



### POLICY STATEMENT

The United Nations Convention on the Rights of the Child states that “all children have the right to relax and play” (My Time, Our Place: Framework for School Age Care in Australia, p. 4). Our service will cater for the needs of individual children and young people who may require a rest, or even a sleep, whilst at OSHC.

### BACKGROUND

We are advocates for children and young people and we have a strong commitment to child safety and establishing and maintaining a child safe environment. Children’s safety and wellbeing are paramount at OSHC. Mawson Lakes School OSHC embeds the National Principles for Child Safe Organisations and promotes a culture of safety & wellbeing to minimise the risk of harm to children whilst promoting children’s sense of security and belonging.

### LEGISLATIVE REQUIREMENTS

Regulation	Description	Implementation
<b>82</b>	Tobacco, drug, and alcohol-free environment	The implementation of our policy is communicated to all stakeholders and the service will act if the policy is violated. Providing training to educators, monitoring the environment daily for discarded cigarette butts and other dangerous objects.
<b>84(a)</b>	Reasonable steps taken to meet needs for sleep and rest of children being cared for	Steps are taken to ensure that the needs for sleep and rest of children being cared for by the service are met, having regard to the ages, developmental stages, and individual needs of the children.
<b>84(b)</b>	The sleep and rest policies and procedures required under regulation	The required sleep and rest policies and procedures are implemented and adhered to. These are available on the school’s website.
<b>84(c)</b>	Ensure that a sleep and rest risk assessment is conducted	The service has conducted a risk assessment that meets the relevant laws and regulations. This risk assessment will be reviewed annually, or earlier if deemed necessary.
<b>84(d)</b>	Prohibition of bassinets	This is not applicable to our service.
<b>103</b>	Premises, furniture, and equipment to be safe, clean and in good repair	Completing daily environment safety checklist and inspections of each area. The use of our cleaning and toy checklists ensure equipment and resources are kept clean. This assists in identifying and addressing any potential hazards. If a hazard is identified a Hazard Report Form will be filled out and appropriate action will be taken to eliminate the hazard.
<b>105</b>	Furniture, materials, and equipment	It is ensured that furniture, materials, and equipment are appropriate for primary aged children and young people. Two daily inspections are conducted through our Environment Safety Checklist, to identify and address any potential hazards. If any hazards are identified, a hazard report must be made, and action must be taken to remove the hazard immediately. It is either fixed immediately or if

		unrepairable it will be thrown out and replaced. Educators teach and practice how to use equipment safely.
<b>110</b>	Ventilation and natural light	It is ensured that all indoor spaces that are used by children at OSHC, are well ventilated, and have adequate natural light and are maintained at a safe temperature to ensure the wellbeing of children.
<b>115</b>	Premise designed to facilitate supervision	Our OSHC is purpose built to cater for the large number of children who enter our service daily. Open floor plans, open veranda between rooms, and glass doors are utilised. These features allow educators to see all children at all times being a large open space with no walls or areas blocking the view of educators. This helps to ensure the safety and well-being of children and young people are met.
<b>168</b>	Education and care services must have policies.	There are multiple policies in place to provide a child safe environment. These are shown in related policies table below.
<b>170</b>	Policies and procedures to be followed	Policies and procedures at the service are followed through a combination of training, supervision, and monitoring. Action is taken if any policies are breached.
<b>171</b>	Policies and procedures to be available	Policies and procedures are kept available to all educators and families and are located in the OSHC office cupboard and are available online on the school website.
<b>172</b>	Notification of change to policies or procedures	Appropriate authorities and governing bodies are notified of any change to policies and procedures.
<b>176</b>	Time to notify certain information to Regulatory Authority	A notice must be provided within 7 days of the relevant event or within 7 days of the approved provider becoming aware of the relevant information.

## RELATED POLICIES

<ul style="list-style-type: none"> <li>• Child safe environment policy</li> <li>• Dealing with Children with Medical Conditions in Children Policy &amp; Procedure</li> <li>• Dealing with Infectious Diseases Policy &amp; Procedure</li> <li>• Incident, Injury, Trauma &amp; Illness Policy &amp; Procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency &amp; Evacuation Policy &amp; Procedure</li> <li>• Interactions with Children Policy &amp; Procedure</li> <li>• Interactions with Children, Families and Staff Policy Nutrition, Food &amp; Beverages, Dietary Requirements Policy &amp; Procedure</li> <li>• Staffing Policy &amp; Procedure</li> <li>• The Administration of First Aid Policy and Procedure</li> </ul>
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## POLICY

### PURPOSE

The Education and Care Services National Regulations requires approved providers and nominated supervisors to ensure their services have policies and procedures in place for children's sleep and rest having regard to the ages, developmental stages, and individual needs of the children. We ensure that all children have appropriate opportunities to rest and relax in accordance with their individual needs whilst attending the service. Our duty of care, to ensure we respect and cater for each child's specific needs and provide an environment that takes every reasonable precaution from harm and hazard.

## SCOPE

This policy applies to the approved provider, nominated supervisor, educators, children, volunteers, and visitors of the OSHC.

## IMPLEMENTATION

Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns that Nominated Supervisors and Educators need to consider at OSHC. As per Standard 2.1 (Element 2.1.1) of the National Quality Standard, each child's comfort must be provided for and there must be appropriate opportunities to meet each child's sleep, rest and relaxation needs. (ACECQA)

Our OSHC defines 'rest' as a period of inactivity, solitude, calmness, or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of a child's day, we feel that it is important for children and young people to participate in a quiet environment or have a rest period after school if required, to rest, relax and recharge their body. We will consult with families about their child's individual needs, ensuring they are aware of the different values and parenting beliefs, cultural or opinions associated with rest requirements.

## KEY TERMS

Key Term	Meaning
<b>ACECQA</b>	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.
<b>Adequate supervision</b>	Adequate supervision means: <ul style="list-style-type: none"><li>• That an educator can respond immediately, particularly when a child is distressed or in a hazardous situation.</li><li>• Knowing where children are at all times and monitoring their activities actively and diligently</li></ul>
<b>Continuous supervision</b>	Ensure an educator is in sight and hearing of a sleeping child at all times- representing best practice (Red Nose)
<b>Rest</b>	A period of inactivity solitude, calmness or tranquillity and can include a child being in a state of sleep.
<b>Relaxation</b>	Relaxation or other activity for bringing about a feeling of calm in your body and mind.
<b>Red Nose</b>	Red Nose is Australia's leading authority on safe sleep and safe pregnancy advice.

Definitions sourced from

ACECQA. (2021). Policy and procedure guidelines. Providing a Child Safe Environment.

Government of South Australia. (2022). Human Services. Creating a child safe environment policy.

## SLEEP AND REST SPECIFIC RISK ASSESSMENT

The approved provider, in conjunction with OSHC educators, conduct comprehensive risk assessments in order to identify any potential risk/s or hazards and ensure the safety of all children during sleep and rest.

The risk assessments are reviewed annually or after being aware of an incident or circumstance where the health, safety or wellbeing of children may be compromised during sleep or rest. All risk assessments are regularly assessed and evaluated as to facilitate continuous improvement at OSHC. If a risk concerning a child's safety during sleep and rest is identified during the risk assessment, the approved provider must update the 'Sleep and Rest' Policy and procedure as soon as possible. The risk assessment is stored safely and securely and kept for a period of 3 years.

Our risk assessment considers and includes the following information:

- The number, age, developmental stages, and individual needs of children
- The sleep and rest needs of individual children being educated and cared for (including specific health care needs)
- The suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods
- The level of knowledge and training of staff supervising children during sleep and rest periods
- The location of sleep and rest areas
- Any potential hazards
  - in sleep and rest areas
  - on a child during sleep and rest periods (such as, clothing)
- The physical safety and suitability of sleep and rest environments (including temperature, lighting, and ventilation)

(ACECQA 2023)

Roles	Responsibilities
<p><b>Approved Provider/Director</b></p>	<ul style="list-style-type: none"> <li>• Conduct a sleep and rest specific risk assessment at least annually to ensure all potential hazards are controlled in sleep or rest areas in line with Red Nose and ACECQA guidelines</li> <li>• Take reasonable steps to ensure that children’s needs are being met by giving them the opportunity to rest, having regard to the ages, developmental stages, and individual needs of each child</li> <li>• Ensure the area for sleep and rest is well ventilated and has natural lighting</li> <li>• Ensure educators provide safe and adequate supervision when children rest their bodies</li> <li>• Provide information to educators and staff about evidence based safe sleep practices as recommended by Red Nose (although school aged children are not considered high risk, these practices should be known by all educators)</li> <li>• Ensure children who are sleeping or resting are closely monitored and that all sleeping or resting children are within hearing range and observed. This involves physically checking and inspecting sleeping children at regular intervals (every 15 minutes) and ensuring that they are always within sight and hearing distance of sleeping and resting children so they can easily monitor a child’s breathing. It is recommended that educators will not perform administrative duties that would take their attention away from sleeping/resting children</li> <li>• Ensure educators, staff and volunteers follow the policy and procedures</li> <li>• Ensure sleep and rest environments will be safe and free from all hazards including cigarette and tobacco smoke</li> </ul>
<p><b>Educators</b></p>	<ul style="list-style-type: none"> <li>• Have a thorough understanding of the OSHC’s policy and practices and embed practices to support safe sleep/rest into everyday practice</li> <li>• Consult with families about children’s rest needs and include children in decision making (children’s agency)</li> <li>• Ensure children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm and hazard</li> <li>• Maintain adequate supervision and ratios throughout any rest period</li> <li>• Assess each child’s circumstances and current health to determine whether higher supervision levels and checks may be required</li> <li>• Communicate with families about their child’s rest time and observed requirements</li> <li>• Encourage children to dress appropriately for the room temperature when resting. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets, and bulky clothing.</li> <li>• Monitor the room temperature to ensure maximum comfort for the children</li> <li>• Provide an environment that is free from cigarette or tobacco smoke</li> <li>• Opportunities are presented for rest and relaxation, as well as sleep if required</li> <li>• Consideration is made for each child’s sleep/rest needs- including the age of the child, medical conditions, individual needs</li> </ul>

	<ul style="list-style-type: none"> <li>• A quiet area is provided for children to sleep/rest, away from the main group of children</li> <li>• The designated rest area may include a cushion or comfortable seat in a quiet section of the care environment</li> <li>• Sleeping and resting children are monitored at regular intervals</li> <li>• Faces of sleeping children are uncovered when they are sleeping an educator is always within sight and hearing of sleeping and resting children so they can be monitored (breathing patterns).</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>• Be informed during orientation of our 'Rest Policy and Procedure'</li> <li>• Be requested to provide educators with updates on their child's individual need for rest (or sleep) routines if applicable.</li> </ul>

**CONTINUOUS IMPROVEMENT/REFLECTION**

Our 'Sleep and Rest' Policy will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

**NATIONAL QUALITY STANDARDS**

The following quality areas link to Incident, Injury, Trauma, and Illness

<b>QUALITY AREA 2: CHILDREN'S HEALTH &amp; SAFETY</b>		
<b>Concept</b>		<b>Descriptor</b>
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest, and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
<b>QUALITY AREA 3: PHYSICAL ENVIRONMENTS</b>		
3.1	Design	The design of the facilities is appropriate for the operation of the service.
3.1.2	Upkeep	Premises, furniture, and equipment are safe, clean, and well maintained.

**PRINCIPLES**

- Secure, respectful, and reciprocal relationships
- Partnerships
- Respect for diversity
- Aboriginal & Torres Strait Islander Perspectives
- Equity, inclusion, and high expectations
- Sustainability

Critical reflection and ongoing professional learning  
Collaborative leadership and teamwork

## PRACTICES

Holistic, integrated, and interconnected approaches  
Collaboration with children and young people  
Play, leisure and intentionality  
Environments  
Cultural responsiveness  
Continuity and transitions  
Assessment and evaluation for wellbeing, learning and development

## SOURCE

ACECQA. (n.d.). Safe sleep and rest practices: <https://www.acecqa.gov.au/resources/information-sheets/safe-sleep-and-rest-practices>

ACECQA. (2023). [Sleep and Rest for Children. Policy Guidelines.](#)

Australian Children’s Education & Care Quality Authority. (2014).

Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2023).

Education and Care Services National Regulations (Amended 2023).

Guide to the National Quality Framework. (2017). (Amended 2023).

NSW Department of Education. (2022). [Sleep and rest for children-Policy guidelines for early childhood education and care services. \(updated\)](#)

Revised National Quality Standard. (Amended 2023).

Red Nose Organisation <https://rednose.org.au/section/about-us>

The NSW Work Health and Safety Act 2011

The NSW Work Health and Safety Regulation 2011

[Western Australian Education and Care Services National Regulations](#)

## REVIEW

POLICY CREATED BY	Lorin, Sue & Mack - All educators	Nominated Supervisor	November 2023
POLICY REVIEWED BY	Lorin, Sue & Mack - All educators	Nominated Supervisor	30.1.2024
MODIFICATIONS			
• Regulation 84 was updated by ACECQA and reviewed and communicated with all educators			
POLICY REVIEWED BY			
MODIFICATIONS			