



Policy No: 027/1/2023

## Safe Sleep and Rest Procedure

**Custodian:** Management  
Committee

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**Version No:** 1

**Approved By:**

Amelia Thiele

Chairperson

On behalf of the Management  
Committee.

**Approval Date:** 13/12/23

**Next Review Date:** 13/12/26

**Supersedes:** Safe Sleep and  
Rest Policy Version 2

### 1 Overview

C.a.F.E. Enfield Children's Centre is required to follow the Department for Education's [safe sleeping and resting for infants and young children procedure](#) (department procedure) which aims to ensure appropriate opportunities are provided to meet each child's need for sleep, rest and relaxation.

Our Centre's Safe Sleep and Rest Procedure must be read alongside the department procedure. Together, these procedures address the requirements in regulation 168 of the National Regulations for education and care services to have sleep and rest procedures in place for children.

A copy of this procedure and the department procedure will be kept in the policy folder near the front office and will be available on our website.

### 2 Scope:

This procedure applies to:  
Approved Provider (*note that this service has 2 -Department for Education & the Management Committee*)

Nominated supervisor

Responsible Person on Duty

Educators

Students &Volunteers

Families & Children

### 3 Supporting Documents:

[Safe infant sleeping standards policy directive \(SA Health\)](#)

[Dental Care Policy](#)

[Supervision of children policy](#)

[DfE Procedure –Safe sleeping and resting for infants and young children](#)

[Mattress, Cot & Linen Cleaning Procedure template for sleep and rest risk assessment.](#)

## 4 Procedures:

The risk of *Sudden and Unexpected Death in Infancy (SUDI)* including SIDS (*Sudden Infant Death Syndrome*) will be minimised by following practices and guidelines recommended by Red Nose Safe Sleeping Program. Current and consistent safe sleeping information will be displayed throughout the service, and provided to families and caregivers of all babies.

The following procedures address matters required under regulations 84B and 84C of the National Regulations. An extract of those regulations is at Appendix A

### How children will be protected from risks

National Regulations to address in this section include:

- 84B(a) – how children will be protected from risks identified in a risk assessment
- 84B(f) – how sleep and rest practices are consistent with current health guidelines on best practices to ensure safety of children during sleep and rest
- 84C – requirements for risk assessment

To protect children from risks during sleep and rest, educators will follow the 'safe sleep and rest practices' outlined in the department procedure.

To ensure educators are aware of and follow the safe sleep and rest practices:

- the site leader will ensure that the department's safe sleep practices are incorporated in induction and training for educators, including for casual and relief staff
- the site leader will ensure that educators engage in refresher training every year, which will cover safe sleep and rest practices and risk assessment requirements

For sleeping infants, educators will protect infants against overheating by ensuring cots are made-up to comply with Red Nose safe sleeping guidelines:

- infants' face and head are uncovered
- infants are placed on their back to sleep with their feet at the bottom of the cot so they cannot slip under the covers
  - Encourage the use of sleeping bags for infants. If they have fitted neck and armholes there is no risk of the infant's face being covered.
- infants are dressed according to whether it is summer or winter, whether there is heating or cooling, and where the infant is sleeping
  - Bed linens will be firmly tucked under the mattress to reduce the risk of an infant covering their face.
  - Educators will give bottle-fed children their bottle **before** going to bed. In line with the Centre's [dental care policy](#), children will not be put in cots with bottles.

### Risk assessment

A Risk assessment will be undertaken in accordance with the department procedure, which addresses requirements under regulation 84C of the National Regulations.

Risk assessments will be conducted using the [template for sleep and rest risk assessment](#).

Site leaders will ensure that, as soon as practicable after a risk assessment is completed, any necessary updates to this procedure will be made.

A copy of all completed risk assessments will be kept by the service.

### Meeting sleep and rest needs

National Regulations to address in this section include:

- 84B(b) – meeting sleep and rest needs
- 84B(d) – how requests from families and cultural preferences are considered
- 84B(h) – location and arrangement of sleep and rest areas

To ensure children’s individual sleep and rest needs are met, educators will:

- Create a relaxing atmosphere for resting children by playing relaxation music, reading stories, turning off lights, ensuring a comfortable temperature in the room, and that children are comfortably and appropriately clothed.
- Set up sleep areas that are away from the main play areas within the room.
- Remember that children do not need to be “patted” to sleep. Educators will sit near resting children and support them to relax and listen to music or stories.
- Encourage children to rest their bodies and minds for 20-30 minutes. If children are still awake after this time, they will be provided quiet activities for the duration of rest time.
- Discuss the individual sleep routines and times with parents/caregivers and endeavour to follow these (provided they align with Red Nose safe sleep practices).
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### Meeting health care needs

National Regulations to address in this section include:

- 84B(c) – how health care needs of individual children are met
- 84B(d) – how requests from families and cultural preferences are considered

To ensure children’s health care needs are met:

- (as required by the department procedure) educators will ensure that, for a child who has a medical condition or additional needs which relates to their sleep or rest, a health care plan authorised by a medical practitioner is in place which outlines the safest sleep and rest practices to be implemented
- families will be asked to provide information about their child’s health care needs through questions in enrolment documents and during the orientation process.

- Together with families, educators will develop a safety risk management plan based on the health support agreement, to identify any potential risks factors for the child, and determine whether higher supervision levels and checks may be required.

## Partnership with families

National Regulations to address in this section include:

- 84B(d) – how requests from families and cultural preferences are considered
- 84B(m) – communication of the sleep and rest policies and procedures to a parent

The Centre cannot deviate from current recommended safe sleeping practices due to the higher risk of Sudden Infant Death Incidents (SUDI) associated with different practices.

To implement the procedures for facilitating ‘a collaborative partnership with families’ and for addressing ‘requests to vary sleep practices’, as set out in the department procedure:

- Upon enrolment, educators will inform families of the Centre’s sleep and rest procedures and will discuss information about safe sleep recommendations.
- the Centre’s sleep and rest procedures will be made available to families in hard copy / on the service’s website
- during orientation visits, educators will consult with families about their child’s sleep & rest needs. Educators will be respectful of family preferences ( where possible/ practical) and sensitive to each child’s needs so that sleep & rest times are a positive experience.
- Families will be informed that children will neither be forced to sleep nor prevented from sleeping (eg deliberately kept awake by educators)
- educators will make a record of any parent communication concerning requests to vary sleep practices, and decisions made in relation to such requests
- site leaders will ensure that educators have appropriate safe sleep training to support them when addressing families’ requests which are contrary to the safe sleep guidance
- In circumstances where it is considered that a family may not understand the risks associated with sleeping environments, educators may refer the family to other services for further advice & support.

To implement the department’s procedures for ‘promoting and modelling safe infant care practices’:

- the site leader will ensure safe sleeping information is displayed and available for families..

## Supervision and monitoring

National Regulations to address in this section include:

- 84B(e) – supervision and monitoring, including method and frequency of checking, and documentation of sleep and rest periods
- 84B(j) – management of potential hazards in sleep and rest areas and on a child during sleep and rest periods

To ensure all children are appropriately supervised and monitored, educators will follow the ‘supervision and monitoring’ procedures in the department procedure.

To implement the department procedure, educators will:

- record children’s sleep times and rest patterns daily for families. (In the Yitpi Tarnanthi Room this is done in the child’s communication book. In the Karra Room this is on the room daily record sheet).
- physically check children in cots at 10 minute intervals to assess the child’s:
  - breathing
  - skin & lip colour.
  - sleeping position
  - head and face, ensuring they remain uncovered
- record the time & initial on the chart outside the cot room each time they check.
- Cot rooms also have operational video cameras linked to a monitor in the main room to further support educators in recognising when children have woken up). These cameras do not replace the need for physical checks.
- ensure that playing children are supervised in close proximity to sleeping children to allow supervision of both groups
- ensure that the physical environment facilitates effective supervision (ie windows not blocked and adequate space to move around to physically check on individual children)

## Sleep and rest environment

National Regulations to address in this section include:

- 84B(h) – location and arrangement of sleep and rest areas
- 84B(i) – safety and suitability of cots, bedding and bedding equipment
- 84B(k) – physical safety and suitability of environment, including temperature, lighting and ventilation

To ensure all children are provided with a safe sleep and rest environment, educators will follow the ‘providing a safe sleeping environment’ procedures in the department procedure.

To implement the department procedures:

- the site leader will ensure that requirements for ensuring a safe sleep and rest environment are incorporated into induction and training for educators
- educators will use a safe sleep environment checklist to ensure that:
  - there is adequate lighting of sleep and rest areas to enable effective supervision
  - sleep and rest areas are well ventilated
  - there is an unobstructed gap between cots and beds to allow free movement by an educator and to ensure children cannot physically disturb one another while sleeping and resting

- cots and beds are positioned away from heaters to avoid overheating
- cots and beds are kept away from hanging cords, mobiles, electrical appliances and curtains

## Sleep and rest equipment

National Regulations to address in this section include:

- 84B(h) – location and arrangement of sleep and rest areas
- 84B(i) – safety and suitability of cots, bedding and bedding equipment

To ensure all children are provided with safe sleep and rest equipment:

The Nominated Supervisor will ensure:

- there are adequate numbers of cots and bedding available to children that meet Australian Standards. (AS/NZS 2172)
- periodic work health and safety checks are undertaken of the physical environment, furniture and resources of the service

Educators will ensure:

- beds/mattresses are clean and in good repair. Beds and mattresses will be wiped over with warm water and detergent & air dried whenever bedding is changed.
- bed linen is clean and in good repair. Bed linen is for use by an individual child and will be washed before use by another child.
- if using a safe sleeping bag, it is the correct size for the infant with a fitted neck, arm holes (or sleeves), and no hood, so that the infant cannot slip inside the bag and become completely covered
- they consult with families to assess which sleep surface (cot or mattress) is appropriate for the child, by taking into account the child's age, development (ie the ability for the child to climb over the sides of a cot), the family's views and practices at home.

## Prams, pushers and bassinets

From 1 October 2023, the National Regulations prohibit the presence of bassinets on education and care services' premises.

As required by the department procedure, all staff will ensure that prams, pushers, bouncinettes and rockers are not used unsupervised, and are not used as a sleeping environment for children.

The presence of bassinets at the service is prohibited under the National Regulations. All staff will ensure that bassinets are not present at the service for any purpose.

## Wraps, slings and carriers

This content is only relevant to infants and should be deleted if your service does not care for infants.

National Regulations to address in this section include:

- 84B(d) – requests from families about a child's sleep and rest and cultural preferences
  - 84B(m) – communication of sleep and rest policies and procedures to a parent

Educators will follow the 'wrapping infants' and 'baby slings and carriers' procedures in the department procedure, which require educators to follow best practice recommendations.

To ensure compliance with those procedures:

- the site leader will ensure that best practice recommendations for wrapping infants, and use of baby slings and carriers, are incorporated into induction and training for educators
- prior to using wraps, slings or carriers, educators will discuss relevant risks with the family
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### Reviewing sleep and rest practices

National Regulations to address in this section include:

- 84B(f) – how sleep and rest practices are consistent with current health guidelines on best practices to ensure safety of children during sleep and rest
- 84B(g) – the induction, training and knowledge of educators in relation to best practices for children's sleep and rest

To ensure sleep and rest practices of the service remain current and implement best practices:

- the site leader will ensure sleep practices and environments are reviewed annually with educators and any changes to procedures are discussed at a team meeting

### Training and induction for educators

National Regulations to address in this section include:

- 84B(f) – how sleep and rest practices are consistent with current health guidelines on best practices to ensure safety of children during sleep and rest
- 84B(g) – the induction, training and knowledge of educators in relation to best practices for children's sleep and rest

To ensure best practices and recommendations for safe sleep and rest are met, the nominated supervisor will ensure:

- that training and induction for educators (including casual and relief staff) covers the requirements in the department procedure and the procedures in this document and will use relevant tools for ensuring compliance
- that training and induction for educators addresses knowledge and understanding of risks of sudden infant death syndrome (SIDS) and safe sleep & rest.

## 6 Related Legislation and Regulations

South Australian Education and Early Childhood Services (Registration and Standards) Act 2011

Australia Consumer Law 2011-Australian Competition and Consumer Commission  
Education and Care Services National Law

Education and Care Services National Regulations (see Appendix A for more detail)



## 7 Definitions of Terms:

Term	Meaning
ACECQA	Australian Children’s Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children
DfE	Department for Education
Infant	A young child between the ages of birth and 12 months.
SUDI	Sudden and Unexpected Death in infancy. A broad term used to describe the sudden and unexpected death of a baby for which the cause is not immediately obvious
SIDS	Sudden Infant Death Syndrome (SIDS is a subset of SUDI). The sudden and unexpected death of an infant under one year of age with an onset of a fatal episode occurring during sleep, that remains unexplained after a thorough investigation, including performance of a complete autopsy and review of the circumstances of death and the clinical history
Rest	A period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep.

## 8 References:

Guide to the National Quality Standard ACECQA ,2020

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

Safe Infant sleeping Standards policy directive (SA Health) 2018

Red Nose) Safe Sleeping Kit

ACECQA Sleep & rest legislative requirements, accessed online 1/8/23 at url:

<https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices>

ACECQA –sleep and rest for children policy guidelines, accessed online 1/8/23 at url: [https://www.acecqa.gov.au/sites/default/files/2023-](https://www.acecqa.gov.au/sites/default/files/2023-07/PolicyGuidelines_Sleep%26RestForChildren_July.pdf)

[07/PolicyGuidelines\\_Sleep%26RestForChildren\\_July.pdf](https://www.acecqa.gov.au/sites/default/files/2023-07/PolicyGuidelines_Sleep%26RestForChildren_July.pdf)



## 9 Reviewing Strategy and History:

This procedure will be reviewed every 3 years to ensure compliance. This procedure must be reviewed in conjunction with Department for Education Procedure – Safe sleeping and resting for infants and young children

<b>Version No.</b>	<b>Reviewed By</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Review Notes</b>
1	Staff Management Committee	Amelia Thiele Chairperson	13/12/23	New Procedure (replaces Safe Sleep & Rest Policy) reflects legislative amendments introduced by the Education and Care Services National Further Amendment Regulations 2023, which commenced on 1 October 2023, regarding matters that must be addressed in sleep and rest policies and procedures and matters that must be considered in risk assessments

### **84B Sleep and rest policies and procedures**

The sleep and rest policies and procedures required under regulation 168(2)(a)(v) must address—

- (a) how children will be protected from any risks identified in a risk assessment conducted under regulation 84C
- (b) how the sleep and rest needs of children being educated and cared for by the service are met, including how the ages, developmental stages and the sleep and rest needs of individual children are considered
- (c) how the health care needs of individual children being educated and cared for by the service are met
- (d) how requests from families about a child's sleep and rest and cultural preferences are considered
- (e) supervision and monitoring during sleep and rest periods, including –
  - (i) the method and frequency of checking the safety, health and wellbeing of children during sleep and rest; and
  - (ii) the documentation of sleep and rest periods
- (f) how the sleep and rest practices at the service are consistent with any current health guidelines on the best practices to adopt to ensure the safety of children during sleep and rest
- (g) the induction, training and knowledge of staff who educate and care for children at the service in relation to best practices for children's sleep and rest
- (h) the location and arrangement of sleep and rest areas at the service and how this meets the sleep and rest needs of children being educated and cared for by the service
- (i) safety and suitability of cots, bedding and bedding equipment, having regard to the ages and developmental stages of children who will use the cots, bedding and bedding equipment
- (j) management of potential hazards –
  - (i) in sleep and rest areas; and
  - (ii) on a child during sleep and rest periods
- (k) management of physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation)
- (l) communication of the sleep and rest policies and procedures to a parent.

### **84C Risk assessment for purposes of sleep and rest policies and procedures**

- (1) The approved provider of an education and care service must ensure that a sleep and rest risk assessment is conducted in accordance with this regulation—
- (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 and rest.
- Penalty: \$2200.

Note - A compliance direction may be issued for failure to comply with subregulation (1).

- (2) a risk assessment must consider the following:
- (a) the number, ages and developmental stages of children being educated and cared for
    - 
    - (i) by the education and care service; or
    - (ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
  - (b) the sleep and rest needs of children being cared for (including health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest) –
    - (i) by the education and care service; or
    - (ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
  - (c) the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods
  - (d) the level of knowledge and training of staff supervising children during sleep and rest periods
  - (e) the location of sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas
    - (i) at the education and care service; or
    - (ii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
  - (f) the safety and suitability of any cots, beds and bedding equipment, having regard to the ages and developmental stages of children who will use the cots, bed and bedding equipment
  - (g) any potential hazards
    - (i) in sleep and rest areas; or
    - (i) on a child during sleep and rest periods;
  - (h) the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation) –
    - (ii) at the education and care service; or
    - (iii) in the case of a family day care service, at each family day care residence or approved family day care venue of the service;
  - (i) in the case of a family day care service that provides overnight care to a child, any risks that the overnight care provided at the family day care residence or approved family day care venue of the service may pose to the safety, health or wellbeing of the child.
- (3) As soon as practicable after conducting a risk assessment under this regulation, the approved provider of an education and care service must make any necessary updates to the sleep and rest policies and procedures.
- (4) The approved provider must keep a record of each risk assessment conducted under this regulation.