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Introduction

Purpose

Effective sleep and rest strategies are important factors in ensuring a child feels secure and is safe in an educator's care service.

Lake Macquarie City Council and Lake Macquarie Family Day Care (FDC) and educators also have a duty of care to ensure;

- that the sleep and rest needs of children being educated and cared for are met, having regard for their ages, developmental stages and individual needs (*Regulation 84A*),
- infants and children are provided with a high level of safety when sleeping and resting (*Regulation 84B, 84C*), and
- every precaution is taken to protect them from harm and hazard (*Law 163*).

Approved providers are responsible for ensuring sleep and rest policies and procedures are in place, that address items determined by the regulatory authority, and are readily available.

Red Nose (formally Sids and Kids) is referred to as the recognised national authority on safe sleeping practices for infants and toddlers. Additional recommendations may be sourced from KidSafe, and ACCC regarding product safety.

Scope

All children have different sleep, rest and relaxation needs. This procedure provides guidelines for meeting national quality standards to:

- ensure children's comfort is provided for.
- ensure there are appropriate opportunities to meet each child's sleep, rest and relaxation needs.
- ensure the safety of environments and equipment used.
- provide positive sleep and rest time experiences for children.

Procedures

Item	Responsibilities	Support resource / documents
Awareness of safe sleep practices – induction, training and knowledge	<p>Service Management will:</p> <ol style="list-style-type: none"> 1. Obtain evidence of relevant training and/or professional learning to ensure educators are familiar with current recommendations for safe sleep practices, on registering an educator. 2. Provide information to Educators and families from time to time regarding safe sleeping based on current research and recommended evidence-based principles and guidelines. 3. Ensure a sleep and rest risk assessment (management plan) is conducted in respect of each FDC residence and approved venue; <ol style="list-style-type: none"> a. at least once every 12 months; and b. as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep or rest <p>(<i>Regulation 84C</i>)</p>	<p>ACECQA Safe sleep and rest practices</p> <p>Red Nose - safe sleeping</p> <p>Safe sleep practices in FDC – Red Nose</p>

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	<ol style="list-style-type: none"> 4. make any necessary updates to the sleep and rest Procedure as soon as practicable after completion of risk assessment identifies need for review of Procedure (Regulation 84C) <p>Educators will:</p> <ol style="list-style-type: none"> 5. Undertake relevant training and/or professional learning to ensure they are familiar with current recommendations for safe sleep practice according to the ages of children attending the educator FDC, as required by the service or when otherwise necessary 6. Complete a risk assessment (Management Plan) <ol style="list-style-type: none"> a. at least once every 12 months; and b. as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep or rest (Regulation 84C) c. refer to any relevant child medical condition/health care need plan when completing their sleep and rest plan 7. Follow Lake Macquarie FDC procedure relating to safe sleep 	<p>Safe Sleep Plan template – LMFDC forms</p>
<p>Suitable safe sleep and rest environments – location and arrangement of sleep and rest areas</p>	<p>Educators will:</p> <ol style="list-style-type: none"> 8. Designate a quiet place for rest and sleep that supports adequate supervision of both sleeping/resting children and children who may be involved in other activities 9. Ensure areas for sleep and rest are; <ol style="list-style-type: none"> a. smoke-free b. well ventilated c. maintained at a comfortable temperature d. have natural/adequate lighting that enables visual checks of children 10. Prevent animals from accessing areas where children sleep (to minimise allergy and suffocation risk) 11. Provide adequate cots/bedding to allow all children to have a rest as needed 12. Position cots/beds/stretchers to <ol style="list-style-type: none"> a. minimise risk of cross-infection b. prevent children becoming trapped c. prevent child access to potential hazards (eg, curtains, blind cords, electrical appliances, soft-toy mobiles) 	<p>safe environment – Red Nose</p> <p>Application education and care for more than 3 children under 2 – LMFDC form</p>

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<p>Appropriate equipment / furniture – suitability and safety of cots, bedding and equipment</p>	<p>Educators will:</p> <ol style="list-style-type: none"> 13. Ensure that bassinets are not on the approved FDC education and care premises at any time that children are being educated and cared for (<i>Regulation 84D</i>) 14. Provide and only use sleep equipment that is appropriate to child age – place children to sleep or rest in a culturally appropriate bed / mat / stretcher when they have the capacity to climb out of a cot, to avoid risk of falls 15. Only allow children to sleep in equipment designed for this purpose - not place a child in a beanbag or other furniture item containing polystyrene particles, or a stroller, for sleep 16. Confirm that all cots and sleep equipment comply with current mandatory Australian standards 17. Only use portacots/folding cots that feature the required safety and assembly messages 18. Use folding cots/portacots only for brief periods of sleeping or rest 19. Use all sleep furniture and equipment in accordance with manufacturer's instructions 20. Conduct regular checks to ensure equipment remains clean and in good repair at all times, and remove any equipment that is soiled or damaged 21. Use cots safely by checking at each use: <ul style="list-style-type: none"> - ensuring the mattress is firm and flat and fits the cot properly - if using a portacot, only use the mattress specifically designed for that cot - ensure any padding and cushioning material (if relevant) is sufficiently firm to prevent it moulding to a child's face - removing plastic packaging and ensuring water-proof mattress protectors are strong and tightly fitted - checking that cots are correctly assembled and any locking devices are fully engaged (particularly for porta-cots/folding cots) 22. Only use a bed with a child under 2 if the child is under constant visual supervision, or the child is prevented from falling from the bed by a barrier free from entrapment and suffocation hazards, and the bed is fitted with a firm mattress (i.e. not a water bed) 	<p>Cot to bed safety: when to move your child out of a cot</p> <p>Childrens portable folding cots - supplier guide (accg.gov.au)</p> <p>Folding cots Product Safety Australia</p> <p>Guide to cot safety - lakemac.com.au/fdcforms</p>
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	<p>23. Provide an individual bed or cot (not a portacot) appropriate to the child's age, for a child who requires an extended sleep (eg, in the evening) or remains in care overnight</p>	
Hygiene	<p>Educators will:</p> <p>24. Ensure all mattresses have a water-proof protector and can be cleaned readily</p> <p>25. Store each child's bed linen separately</p> <p>26. Ensure all mattresses, bedding and sleeping materials are clean and in good repair</p> <p>27. Ensure no child shares sleeping facilities at the same time</p> <p>28. Thoroughly clean sleep furniture and equipment, and launder bed linen, between uses by different children</p>	
Meeting children's needs	<p>Educators will:</p> <p>29. Provide opportunity for sleep, rest and relaxation away from the main activity occurring, for children who may need it, including for school-age children</p> <p>30. Make provision that children who do wish to sleep or rest are able to do so without being disrupted</p> <p>31. Encourage a planned rest period for 20-40 minutes in the day, and provide alternate quiet, calm activities if children do not need or wish to sleep or rest when other children do</p> <p>32. Look for and respond to children's cues indicating a need for sleep (eg, yawning, rubbing eyes, disengaging from activities, crying, decreased ability to regulate behaviour, seeking comfort from adults)</p> <p>33. Create a calm and relaxed atmosphere for sleep/rest, by playing quiet music, reading stories, reflecting cultural practices, and/or turning off the lights (while allowing visual checks)</p> <p>34. Avoid using settling and rest practices as a strategy for guiding behaviour</p>	
Putting children to sleep safely	<p>Educators will:</p> <p>33. Minimise the risk of sudden unexpected death in infants (SUDI) and other sleep related hazards, by:</p>	

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	<p>40. When providing evening, overnight or 24-hour care;</p> <ul style="list-style-type: none"> a. assess the specific sleep requirements of the child in consultation with the child's parent prior to the overnight care commencing b. obtain parent confirmation of evening/overnight care management plan in writing, and submit to the approved service prior to the care commencing c. visually check children frequently until the educator retires for the night d. ensure children are sleeping in areas close enough for the educator to be alerted if the child wakes e. not provide overnight care if the educator is taking any medication that may affect their ability to respond appropriately to children during the overnight care period 	
Communicating with families	<p>Educators will:</p> <p>41. Discuss each child's sleep patterns and rest needs and cultural preferences with parents before the child commences care, and on an ongoing basis, to promote a positive sleep/rest experience</p> <p>42. Show parents the cot /bed that their child will sleep in, and discuss who will supply and launder bed linen</p> <p>43. Respect and be sensitive to family beliefs and preferences for sleep and rest, while reminding families that they are only able to support practices that align with current recommended evidence-based guidelines:</p> <ul style="list-style-type: none"> - children can neither be forced to sleep nor prevented from sleeping - child safety is always the first priority - educators are not able to support practices requested by a family if they differ from current recommended evidence-based (Red Nose) guidelines and recommendations, except if there are exceptional circumstances that allow for alternate practices endorsed with written advice from the baby or child's medical practitioner - nothing can be placed around the neck of a sleeping child (eg, amber teething necklaces) <p>44. Consult with parents when completing evening/overnight care management plans</p> <p>45. Share and exchange information with families about their child's sleeping or rest time</p>	<p>Child information for educator – LMFDC form</p>
Child protection	<p>Educators will:</p> <p>46. Ensure only the registered educator attends to child sleep and rest needs</p>	

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	47. Support children to manage their sleep routines and personal care independently according to each child's skills and ability.	
Make and keep records	<p>Approved Service will:</p> <p>48. Keep a record of each sleep and rest risk assessment (safe sleep plan) made by educators</p> <p>Educators will:</p> <p>49. Maintain evidence that cots meet current Australian Standards, and conduct regular checks</p> <p>50. Document a risk assessment / plan for managing children's sleep and rest safely, and review this at least every 12 months AND as circumstances change</p> <p>51. Document the visual/physical checks of sleeping children noting the actual time of the check at the time of performing the check, and maintain this record with the child's individual file</p> <p>52. Document management plans for instances of evening/overnight care, and submit to the approved service prior</p>	<p>Safe Sleep Plan template – LMFD forms</p> <p>Sleep rest and communication record LMFD forms</p> <p>Overnight & 24-hour care arrangement for children – LMFD forms</p>

Review and evaluation

This procedure will be reviewed at least every 3 years, or as prompted by changes to applicable legislative requirements or quality recommendations by recognised authorities, or item identified in sleep and rest risk assessment warranting update.

Advice from Red Nose and ACECQA (Australian Children's Education and Care Authority) has been considered in developing this procedure.

Controlled Document Information

Authorisation Details

Folder No:	F2004/12276-005	TRIM Record No:	D11249259
Audience:	Departmental - Family Day Care - Staff Educators and Stakeholders		
Department:	Community Planning	Officer:	Service Manager Family Day Care - Kim Hartmann
Key focus area(s):	Ensuring children's needs for rest, sleep and relaxation are met appropriately		
Review Timeframe: Max < 4 years	3 years	Next Scheduled Review Date:	3 October 2026
Authorisation:	Acting Manager Community Partnerships - Stephen McAlister - 3 October 2023		
Authorisation Date:	3 October 2023		

Related Document Information, Standards & References

Related Legislation:	Education and Care Services National Law Education and Care Services National Regulations	Establish minimum standard for operating requirements of Education and Care Services
Related Policies:	(Policy Name)	(Relationship/Context)
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	FDC - Guide to cot safety – form FDC – Child information for educator form FDC – Safe sleep plan template FDC Sleep, rest and communication record FDC - Application for Education & Care of 3 or more children under 2 years – form FDC – overnight & 24-hour care arrangement for children	Support regular checks of equipment meeting Australian standards and safety considerations Form to capture information about the child, including sleep routines and practices, to discuss between educator and family Template to prompt essential safety considerations Tool for recording details of children's sleep routines, checks undertaken, and any communication between educators and families Tool to assess adequate facilities, equipment and capability to accommodate multiple young children in care Tool to plan for meeting child needs relevant to a non-standard hours session of care, including sleeping arrangements
Standards, COP's & Other References	(Standard, COP or Other References)	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
Nominated Supervisor	Authorised Supervisor of Lake Macquarie Family Day Care, Nominated Supervisor – responsible (along with the Approved Provider) for ensuring the scheme is following the Law and the Regulations, Certified Supervisor – a person with a supervisor certificate placed in day to day charge of an education and care service.
Educator means	a person actually involved in educating, minding or caring for children at his or her residence or venue and whose name appears on a current Lake Macquarie Family Day Care Register of Educators

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Parent	The parent of child registered for care with Lake Macquarie Family Day Care and includes: (a) guardian of the child, and (b) a person who has the custody of the child
Service	an education and care service operated by an educator whose name appears on a current register of educators for Lake Macquarie Family Day Care
Regulatory requirement	State and Federal government regulations that are relevant to the provision of Family Day Care services in NSW
The National Quality Framework	Includes: <ul style="list-style-type: none"> a national legislative framework that consists of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 a National Quality Standard an assessment and rating system a Regulatory Authority in each State and Territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard. The Australian Children's Education and Care Quality Authority (ACECQA)
Work Health and Safety	Includes: Work Health and Safety Act 2011 No 10 Work Health & Safety Regulations 2011
Bassinet (taken from Sleep and rest legislative requirements ACECQA)	There is no definition of a bassinet under the National Quality Framework. The common design and characteristics of a bassinet may include, but are not necessarily limited to: <ul style="list-style-type: none"> - Size – smaller than a cot - Shape – may be basket-like, oval or shaped like a regular cot - Structure – may have handles, foldable or fixed legs or castors or ability to glide or rock - Portability – easy to carry or move and may be attached on a frame or a pram - Purpose – specifically intended for infants under 4-6 months old (before they show signs of rolling) and may be a stand-alone items, or an accessory (eg, as a fitting on a pram) <p>Many terms can be used to describe bassinets that may include, but is not limited to:</p> <ul style="list-style-type: none"> - Moses basket - Co-sleeper - Bassinette - Cradle - Bedside sleeper - Carry cot - Bassinet fitting (on a pram) - Portable bassinet

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Family Day Care Staff Educators and Stakeholders
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Version History

Version No	Date Changed	Modified By	Details and Comments
1	11/01/2018	J. Morgan	First version
2	18/02/2021	K Hartmann	<p>Re-formatted to clearly differentiate Service and Educator responsibilities, and address different aspects of sleep and rest practices.</p> <p>Updated with current quality practice guidelines from the Australian Children's Education and Care Quality Authority (ACECQA), including additional guidance on</p> <ul style="list-style-type: none"> - Inability to endorse parent requests that are in conflict with evidence-based recommendations - Supervision - Responding to children's cues <p>Checked resource links, and added additional support resource links.</p>
3	22/1/2023	Kim Hartmann	<p>Inserted relevant equipment safety guidance information from the 'Child safety procedure', to address all sleep practices in the single document. Aligned sections and applicable information with the Safe Sleep Plan.</p> <p>Checked resource links, and inserted links to relevant FDC forms to support practice.</p>
4	28/09/2023	Kim Hartmann	<p>Added reference in purpose of obligation to ensure child needs for sleep and rest are met (<i>now under Regulation 84A, 84B</i>).</p> <p>Added practice of obtaining evidence of educator having relevant training in safe sleep.</p> <p>Added new requirement to conduct sleep and rest risk assessment and keep record of these (<i>new Regulation 84C</i>)</p> <p>Added new requirement to update Procedure if risk assessment identifies need for review (<i>new Regulation 84C</i>)</p> <p>Added new obligation to ensure bassinets are not on the FDC premises (<i>Regulation 84D</i>)</p> <p>Specified use of portacots for brief periods of use, + added additional guidance for use + added link to ACCC product safety guides.</p> <p>Definition of 'bassinet' added.</p> <p>Added responsibility to refer to any relevant child medical condition/health care need plan when conducting risk assessment/management plan.</p> <p>Inserted reference to discussing cultural preferences for sleep and rest with families.</p> <p>Modified review period to acknowledge update prompted by risk assessment.</p> <p>Amendments to process/procedure item descriptors to reflect items required to be addressed under new regulation (1 October 2023).</p> <p>Safe Sleep plan template updated to align with Procedure changes, and refer to checking child Medication/Health Care Need Plans.</p>