

Sleep and Rest

1. Overview

1.1. Purpose

Effective sleep and rest strategies are important factors in ensuring a child feels secure and safe at the Service. Adequate planning and training are required to ensure that team members support effective individual rest and sleep strategies where needed.

1.2. Scope

All Junior Adventures Group (JAG) People are required to comply with the provisions set out in this policy, their contract of employment and all other relevant policies, procedures and legislation.

1.3. Legislative Requirements

Under the *Education and Care Services National Regulations*, JAG is required to have policies and procedures in place to ensure the health, safety and wellbeing of the children in care.

2. Policy Statement

JAG is committed to ensuring safe and effective sleep and rest practices. JAG recognises the importance of having effective sleep and rest strategies to meet the needs of children attending the Service.

3. Principles

3.1. Duty of Care

Team Members have a duty of care to ensure the safety and wellbeing of children attending the Service. Effective sleep and rest strategies are important for ensuring a child feels secure and safe at the Service. Each service will incorporate sleep and rest practices, including a high level of safety for children resting or sleeping to keep them safe from harm.

3.2. Promotion of Rest and Sleep

We actively promote the importance of rest and sleep at the Service and home. Service Leaders will keep up to date with sleep and rest best practice guidelines, share this knowledge with JAG People and apply contemporary knowledge to their practice. Information about rest and sleep will be available for children and families.

3.3. Supervision

Every reasonable step will be taken to ensure that children resting or sleeping will feel safe and secure. They will be provided with a space that keeps them safe from other activities occurring at the Service and free from harm or hazard.

This will be done in coordination with other JAG People to ensure that all children at the Service have their needs met.

Children sleeping or resting will be routinely monitored for signs of illness, and families will be contacted when necessary.

3.4. Service Planning

Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns, which Service Leader and educators need to consider when planning activities and spaces.

Cushions, other soft furnishings and comfort items create an optimal sleep and rest environment. These items will be available at all times to easily access when needed.

Team Members will have clear guidelines to ensure children who choose to participate in restful activities or sleep have their needs met. Where excessive sleep or rest is observed, this will be monitored, and Service Leaders will be notified to determine appropriate steps to support the child's wellbeing.

The Service will ensure that children who do not wish to sleep or rest are provided with an alternative activity.

3.5. Safe Sleeping

JAG People will ensure to supervise children while they rest or sleep to ensure that blankets, pillows or other items do not cover a child's face while sleeping. All team members will have had training on safe sleep practices and apply this in the Service setting, encouraging children to rest and sleep in a safe position.

3.6. Parents and Guardians

We will work in partnership with parents and guardians to promote healthy sleeping and resting habits.

Parents and guardians are responsible for advising the Service of any rest and sleep needs, including strategies to make them feel comfortable and safe.

Parents and guardians will be informed of their child's resting or sleeping upon collection of the child.

3.7. Sleep and Rest Risk Assessment

To ensure that our Services meet the needs of the children that we care for, Junior Adventures Group has conducted a Risk Assessment to ensure that the Policies and Procedures are informed and fit for purpose. This Risk Assessment can be found in Appendix 1.

3.8. Record Keeping and Regulatory Compliance

On-site safety audits, incidents and complaints will be documented. This will allow us to track issues and enable changes in practice to be considered and implemented to maximise safety.

Sleep & Rest Policies, Procedures and Guidelines have been developed in line with mitigation strategies identified in the Approved Provider's sleep and rest risk assessment. If requested, A copy of this risk assessment is available from the Quality Service Development team.

3.9. Child Safety

As part of our quality and safeguarding, we are committed to monitoring and providing relevant information to parents and other stakeholders where sleep and rest patterns may raise concerns about a child's overall health and wellbeing.

Children’s health, wellbeing and safety is priority within our Service. We safeguard children through our procedures and practices. Policies and practices reflect the relevant legislation, including the National Principles for Child Safe Organisations. JAG provides policies and procedures to equip JAG people with the knowledge, skills, and awareness to keep children safe. Service Practices are continuously reviewed and improved to ensure current legislation is in effect throughout the business. As part of our procedures, communication with families must be upheld to ensure they can be informed and involved in the event of an incident.

4. Key Terms

Term	Definition
JAG People	Any adult that governs, manages, conducts work for or provides activities to JAG in a paid or unpaid activity spanning all levels of the organisational structure
Service Leader	Anyone who oversees the Service in one of the following roles: 1. The Approved Provider; if the approved provider is an individual, in other cases, a person with management or control of the Service 2. The Nominated Supervisor of the Service 3. A Responsible Person who has been placed in day-to-day charge of the Service in the absence of the Nominated Supervisor.
Team Members	JAG People who work directly with children
Safe Sleep	A safe sleep environment means that all potential dangers have been removed and the child is sleeping in a safe place.

5. References

Education and Care Services National Law and Regulations
Guide to National Laws and Regulations
Children Education and Care Services National Law Act 2010
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards for Early Childhood Education and Care and School Care
Australian Children’s Education and Care Quality Authority
Red Nose (Formerly SIDS)
Regulation 81 – Sleep and rest
Regulation 84C - Risk assessment for purposes of sleep and rest policies and procedures
Regulation 87 – Incident, injury, trauma and illness record
Regulation 136 – First aid qualifications
Regulation 137 – Approval of qualifications
Regulation 145 – Staff record
Regulation 146 – Nominated supervisor
Regulation 147 – Staff members
Regulation 161 – Authorisations to be kept in enrolment record
Regulation 168 – Education and care Service must have policies and procedures
Regulation 170 – Policies and procedures to be followed
Regulation 171 – Policies and procedures to be kept available
Regulation 172 – Notification of change to policies or procedures
Regulation 245 – Person to hold approved first aid qualification
Related Policies
Safeguarding Children and Young People
Risk Management

Service Delivery Governance and Management
Related Procedures
01P001 Programming Guidelines
02P006 Health and Hygiene Procedures
Other
Quality Area 2, 3 & 5: Standards 2.1, 3.1, 3.2, 5.1
OCG Guide to Child Safe Standards-- https://ocg.nsw.gov.au/child-safe-scheme
CCYP Child safe Standards - https://ccyp.vic.gov.au/child-safe-standards/
National Principles for Child Safe Organisations - https://chilsafe.humanrights.gov.au/national-principles
Red Nose - https://rednose.org.au/

6. Appendix

6.1. Sleep and Rest Risk Assessment

Sleep and Rest Risk Assessment			
Name of Assessor:	Joelyn Abacan Luna	Role:	Quality Assurance Officer
Date Completed:	1/10/23	Review Date:	12 months
To be used for:	The purpose of Sleep and Rest Policy development and Risk Assessment for Service Delivery.	Who	Junior Adventures Group (JAG) and the following providers: <ul style="list-style-type: none"> • OSHClub Pty Ltd, • Helping Hands Network Pty Ltd, • Helping Hands Network Foundation Ltd • Primary OSHCare Pty Ltd
Regulation:	84C Risk assessment for purposes of sleep and rest policies and procedures		

Hazard Identified	Potential risks	Risk rating	Control measures in place to minimise risk	Who	When
Communication with Families	<ul style="list-style-type: none"> • Children requiring sleep not communicated • Length of Sleep 	Low	Parents and guardians are responsible for advising Services of any sleep or rest needs, including strategies to make the child feel comfortable or safe. Our enrolment form and record allows parents and guardians to document this information. Services endeavour to ensure that the needs of all children are met, including those who may require sleep or rest, and those who may experience discomfort in certain sleep conditions.	All JAG people	As Required

Hazard Identified	Potential risks	Risk rating	Control measures in place to minimise risk	Who	When
			<p>Upon collection, Parents and Guardians will be informed of their child's resting or sleeping, as deemed necessary or requested by the family.</p> <p>Where excessive sleep or rest is observed, this will be monitored, and families contacted to determine appropriate steps to support the child's wellbeing.</p>		
Challenges to Supervision	<ul style="list-style-type: none"> Child Safety/Protection Inappropriate Behaviours Disturbance/Misuse of Rest Area 	High	<p>JAG People will ensure to supervise children while they rest or sleep to ensure that blankets, pillows or other items do not cover a child's face while sleeping.</p> <p>When children are resting or sleeping, Service Team Members must ensure that children are protected from harm and hazard. Children must be closely monitored throughout sleep and rest.</p>	All JAG people	At all times
Age Range of Children	<ul style="list-style-type: none"> Children attending the service who are pre-school aged, requiring sleep 	Low	<p>Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns. There is no requirement for sleep and rest within the school aged group of children, however, Services will consider the wellbeing of children during their session and offer sleep and rest where necessary. A designated sleep and rest area will remain accessible at the service for children who would like to utilize it.</p> <p>During Holiday Program, children may be more incline to take sleep and rest breaks due to the longer session time, Services will consider and provide adequate rest breaks and opportunities for children to sleep/rest if tired.</p>	All JAG people	As required

Hazard Identified	Potential risks	Risk rating	Control measures in place to minimise risk	Who	When
<p>Sleep as an indicator of neglect or illness</p>	<ul style="list-style-type: none"> • Patterns indicating poor sleep • Illness 	<p>Medium</p>	<p>It is recognized that lethargic behaviours and excessive need of sleep & rest can be identified as possible signs of sickness or neglect. Children sleeping or resting will be routinely monitored for signs of illness, and families will be contacted when necessary.</p> <ul style="list-style-type: none"> • In the instances that illness is suspected, Service will implement the incident management and health and hygiene procedures to ensure safety and wellbeing of the child and other children. • In the instance of suspected neglect (lack of sleeping), the Service team members will support the family in understanding the importance of adequate sleep and rest. <i>(The instance must be documented to ensure that any patterns are identified. Where a risk to the child or a pattern is identified, or unsure, the team member should seek guidance from their line manager)</i> 	<p>All JAG people</p>	<p>As required</p>
<p>Inadequate Provisions / Space for Sleep</p>	<ul style="list-style-type: none"> • Overheating • Suffocation • Activities held nearby prohibiting sleep conditions • Supervision barriers 	<p>Medium</p>	<p>Every reasonable step will be taken to ensure that children resting or sleeping will feel safe and secure. They will be provided with a space that keeps them safe from other activities occurring at the Service and free from harm or hazard.</p> <p>Services will ensure that children in the designated sleep and rest area are supervised while in the area, and during their sleep or rest, they are closely monitored for safety and security purposes.</p> <p>Educators will supervise children while they rest or sleep to ensure that blankets, pillows or other items do not cover a child's face or harm the child.</p>	<p>All JAG people</p>	<p>As required</p>

Hazard Identified	Potential risks	Risk rating	Control measures in place to minimise risk	Who	When
			Service Leaders will allocate an area in the service for sleep and rest. Where the area is unable to be used for it's purpose, an alternative area must be provided for the children.		

Comments:

The scope of Children that we provide our services to ranges from Below-School Age (in certain services) to Year 6, due to this, there is limited requirement for sleep and rest to be programmed into the sessions, except in circumstances where the individual child requests it. Due to this, Services will ensure they follow the provisions set out in the Policy, ensuring there is space and opportunities for sleep and rest, available for children.

Mitigation Steps and Guidance has been set out in the Policy to ensure team members are aware of their role in facilitating sleep and rest for children and young people.

This risk assessment is in addition to support the Sleep and Rest element captured in the service specific risk management plan. Please refer to the Service's SRMP for details.

Risk Assessment completed by:

Joelyn Abacan Luna

Quality Assurance Officer

JOELYN ABACAN LUNA

01/10/2023

Full Name	Position	Signature	Date
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Risk Assessment approved by:

Vanessa Hextall

Persons management Control



01/10/2023

Full Name	Position	Signature	Date
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<i>Version</i>	3.2
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