

DOCUMENTATION CONTROL RECORD

Document Title	SPK Relaxation & Sleep Policy April 2016, Endorsed.docx
NQF Requirement	Best Practice – Quality Area 2
Document Owner	Vice President
Approved by Committee of Management	10 May 2016
Scheduled for Review	2019 (3 Yearly cycle)

PURPOSE

This policy will provide clear guidelines for the implementation of safe relaxation and sleep practices that meet the individual needs of children attending Summerhill Park Kindergarten.

POLICY STATEMENT

1. VALUES

Summerhill Park Kindergarten is committed to:

- providing a positive and nurturing environment for all children attending the service
- recognising that children have different requirements for relaxation and sleep, and being responsive to those needs to ensure that children feel safe and secure at the service
- consulting with parents/guardians about their child's individual relaxation and sleep requirements/practices, as required
- Its duty of care (refer to *Definitions*) to all children at Summerhill Park Kindergarten, and ensuring that adequate supervision (refer to *Definitions*) is maintained while children are sleeping, resting or relaxing
- complying with all legislative requirements, standards and current best practices., including recommendations by Kidsafe (refer to *Sources*).

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Summerhill Park Kindergarten.

3. BACKGROUND AND LEGISLATION

Background

The early years of life are a peak period for growth and development, and quality sleep is essential during this period. Early childhood educators can support parents to establish and maintain good sleep habits in children through the environment provided for sleep and rest.

The *Early Years Learning Framework (EYLF)* and the *Victorian Early Years Learning and Development Framework (VEYLDF)* include a focus on social, emotional, spiritual and physical wellbeing and health. Development Outcome 3 in both framework documents refers to a child's ability to take increasing responsibility for their own wellbeing. One of the indicators for this capacity is that children "recognise and communicate their bodily needs (for example thirst, hunger, rest, comfort, physical activity)". The EYLF suggests that to promote this, educators should:

- consider the pace of the day within the context of the community

- provide a range of active and restful experiences throughout the day, and support children to make appropriate decisions regarding participation.

Employers have a responsibility under the *Occupational Health and Safety Act* to provide a safe and healthy working environment. This duty extends to others present in the workplace, including children and volunteers. Providing a safe environment for children at the service includes complying with current Australian/New Zealand standards in relation to equipment, such as mattresses (refer to *Sources*).

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Australian Consumer Law and Fair Trading Act 2012*
- *Australian Consumer Law and Fair Trading Regulations 2012*
- *Education and Care Services National Law Act 2010*: Section 167
- *Education and Care Services National Regulations 2011*: Regulation 81
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
 - Standard 2.1: Each child's health needs are supported
 - Element 2.1.2: Each child's comfort is provided for and there are appropriate opportunities to meet each child's needs for sleep, rest and relaxation
- *Occupational Health and Safety Act 2004*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Adequate supervision: (In relation to this policy) **supervision** entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Relaxation/rest: A period of inactivity, solitude, calmness or tranquillity.

5. SOURCES AND RELATED POLICIES

Sources

- *Belonging, Being & Becoming – The Early Years Learning Framework for Australia* (EYLF): <http://education.gov.au/early-years-learning-framework>
- *Grow and Thrive, Sleep*, volume 2 number 1, February 2013, Centre for Community Child Health: <http://www.rch.org.au/ccch/growthrive/archives/>
- Kidsafe Fact Sheets at: www.kidsafevic.com.au/resources
 - *Ages and Stages* fact sheet series ('Sleeping' section)
- Product safety: a guide for businesses and legal practitioners: www.consumer.vic.gov.au/businesses/fair-trading/product-safety
- WorkSafe Victoria, *Children's services – occupational health and safety compliance kit*: <http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/childrens-services-occupational-health-and-safety-compliance-kit>
- *Victorian Early Years Learning and Development Framework* (VEYLDF): <http://www.education.vic.gov.au/childhood/providers/edcare/pages/veyladf.aspx>

Service policies

- *Child Safe Environment Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Interactions with Children Policy*
- *Occupational Health and Safety Policy*
- *Supervision of Children Policy*

PROCEDURES

The Approved Provider is responsible for:

- taking reasonable steps to ensure the sleep/rest needs of children at the service are met, with regard to the age of children, developmental stages and individual needs (Regulation 81(1))
- Consulting with parents/guardians about appropriate relaxation and sleep practices for their child, as required
- protecting children from hazards and harm (Section 167)
- consulting with staff in relation to OHS issues when purchasing new equipment for the service
- ensuring compliance with the recommendations of Kidsafe in relation to safe sleeping practices for children (refer to *Sources*)
- ensuring adequate supervision of children at the service at all times, including during relaxation and sleep
- ensuring that rooms used for sleep and relaxation are well ventilated
- ensuring that there is adequate space to store bedding in a hygienic manner (refer to *Hygiene Policy*).

The Nominated Supervisor is responsible for:

- taking reasonable steps to ensure the sleep/rest needs of children at the service are met with regard to the age of children, developmental stages and individual needs (Regulation 81(2))
- ensuring the educational program provides opportunities for each child to sleep, rest or engage in appropriate quiet play activities, as required
- protecting children from hazards and harm (Section 167)
- informing the Approved Provider, as soon as is practicable, of any hazards identified in the child's resting or sleeping environment
- ensuring all staff and educators comply with the recommendations of Kidsafe in relation to safe sleeping practices for children (refer to *Sources*)

- ensuring adequate supervision of children at the service at all times, including during relaxation and sleep
- storing items such as bedding in a hygienic manner to prevent cross-contamination (refer to *Hygiene Policy*).

Certified Supervisors, educators and other staff are responsible for:

- providing each child with appropriate opportunities for relaxation and sleep according to their needs
- complying with the recommendations of Kidsafe in relation to safe sleeping practices for children (refer to *Sources*)
- providing input in relation to OHS issues when new equipment is purchased for the service
- developing relaxation and sleep practices that are responsive to:
 - the individual needs of children at the service
 - parenting beliefs, values, practices and requirements
 - the length of time each child spends at the service
 - circumstance or events occurring at a child's home
 - a child's general health and wellbeing
 - the physical environment, including room temperature, lighting, airflow and noise levels
- minimising distress or discomfort for the children in their care
- ensuring that resting and sleeping practices are not used as a behaviour guidance strategy (refer to *Interactions with Children Policy*)
- providing a range of opportunities for relaxation throughout the day
- conducting regular safety checks of equipment used for sleeping/resting, such as mattresses
- informing the Nominated Supervisor or Approved Provider, as soon as is practicable, of any hazards identified in the child's resting or sleeping environment
- ensuring that any hanging cords, mobiles, curtains and blinds are inaccessible to children who are resting or sleeping
- providing adequate supervision (refer to *Definitions*) of all children, including during sleep, rest and relaxation
- supervising children displaying symptoms of illness closely, especially when resting or sleeping (refer to *Incident, Injury, Trauma and Illness Policy*)
- ensuring that artificial heating, such as heat bags and hot-water bottles, is not used to provide warmth
- ensuring that each child has their own bed linen, and that the *Hygiene Policy* and procedures are implemented for the cleaning and storage of cots, mattresses and linen
- liaising with families about the service's relaxation and sleep practices as required
- encouraging children's independence, and assisting children with dressing as needed.

Parents/guardians are responsible for:

- discussing any concerns they have with regard to their child's relaxation and sleep requirements and practices at the service
- letting an educator know if the child requires special items while resting or sleeping e.g. a comforter or soft toy

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness

- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

Nil

AUTHORISATION

This policy was adopted by the Approved Provider of Summerhill Park Kindergarten on 10 May 2016.

REVIEW DATE: 2019

DOCUMENT HISTORY

Version	Date	By	Reason for change
0.1	2014	ELAA	Initial Draft – ELAA template 2016
1.0	2016	Claire Varro (Assistant Treasurer)	Initial adoption of the policy
1.1	May 2016	Vice President	Updated header and review dates