

# NSK and NCC OSHC Sleep and Rest Policy

<b>Purpose:</b>	The purpose of this policy is to ensure that reasonable steps are taken to meet the needs for sleep, rest and relaxation of children being educated and cared for by the kindergarten service, having regard to the ages, development stages and individual needs of the children.	
<b>Scope:</b>	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Approved	<b>Supersedes:</b> NSK Sleep, Rest, Relaxation and Clothing Policy
<b>Authorised by:</b>	NSK and NCC OSHC Board	<b>Date of Authorisation:</b> 13 Jun 2018
<b>References:</b>	<ul style="list-style-type: none"> <li>• <u><i>Education and Care Services National Law (Queensland)</i></u></li> <li>• <u><i>Education and Care Services National Regulations: Regulations 81, 168(2)(a)(v)</i></u></li> <li>• <u><i>National Quality Standard: Standard 2.1 – Element 2.1.1</i></u></li> <li>• <u>Red Nose</u></li> <li>• <u>Guide to the National Quality Framework</u></li> <li>• <u>Factsheet: Sleep health and sleep development – Children 3-5 years</u></li> <li>• <u>Factsheet: Meeting children’s sleep, rest and relaxation needs in ECEC – Children 3-5 years</u></li> <li>• <u>Factsheet: Sleep, rest, and relaxation and the NQS for ECEC – Children 3-5 years</u></li> </ul>	
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> 2020
<b>Policy Owner:</b>	Emma Thomas and Rachel Moore	

## Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care recognises that sleep and rest strategies are important factors in ensuring a child feels secure and is safe at our service. NSK and NCC OSHC are committed to taking reasonable steps to ensure that the needs for sleep, rest and relaxation of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children.

Children will be encouraged to sleep, rest or relax during a flexible routine rest period each day. The routine is flexible to support:

- a. Children who do require a sleep;
- b. Children who do not require a sleep; and/or
- c. Children who seek rest and relaxation throughout the day.

In accordance with current best practice, during the flexible routine rest period children will not be forced to sleep, prevented from sleeping or forced to lie down. Children who do not require a sleep will be encouraged to relax by engaging in quiet experiences during the flexible routine rest period (for example, drawing, reading, puzzles or movies). Children will also be encouraged to engage in opportunities for relaxation throughout the day.

NSK and NCC OSHC are committed to the following:

- Fulfilling the service's duty of care to children attending the service, including by ensuring:
  - Adequate supervision at all times
  - A safe, comfortable sleeping and resting environment, taking into account SIDS recommendations, space, ventilation and hygiene requirements
- Consulting with parents upon enrolment and regularly thereafter about their child's individual sleep, rest and relaxation requirements and practices, and ensure that practices at the service are responsive to:
  - The individual needs of the children
  - Parenting beliefs, values, practices and requirements
  - The length of time each child spends at the service
  - The circumstances or events occurring at a child's home
  - Consistency of practice between home and the service
  - A child's general health and wellbeing
- Recording and communicating with families regarding each child's daily sleep and rest patterns

## Definitions

Definitions relevant to this policy include:

Sleep: a condition of body and mind which typically recurs for several hours every night, in which the nervous system is inactive, the eyes closed, the postural muscles relaxed, and consciousness practically suspended.

Rest: cease work or movement in order to relax, sleep, or recover strength.

## **Responsibilities**

### **Next Steps Kindy and Northside Christian College Outside School Hours Care**

NSK and NCC OSHC has the following role and responsibilities:

- Fulfil the service's duty of care to children, including adequate supervision of sleeping and resting children and providing a safe and comfortable environment free from hazards
- Remain cognizant of current views about sleep and rest practices in relation to children's health safety and welfare
- Encourage children to sleep, rest or relax during a flexible routine rest period each day in accordance with their individual needs
- Not force children to sleep or lie down, nor prevent children from doing so
- Offer alternative quiet experiences during the flexible routine rest period for children who do not wish to sleep or rest
- Offer children opportunities for relaxation throughout the day
- Record and communicate with families regarding each child's daily sleep and rest patterns
- Regularly consult and communicate with families regarding their child's sleep, rest and relaxation requirements and practices
- Ensure educators receive appropriate information and training to fulfil their roles effectively with regards to sleep and rest practices

## **Employees**

Employees of NSK and NCC OSHC have the following role and responsibilities:

- Be aware of and act in accordance with Next Steps Kindy and Northside Christian College Outside School Hours Care Sleep, Rest and Relaxation Policy, procedures and practices
- Encourage children to sleep, rest or relax during a flexible routine rest period each day, and throughout the course of each day, in accordance with their individual needs
- Look for and respond to children's cues for sleep and rest
- Ensure the sleep and rest environment is free from hazards and conducive to rest
- Closely monitor sleeping and resting children and the environment, taking into account the levels of risk for individual children

## **Families**

Families of NSK and NCC OSHC have the following role and responsibilities:

- Be aware of and act in accordance with NSK and NCC OSHC's Sleep, Rest and Relaxation Policy and practices
- Inform the service at enrolment and regularly thereafter about their child's individual sleep, rest and relaxation requirements and practices

## **Implementation**

In practice, NSK and NCC OSHC's commitment to ensuring that all reasonable steps are taken to ensure the sleep, rest and relaxation needs of children are met safely and respectfully, means that it will implement the following measures:

- Awareness - regularly raise awareness of the sleep, rest and relaxation of children, including the development and implementation of this Policy
- Training – provide educators with access to appropriate training and up to date information on safe sleep, rest and relaxation practices
- Record keeping, monitoring, reporting – keep appropriate records, monitor and communicate with families about their child's sleep and rest patterns

### **Compliance and Monitoring**

In line with the *Education and Care Service National Regulations 2011*, NSK and NCC OSHC will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.