Cheltenham Community Centre Early Learning Childcare

E19. Relaxation and Sleep

1. Policy

1.1 Purpose

This policy provides clear guidelines for implementing safe relaxation and sleep practices tailored to the individual needs of children attending CCC Early Learning Childcare Centre.

1.2 CCC Early Learning Childcare Centre is committed to:

- Providing a safe, positive, and nurturing environment for relaxation and sleep.
- Recognizing and responding to individual relaxation and sleep needs in consultation with parents/guardians.
- Ensuring practices align with family values, cultural beliefs, and current evidence-based recommendations.
- Maintaining adequate supervision of sleeping, resting, and relaxing children.
- Complying with legislative requirements, standards, and best practices, including recommendations from **Red Nose Australia**.
- Providing staff with training and up-to-date information about safe sleep practices.
- Conducting annual safety checks of sleep-related equipment to ensure compliance with Australian Standards.

1.3 This policy applies to the Approved Provider, persons with management or Control, Nominated Supervisor, Persons in day-to-day Charge, Early Childhood Educators, staff, and parents/guardians who wish to enroll or have already enrolled at CCC Early Learning Childcare Centre.

1.4 In order to assess whether the values and purposes of this policy have been achieved, we will:

- Welcome feedback from everyone affected by this policy regarding its effectiveness
- Monitor the implementations, 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, and
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

2. Procedure

2.1 Preparation of Rest Areas

- Cots and bedding equipment must comply with current **Australian Standards**.
- Mattresses must fit snugly in the cot with no more than a 20mm gap between the mattress sides and ends.

- Rest areas must be free from potential hazards, including cords, strings, heaters, and electrical appliances.
- Bedding must be appropriate for the climate, with reference to **Red Nose** guidelines for safe bedding and room temperature.
- Cots must be prepared as follows:
  - Bottom sheets firmly tucked in.
  - Covering sheets and blankets tucked in securely to prevent the child from pulling them over their head.
  - No use of doonas, pillows, lambswool, thick quilts, bumpers, or soft toys.
  - Mattresses must remain flat, not elevated or tilted.

2.2 **Use of Sleeping Bags**

- Sleeping bags must:
  - Prevent the child from slipping inside and becoming covered.
  - Have a fitted neck and armholes without a hood.
  - Be paired with appropriate clothing for the climate. If additional warmth is needed, use a lightweight blanket securely tucked in to prevent it from covering the child's head.
- Sleeping bags must not be used outside of cots.

2.3 **Child Transition to Rest Time**

- Wash each child's face and hands before rest time.
- Remove excess clothing (e.g., hooded clothing), jewellery, bibs, and shoes.
- Ensure clothing is suitable for the room temperature and season.
- Maintain visual and auditory supervision of all sleeping and resting children.
- Ensure rest areas are well-ventilated.
- Place infants on their backs for sleep to reduce the risk of SIDS. If a family requests an alternate sleep position, require a letter from a medical practitioner outlining the medical necessity.

2.4 **Sleep and Rest Monitoring**

- Children must not sleep in capsules, prams, rockers, bassinets or bouncers. Transfer sleeping children to a cot immediately.
- Regularly check sleeping children for:
  - Rising and falling of their chest or back.
  - Skin color and general wellbeing.
- 5-minute sleep checks are recorded on Xplor after a physical check of the child during rest periods to ensure consistency and accountability.

2.5 **Annual Equipment Checks**

- Conduct an annual assessment of all sleep-related equipment, including cots, mattresses, and bedding, to ensure compliance with Australian Standards and identify any risks to children's safety, health, or wellbeing during sleep and rest. Document inspection results and rectify any issues immediately.
- Replace equipment that does not meet safety standards or shows signs of wear and tear.

3. LEGISLATION AND STANDARDS

3.1 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
- Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010)
- Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety

- Requirements (AS/NZS 2130:1998)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004
- Regulation 81 of the Education and Care Services National Regulations (2012) requires educators to take reasonable steps to ensure the sleep and rest needs of children are met, considering their age, developmental stages, and individual needs.

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

- Victorian Legislation – Victorian Law Today
- Commonwealth Legislation - Federal Register of Legislation

4. DEFINITIONS

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4.1 **Red Nose:** (formerly SIDS and Kids), the recognised national authority on safe sleeping practices for infants and children (refer to Sources)

4.2 **Relaxation:** Relaxation or other activity for bringing about a feeling of calm in your body and mind

4.3 **Rest:** A period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep.

4.4 **SIDS (Sudden Infant Death Syndrome):** 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.

4.5 **SUDI (Sudden and Unexplained Death in Infancy:** A broad term used to describe the sudden and unexplained death of a baby for which the cause is not immediately obvious.

5. SOURCES

5.1

- Australian Children's Education & Care Quality Authority (ACECQA) , Safe sleep and rest practices
- Australian Competition & Consumer Commission (2016), Consumer product safety – a guide for businesses & legal practitioners
- Belonging, Being & Becoming – The Early Years Learning Framework for Australia (EYLF)
- Current Australian/New Zealand Standards for cots is available on the SAI Global
- Red Nose
- Victorian Early Years Learning and Development Framework (VEYLDF)
- WorkSafe Victoria, Children's services – occupational health and safety compliance kit
- ACECQA – Sleep and risk assessment template
- ACECQA – Risk Assessment and Management Tool
- Kids Safe Australia

5.2 **RELATED POLICIES**

- Child Safe Environment
- Incident, Injury, Trauma and Illness
- Interactions with Children
- Occupational Health and Safety

- Supervision of Children
- Child safe and Wellbeing
- Emergency and Evacuation

Revision History

Date	Revision	Revised by
12/04/2024	Created	Huan-Ming Cholinski
14/12/2024	Reviewed and updated	Leanne Lee-Ack
29/08/2025	Reviewed and updated	Leanne Lee-Ack