

## POLICY

### POLICY 9: SLEEP, REST AND BEDDING

#### OVERARCHING PERSPECTIVE:

**Perspective:** Quality Services  
**Policy:** Service and Programs

#### POLICY:

Our Village Family Childcare Service is committed to ensuring that children will have the appropriate amount of sleep and rest during the day to support each individual's growth and development. Providing safe and hygienic cots, beds and bedding for children in care and a suitable sleeping/resting environment is therefore important.

The service has adopted the Sudden Infant Death Syndrome (SIDS) recommendations in relation to sleeping procedures for babies and toddlers.

In accordance with the Education & Care Services National Regulations 2011, Part 4.2 Children's Health & Safety, Regulation No. 81, a Family Day Care Educator must take reasonable steps to ensure that the need for sleep and rest of children being educated and cared for, by the Educator, as part of the service are met, having regard to the ages, development and individual needs of the children.

#### SCOPE:

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of Our Village Family Childcare Service.

#### RATIONALE:

To ensure that children in care are provided with opportunities to sleep and/or rest and that when doing so they are in a safe and hygienic environment.

#### PROCESS:

- The service and Educators will source cots, beds and mattresses that meet the Australian and New Zealand Standards (refer also to Policy 15: Equipment).
- Cots will meet the mandatory Australian Standard, including:
  - The space between bars (50-85mm)
  - The distance between the base and top of the cot (at least 600mm)
  - The space between the mattress and the sides and ends of the cot (no more than 25mm).
- Locking devices and stability need to be checked when portable cots are in use.
- When a baby is sleeping in a pram (e.g., during outings) Educators must ensure that:
  - a five point harness is in use
  - the frame of the pram is securely locked in place and is stable
  - brakes are engaged and secure
  - gaps which could trap a child's head, fingers, arms or legs are not present
- Each child in care will have his/her own bed linen. Laundering will take place at least on a weekly basis.
- There must be one cot, bed or mattress for each child that is age and culturally appropriate.

- The area set up for sleeping and rest should be calm, free of noisy disruptions and the Educator must remain within hearing range (and where appropriate, in sight of) the sleeping or resting child.
- Babies/children must not be put to bed with bottles.
- Babies are placed to bed on his/her back
- Babies are positioned with his/her feet at the end of the cot to help prevent the baby sliding under the covers
- Babies head is to remain uncovered whilst baby is sleeping
- Mattresses should be firm.
- Pillows, doona covers, cot bumpers and cot restraints should not be used.
- Waterbeds or beanbags are not used for a baby to sleep in.
- Cots are to be placed in a safe place away from:
  - Dangling cords or strings from such things as electrical appliances and blind cords
  - Heaters, power sockets or other electrical appliances
  - Windows
- When using a portable cot the Educator will follow the manufacturer's instructions on the cot.
- Plastic wrapping is to be removed from any new mattress prior to use.

**PRAMS ARE NOT A SUBSTITUE FOR A BED/COT OR MATTRESS. CHILDREN SHOULD NOT PURPOSELY BE PUT TO SLEEP IN A PRAM.**

**DEFINITIONS:**

**REFERENCES:**

Education and Care Services National Regulations, 2011 . Regulation 168

**RELATED DOCUMENTS:**


Occupational Health and Safety Policy - 28

Equipment Policy - 15

Dealing with Infectious Diseases Policy - 24

(SCH) Duty of Care Policy

*This box to be completed after final draft has been approved.*

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<b>Owner:</b>	Manager, Family Day Care	<b>Signed in accordance with Deed of Delegation:</b> <div style="text-align: right;">1/12/2016</div>  X Marcus Bosch General Manager, Child, Youth & Family Services Signed by: Marcus Bosch	