

SLEEP AND REST POLICY

WHY?

Thrive Group Tasmania will ensure children's sleep and rest needs are provided for in a safe and supportive manner in each of their services.

WHO?

This policy applies to families, staff and Educators enrolled with, or working in the following Thrive Children's Services:

- Early Learning Services
- Outside School Hours Care Services
- Family Day Care Services

Thrive recognises that all the above services cater for varying age groups and as such, some parts of this policy will not apply to all services. Where possible, Thrive have prefaced the guidelines with the service to which they apply.

WHAT?

The Sleep and Rest Policy is based on recommendations from the National Authority, Red Nose (Formerly SIDS and KIDS).

Principles

Thrive also encourages the importance of the following principles:

- Respecting family beliefs and values regarding sleep practices
- Respecting children's age, development stages and individual needs
- Incorporating flexible sleep/rest routines and environments
- Minimising any stress or discomfort
- Recognising children's emotions, feelings and fears
- Disassociating rest and sleep practices from behaviour management strategies.

HOW?

Please refer to the Sleep and Rest Procedure (following this Policy).

WHEN?

Thrive Services will:

- Discuss children's sleep and rest needs with families prior to care commencement
- Implement Red Nose safe sleeping practices at all times with babies
- Respect the fact that some children will not require a rest or sleep at any time during the day while others may seek rest and relaxation throughout the day
- Maintaining a safe sleep environment at all times
- Ensure sleeping children remain within sight and/or hearing range at all times
- Regularly check on or monitor sleeping children.

Thrive will provide all employees covered by this Policy with the appropriate training, so they are made aware of their responsibilities and obligations.

Thrive retains the sole discretion to reasonably vary, terminate or replace this policy from time to time. Thrive will consult before any amendments are made and will notify and train those to whom the amendments apply.

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THRIVE GROUP TASMANIA POLICIES AND PROCEDURES Children's Services

All persons covered under the paragraph 'Who' who breach this policy may be subject to the appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (workers, other than employees and other persons in the workplace).

POLICY VERSION & REVISION INFORMATION:

Policy Authorised by: General Manager

Review Date/s:

Review Date: As required by the GM or as legislation changes

Original Issue: Jul19

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NOTE: The digital version of this document is the most current version. Printed versions cannot be relied upon for accuracy and are always superseded by a digital copy.

SLEEP AND REST PROCEDURE**HOW?****Rest/Sleeping Practices for Babies and Toddlers**

Applies to Early Learning Services and Family Day Care Services. The primary safe rest and sleeping practices are:

- Place babies on their back to sleep, not on their stomach or side
- Sleep babies with face uncovered
- Provide safe sleeping environment

Safe Cot – Use only cots that comply with the requirements of the Australian/New Zealand Standard 2172:03 Cots for household use safety requirements or Australian/New Zealand Standards AS/NZS 2195:1999 Folding Cots safety requirements for infants in care.

Visit the Australian Competition Consumer Commission: Product Safety Australia at www.productsafety.gov.au for more details.

Never use bean bags or water beds for sleeping babies or toddlers.

Safe Mattress - Ensure the mattress is firm, clean, flat and the right size for the cot.

Safe Bedding - Ensure there are not soft surfaces, bulky bedding or soft toys/bumpers in the cot.

Additional Considerations – If older babies (over six months) turn onto their side or stomach during sleep, then allow them to find their own sleeping position. Ensure babies are not prop fed in cots. Ensure any clothing which poses a risk is removed i.e. cords or hoods.

Rest/Sleeping Practices for Pre-School and School Aged Children

Applies to Long Day Care, Family Day Care and Outside School Hours Care.

- Offer child a quiet, safe and comfortable space to rest or sleep, taking into consideration their age, development and individual needs
- Do not prevent children from sleeping when they are tired and wanting to go to sleep
- Do not force children to rest if they do not need or wish to – offer them a quiet activity in a relaxed environment

Other Important Practices**Beds/Bedding**

Staff member/Educator to ensure they have an adequate number of cots, beds, stretchers, sleeping mats or other culturally appropriate forms of bedding.

Ensure there is adequate linen for each child. Linen is to be laundered after each use or each child's linen stored separately and hygienically.

Ensure sleep/rest areas are safe, comfortable, well ventilated and have clear exits for children in the event of an emergency.

Position cots away from windows, blinds or curtain cords and ensure they are free of any choking hazards.

Top bunks (Family Day Care specific) will only be accessed following a thorough risk assessment which takes into account the child's age, ability to access the bunk and previous experience and sleep patterns.

Monitoring/Supervision

All services are to ensure sleeping children remain within sight and/or hearing range at all times and are checked regularly. Thrive encourages Centre Based Services to develop a sleep register or child list for monitoring purposes. Sleep checks are to be conducted by physically entering the sleep environment and checking the child/rens breathing and the colour of their lips and skin tone.

Overnight Care – Family Day Care

Maintain a comfortable, safe, sleep environment that meets individual needs.

Ensure each child has his/her own bed/cot linen.

For children over six years of age, the sleep space is to be gender segregated unless the children are siblings and the families have been consulted about the sleep arrangements.

Top bunks will only be used following a risk assessment that considers the child's age, ability to access the bunk, previous experience and sleep patterns.

Develop a supervision plan, considering the age and emotional/health needs of the child/children.

Maintain all safety requirements, as for the provision of Family Day Care throughout the day.

Ensure own family routine/activities are consistent with your requirements for child care provisions.

Develop an emergency evacuation plan so that procedures are in place in case of fire or an intruder.

Overnight Care – School Holiday Care/Overnight Camps

School holiday care services may, at times, include overnight camping trips as part of the program. Sleeping arrangements in this instance will be inherently different and may involve children using sleeping bags on the floor in a large indoor space, or in tents outdoors. Such arrangements will be encouraged as part of the overall camping experience and will involve appropriate planning, management and supervision by staff.

Family Communication

Thrive will provide information to families about the sleep/rest practices, at the time of enrolment. Individual services will work closely with families, regarding children's individual sleep/rest needs and provide ongoing feedback.

Promotional/Education

Thrive will promote safe, supportive rest practices in accordance with National recognised experts such as Red Nose (Resources 1 – 2) to families/services and by facilitating training within the Thrive community.

These Procedures relate to legislation as detailed in the Sleep and Rest Policy.

BREACH OF THE PROCEDURE

Any breach of this procedure may result in disciplinary action including, but not limited to, termination of employment.

Thrive retains the sole discretion to reasonably vary, terminate or replace this procedure from time to time. Thrive will consult before any amendments are made and will notify and train those to whom the amendments apply.