none"> <li>• Children and young people interact verbally and non-verbally with others for a range of purposes</li> </ul>

## Aim

Our service aims to meet each child’s individual needs for rest and relaxation and, when applicable, sleep 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

Health, Hygiene and Safe Food Policy

Medical Conditions Policy

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

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 *National 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.

Rest and relaxation helps children grow and prepares them for meaningful learning experiences. Rest and relaxation periods are included in all children's daily routine, consistent with their developmental needs. We provide a comfortable and calm environment available for children to rest or engage in quiet activities.

On occasion, we may need to offer sleep to the children in our care – for example, to younger children, children with additional needs, or sick children waiting to be collected. We provide a safe and quiet area where children can sleep if they need to.

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

- Conduct thorough risk assessments in line with the *National Regulations*
- Follow best practice rest and health guidelines
- Where a child may require sleep, we follow the current Red Nose guidelines for safe sleep, 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 rest where these are not inconsistent with 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 rest spaces, equipment and environments
- Have a safe and quiet area for children if they need to sleep
- 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 the Sleep and Rest Risk Assessment Template developed by ACECQA 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. By law, 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 any beds
- Safety and suitability of any beds and bedding equipment, having regard to the ages and developmental stages of the children who are use the beds and bedding equipment
- Any potential hazards in the sleep/rest areas and on a child during sleep/rest periods

- 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 *Rest, Relaxation, Sleep 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 rest, relaxation, sleep and clothing.

## **Rest, Relaxation and Sleep Procedure**

The nominated supervisor will implement, and educators, students and volunteers will always follow, the *Rest, Relaxation and Sleep 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 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.

## **Rest, relaxation and sleep cultural and individual practices**

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

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

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.

## **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.

Educators, staff and volunteers will discuss with parents the need for children to be dressed in clothes that:

- Are suitable for the weather, i.e. 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 (refer to our *Physical Environment Policy* which provides guidance on sun protection)
- Allow children to explore and play freely
- Can get dirty when children play and engage in activities
- Include appropriate footwear so children can play comfortably and safely. i.e. thongs, clogs or backless shoes have a trip factor and do not allow children to use equipment safely.
- Are clearly labelled with the child's name.

Educators, staff and volunteers will:

- Ensure children are protected from the sun during outdoor activities in accordance with our *Physical Environment Policy* which provides guidance on sun protection)
- Monitor children to ensure they are appropriately dressed for all weather, play experiences and rest
- Provide clean and appropriate spare clothing to children if needed.

## Information sharing, training and monitoring

The nominated supervisor will include the *Rest, Relaxation, Sleep 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. 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 *Rest, Relaxation, Sleep and Clothing Policy and Procedure* and asked to describe their child's current rest, relaxation and, where needed, sleep needs and preferences.

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

## Roles and responsibilities

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

Responsibilities	Role
Ensure our service meets its obligations under the <i>Education and Care Services National Law and Regulations</i> , 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 Provider Nominated 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 Provider Nominated Supervisor
Ensure that our service has policies and procedures in place for children's sleep and rest that address specific areas set out in <i>the National Regulations - i.e., this Rest, Relaxation, Sleep and Clothing Policy and Procedure</i> needs to be in place.	Approved Provider
Take reasonable steps to ensure that nominated supervisors, staff and volunteers follow, and can easily access, the <i>Rest, Relaxation, Sleep and Clothing Policy and Procedure</i> , including by: <ul style="list-style-type: none"> <li>• Providing information, training and other resources and support</li> <li>• Providing this <i>Policy and Procedure</i> at induction</li> <li>• Clearly defining and communicating roles and responsibilities for implementing this <i>Policy and Procedure</i></li> <li>• Communicating changes to routines and policies</li> <li>• Monitoring and auditing of staff practices (including through spot checks) and addressing non-compliance quickly</li> <li>• Regularly reviewing this <i>Policy and Procedure</i></li> </ul> The <i>Policy</i> must also be available for inspection.	Approved Provider
Notify families at least 14 days before changing <i>Rest, Relaxation, Sleep and Clothing Policy and Procedure</i> if the changes will: <ul style="list-style-type: none"> <li>• Affect the fees the charged or the way they are collected; or</li> <li>• Significantly impact the service's education and care of children; or</li> <li>• Significantly impact the family's ability to utilise the service.</li> </ul>	Approved Provider
Implement the <i>Rest, Relaxation, Sleep and Clothing Policy and Procedure</i> .	Nominated Supervisor
Ensure that educators and volunteers understand, follow and are aware of their legal obligations to implement, the <i>Rest, Relaxation, Sleep and Clothing Policy and Procedure</i> .	Nominated Supervisor
Be aware of legal obligations, and understand and follow the <i>Rest, Relaxation, Sleep and Clothing Policy and Procedure</i> .	Educators Volunteers
<ul style="list-style-type: none"> <li>• 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 <i>Policy and Procedure</i>.</li> <li>• Ensure a risk assessment is conducted at least once every 12 months and as soon as practicable after becoming aware of any circumstance that</li> </ul>	Approved Provider (ultimate responsibility) Nominated Supervisor

<p>may affect the safety, health or wellbeing of children during sleep and rest, and update our policies and procedures accordingly.</p> <ul style="list-style-type: none"> <li>• Ensure staff are aware of and can access/use the risk assessment to manage risks and ensure the safety of children.</li> <li>• Keep a record of all risk assessments conducted.</li> </ul>	
<p>Ensure that procedures are appropriate in practice to our service, identify risks and hazards, and any potential improvements to make to the <i>Rest, Relaxation, Sleep and Clothing Policy and Procedure</i>. Report any issues to the appropriate staff member (either approved provider, nominated supervisor or educators).</p>	<p>Approved Provider Nominated Supervisor Educators and Families</p>
<p>Ensure our service’s premises, furniture and equipment are safe, clean and in good repair.</p> <p>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).</p> <p>Ensure any 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.</p>	<p>Approved Provider (ultimate responsibility)  Nominated Supervisor</p>
<p>Ensure that there are no bassinets on the premises at any time during which children are being educated and cared for by our service.</p>	<p>Approved Provider Nominated Supervisor</p>
<p>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).</p> <p>Ensure that our service continues to have adequate and appropriate laundry and hygiene facilities for dealing with soiled clothing and linen, including storage facilities.</p>	<p>Approved Provider</p>
<p>Ensure that the layout/design of the premises allows for supervision and is appropriate for children’s rest and sleep.</p>	<p>Approved Provider</p>
<p>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 if they sleep at our service</p>	<p>Approved Provider  Nominated Supervisor</p>
<p>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 <i>Rest, Relaxation, Sleep and Clothing Policy and Procedure</i></p> <p>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.</p>	<p>Families</p>

## Sources

Education and Care Services National Law and Regulations

My Time, Our Place (MTOPI)

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 <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 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 *Sleep, Rest, Relaxation and Clothing Policy and Procedure* will be reviewed annually, and when there are changes that affect that may affect the safety, health or well-being of children during rest, relaxation or sleep, by the approved provider, nominated supervisor/s, employees, families and committee members.

**Last reviewed: 25<sup>th</sup> March 2024      Date for next review: 25<sup>th</sup> March 2025**

## Appendix A

### Rest, Relaxation and Sleep Procedure

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

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

Most children will not need to sleep while they are at our service. However, there may be times when we do need to offer sleep to a child. For example, very young children, children with additional needs or when a child is sick and is waiting to be collected. Therefore, this procedure includes references to sleep.

#### Active supervision and monitoring

*Educators must:*

- Always be actively supervising and be able to see and hear resting/relaxing children
- Not be distracted by other duties

*The nominated supervisor must ensure:*

- Rest/relaxation spaces are light enough to allow supervision
- Educators are properly supervising resting/relaxing children
- Rostering enables adequate supervision and ratios are maintained at all times

#### 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	<ul style="list-style-type: none"> <li>• Monitor temperature of sleep and rest spaces ensure they are comfortable - not too hot or cold</li> </ul>
Air quality	<ul style="list-style-type: none"> <li>• Spaces should be well ventilated with either fresh air from open windows if this is safe or using mechanical ventilation if needed</li> <li>• Environment must be cigarette and tobacco smoke free</li> </ul>
Spaces	<ul style="list-style-type: none"> <li>• Are free of hazards, including that:               <ul style="list-style-type: none"> <li>○ Hanging cords or strings from blinds, curtains, mobiles or electrical devices are away beds/stretchers</li> <li>○ Heaters and electrical appliances are not near beds/stretchers</li> <li>○ 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</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Have adequate natural light and light enough to enable proper supervision of children</li> <li>• Are arranged to allow for the supervision of children</li> <li>• There is enough space between resting children - group children in a way that minimises overcrowding</li> <li>• Are quiet and restful</li> </ul>
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**Relationships with families and supporting children’s individual needs**

*Educators must:*

- Provide a range of active and restful experiences and environments and support children to make appropriate decisions regarding participation. Educators will consider the activities that children have participated in at school
- Accommodate each child’s and family’s preferences, for rest, relaxation, clothing and, where necessary, sleep including cultural and religious preferences, to the extent they are consistent with this policy
- If families’ preferences requests cannot be accommodated, be sensitive and explain why not
- Work with children to develop their understanding of the benefits of rest and relaxation
- Encourage children to communicate their needs and to make appropriate decisions about these needs
- Encourage children to have input into the rules and routines that facilitate the rest and relaxation requirements of all children at the service
- Allow a child to sleep or rest for a reasonable period if a child is displaying signs of tiredness or if is appropriate to their developmental or health needs
- Support children who need rest and relaxation outside the designated rest time
- Communicate with families about their child’s rest routines
- Make a record if a child sleeps and provide this information to families
- Respect the privacy needs of each child during times when they are dressing, using the toilet facilities or for personal hygiene needs.

*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 *Rest, Relaxation, Sleep and Clothing Policy and Procedure*
- Should update educators on their child’s 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 resting, and where relevant sleeping, safely and according to the child’s individual needs.

**If a child needs to sleep at our service:**

- Provide a safe and quiet area to sleep
- The sleeping space must be light enough to allow supervision and for educators to properly conduct physical checks of the child
- Educators must always be actively supervising and able to see and hear the sleeping child
- Ensure the child's face is never covered when they are resting or asleep
- Conduct regular physical checks of the child 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

### *Beds, bedding and sleep equipment*

#### Use light bedding

- Do not use electric blankets, hot water bottles and wheat bags
- Ensure children's clothing is appropriate during rest and sleep times, without loose items that could become tangles and restrict breathing (such as scarves, hats, jewellery)
- The nominated supervisor will regularly inspect all furniture and equipment, 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
- Beds must be assembled according to manufacturers' instructions, and instructions for use should be easily accessible for staff
- Beds must be regularly checked for damage to safety latches and moving parts
- Mattresses must be firm and comply with the current and voluntary Australian and New Zealand Standard for mattresses (**AS/NZS 8811 1:2013**).
- 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
- Children must never be left to sleep in a bassinet (these are banned from our premises at all times), hammock, pram or stroller

### *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 not used by a child
- Clean beds, linen and mattress covers when they look dirty
- Implement the *Cleaning Procedure for Beds and Stretchers* to clean soiled beds, mattresses and bed linen.

### *Cleaning Procedure Beds and Stretchers*

- Wash beds and stretchers with detergent and warm water
- Wash sheets and mattress covers with detergent
- If poo/urine/vomit etc gets on the bed/stretcher/mattress/linen
  1. wash hands and put on gloves
  2. support the child to wash, if they need help
  3. remove gloves

4. support the child to get dressed, if they need help
5. ensure child washes their hands
6. educators wash hands
7. put on gloves
8. remove most of the soiling in the bed/stretchers 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 bed/stretchers and 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 bed/stretchers