



The Hutchins School: Children's Services

CS-129: Sleep, Rest and Relaxation Policy

Key Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 2.1.2: <i>Each child's comfort is provided for, and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation.</i>
Commencement Date	1/09/2010
Last Review Date	19/02/2014

1. Purpose

The purpose of this policy is to ensure that The Hutchins School's Children's Services provide for children's sleep, rest and relaxation needs in a supportive, positive manner, in keeping with relevant legislation.

2. Scope

This policy applies to The Hutchins School: Children's Services.

3. Objectives

The objective of this policy is to inform and determine action taken toward the provision of sleep and rest times and facilities for the children in our care.

4. Definitions

The Hutchins School: Children's Services	A term used to denote The Hutchins School: Outside School Hours Care & Kindergarden (collectively).
OSHC	The Hutchins School: Outside School Hours Care
Kindergarten	The Hutchins School: Kindergarden (including Pre-Kinder)
Rest	In the context of this policy, "rest" is defined as "a period of inactivity, solitude, calmness or tranquillity", and may or may not include a child being in a state of sleep.

5. Policy Information

Effective rest and sleep strategies are important factors in ensuring that a child feels safe and secure at the Hutchins School kindergarden and OSHC. This Sleep and Rest Policy has been developed based upon the recommendations from the recognised National Authority 'SIDS & Kids', and through the consultation of other relevant best-practice authorities.

- The service consults with families about their child's individual needs, and is aware of the different values and parenting beliefs, cultural or otherwise, that are associated with rest.



The Hutchins School: Children's Services

CS-129: Sleep, Rest and Relaxation Policy

- We will provide information from relevant authorities to parents at all times, ensuring that the school community is well-informed of current safe-sleeping practices, including those practices stated in this policy.
- Hutchins kindergarten and Hutchins OSHC have a duty of care to ensure that all children are provided with a high level of safety when resting or sleeping while in care.
- In meeting the school's duty of care, it is a requirement that management and staff implement and adhere to the service's Rest and Sleep Policy.

Strategies and Practices

The primary safe resting and sleeping practices for children in care at this service are:

- All children will be encouraged to lie on their back to rest when first being settled. If a child turns to their stomach or side during sleep, they are permitted to find their own sleeping position;
- All children will rest with their faces uncovered at all times. Staff have a duty of care to ensure that this is upheld;
- Children's rest environments are smoke-free zones, in keeping with the school's policy on such matters;
- The rest environment, equipment and materials are kept safe and free from hazards, according to Occupational Health and Safety guidelines laid out in the school's policies;
- Staff will monitor resting children at regular intervals, and supervise the rest environment in accordance with the National Quality Standards;
- Quiet experiences will be offered to children who do not fall asleep;
- The Hutchins School kindergarten and OSHC provide designated rest areas in a quiet section of the school environment; and
- Quiet, solitary play experiences are provided for those children who request or require time away from their peers.

These practices are relevant even for school-aged children. All children enjoying rest or sleep should be monitored at regular intervals, regardless of their age. For details regarding rest or sleep for sick or unwell children, refer to the First Aid Policy.



The Hutchins School: Children's Services

CS-129: Sleep, Rest and Relaxation Policy

Protective Behaviours and Practices

- All children who are resting will be supervised by staff.
- Students, volunteers and visitors will not be left unsupervised during children's rest times.
- All children who have fallen asleep while in our care will be monitored regularly, with specific attention paid to breathing patterns and sleep safety.
- The supervision of sleeping children involves a regular check of the rest environment every 10-15 minutes. Staff are required to ensure the following:
 - a) Children are lying comfortably in a safe sleeping position;*
 - b) Children have a comfortable breathing rate;*
 - c) Bed linen, where used, leaves each child's face uncovered; and*
 - d) The safe-sleep environment is maintained at all times.*

Settling Children for Rest

Staff of The Hutchins School Kindergarten and OSHC are required to settle children in accordance with current best practice, being mindful of parental requests for rest and sleep times. Techniques and strategies for settling a child for rest should take into consideration the:

- Individual needs of the child or group of children;
- Parenting beliefs and values regarding sleep;
- Professional philosophy, knowledge and experience of staff;
- Frequency of days that the child attends care;
- Circumstances or events happening outside the School environment;
- Consistency of practices between home and care;
- Child's general health and wellbeing; and
- Status or condition of the rest environment.

Note: There is no definitively recognised authority for settling practices for resting children. There are, however, generally accepted best practice standards. When considering standards for settling children, staff should take into consideration the need to:

- Accommodate the individual needs of the children
- Maintain health and safety practices;
- Minimise any stress or discomfort;
- Acknowledge children's emotions, feelings and fears; and
- Avoid associating settling and resting practices with behaviour management strategies.



The Hutchins School: Children's Services

CS-129: Sleep, Rest and Relaxation Policy

Safety in the Rest Environment

The staff of The Hutchins School: Children's Services follow guidelines designed to ensure a safe and happy environment for the children in our care. Maintenance and safety of equipment is part of our duty of care also. With this in mind, staff are required to conduct regular safety checks of the resting environment and any associated equipment. Any hazards are to be reported via the School's hazard report system, and in accordance with Work Health and Safety Guidelines. These checks are to be conducted on a consistent basis, in accordance with the National Quality Standards.

6. Supporting Procedures / Guidelines

[CSF-102: Comprehensive Checklist](#)

7. Legislative Documentation and Standards

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

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 need for sleep, rest and relaxation.*

Belonging, Being and Becoming: The Early Years Learning Framework, Canberra, ACT, 2009.

My Time, Our Place: The Framework for School Age Care in Australia.

Education and Care Services National Law Act 2010.

Education and Care Services National Regulations 2011: Regulation 99; 168, 168(2)(h).

8. Referenced External Documentation

American Academy of Pediatrics (AAP). *A Child Care Provider's Guide to Safe Sleep (2008).*

American Academy of Pediatrics (AAP). *A Parents' Guide to Safe Sleep (2008).*

Frith, J., Kambouris, N., & O'Grady, O. (2003). *Health & safety in children's centres: Model policies and practices* (2nd ed.).

NSW: School of Public Health and Community Medicine, University of New South Wales.

Kennedy, A. & Stonehouse, A. *Shared Visions for Outside School Hours Care*. Melbourne: Newton Press, 2004.



The Hutchins School: Children's Services

CS-129: Sleep, Rest and Relaxation Policy

Thomas, D. (2005). Safe Sleeping Practices for Infants. *Putting Children First*. Issue 15 (2005): National Childcare Accreditation Council Inc.

Parenting SA & Centre for Parenting. *Parent Easy Guide: Sleep (0-6 years)* (2007).

9. Record Keeping

This policy is to be kept for two (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.

10. Policy Owner

The Hutchins School Headmaster

11. Policy Review Details

Date

Changes made under review

19/02/2014 Policy placed in new (2013) template. Minor changes made to terms contained within the document to preserve continuity with the NQF and EYLF (e.g. "staff" becomes "educators" and so on). No major changes to procedures.