



## RELAXATION AND SLEEP POLICY

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Best Practice – Quality Area 2

### AUTHORISATION

This policy was adopted by the Approved Provider of Holy Trinity Kindergarten on 13/03/14.

Review date: **March 2017**

### PURPOSE

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

### POLICY STATEMENT

#### VALUES

Holy Trinity Kindergarten is committed to:

- Providing a positive and nurturing environment for all children attending HTK.
- 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 HTK.
- Consulting with parents/guardians about their child's individual relaxation and sleep requirements/practices, and ensuring practices at HTK are responsive to the values and cultural beliefs of each family.
- Our duty of care (refer to *Definitions*) to all children at Holy Trinity 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 practice, including recommendations by SIDS and Kids and Kidsafe (refer to *Sources*).

#### 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 Holy Trinity Kindergarten.

### BACKGROUND AND LEGISLATION

#### Background

Sleep and rest are vital to children's healthy development. "Children who get enough sleep are more engaged and less prone to behavioral problems and moodiness. Sleep also promotes alertness, memory and performance... Effective rest and sleep strategies are important to ensure that children feel secure and safe, and ECEC settings have a duty of care to ensure that all children are provided with a high level of safety and comfort when resting or sleeping and to maintain adequate supervision" (*Childcare and Children's Health*, vol 14, no 2, June 2011 – refer to *Sources*).

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 2004* 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 HTK 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*
- 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*: 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*
- *Reference should also be given to known public safety finding (e.g. Coroners Court) or guidance material from independent authorities or statutory bodies e.g.: Australian Competition Consumer Commission, Worksafe.*

### 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 HTK, 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 HTK. 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.

**SIDS (Sudden Infant Death Syndrome):** The unexpected and unexplained death of an infant, usually occurring during sleep.

**SIDS and Kids:** The National SIDS Council of Australia, dedicated to eliminating SIDS and providing support for bereaved families. SIDS and Kids is considered to be the national authority on safe sleeping practices for infants and children. A branch of SIDS and Kids is located in each state and territory, and can provide resources and assistance (refer to *Sources*).

## SOURCES

- Australian/New Zealand Standards: (at the time of printing) the current relevant standards are: *Childcare and Children's Health*, vol 14, no 2, June 2011, Sleep and Oral Health. Publication of the Centre for Community Child Health:  
[www.rch.org.au/emplibrary/ccch/CCH\\_Vol\\_14\\_No\\_2\\_Sleep\\_and\\_Oral\\_Health.pdf](http://www.rch.org.au/emplibrary/ccch/CCH_Vol_14_No_2_Sleep_and_Oral_Health.pdf)
- *Belonging, Being & Becoming – The Early Years Learning Framework for Australia* (EYLF):  
[www.deewr.gov.au/EarlyChildhood/Policy\\_Agenda/Quality/Pages/EarlyYearsLearningFramework.aspx#key documents](http://www.deewr.gov.au/EarlyChildhood/Policy_Agenda/Quality/Pages/EarlyYearsLearningFramework.aspx#key documents)
- Kidsafe Fact Sheets at [www.kidsafevic.com.au/resources](http://www.kidsafevic.com.au/resources):
  - *Safe Sleeping for Infants*
  - *Ages and Stages* fact sheet series ('Sleeping' section)
- SIDS and Kids, Safe Sleeping Program: [www.sidsandkidsvic.org/safe-sleeping-education](http://www.sidsandkidsvic.org/safe-sleeping-education)
- Product safety: a guide for businesses and legal practitioners:  
[www.consumer.vic.gov.au/businesses/fair-trading/product-safety](http://www.consumer.vic.gov.au/businesses/fair-trading/product-safety)
- WorkSafe Victoria, *Children's services – occupational health and safety compliance kit*:  
[www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/childrens-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):  
[www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/learning/veyldframework.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/learning/veyldframework.pdf)

## RELATED POLICIES AND PROCEDURES

- *PROC39*      *Relaxation and Sleep Procedure*
- *PO15*        *Child Safe Environment Policy*
- *PO31*        *Hygiene and Toileting Policy*
- *PO5*         *Incident, Injury, Trauma and Illness Policy*
- *PO11*        *Interactions with Children Policy*
- *PO33*        *Occupational Health and Safety Policy*



- PO18      *Supervision of Children Policy*

## **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 HTK's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.
- Formal review as per policy and procedures review schedule.

## **ATTACHMENTS**

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