

POLICY: 4.8 Safe Sleep Policy

Procedure: 4.19 Safe Sleep Procedure

The Safe Sleep Procedure is based on recommendations from the recognised authority Red Nose. Children need to be supervised while sleeping or resting and have positive transition times from play to sleep and rest. Educators will take reasonable steps to ensure the needs for sleep, rest, and relaxation of children are met, having regard to their age, developmental, and individual needs.

4.19.1 Linking to Policy

This procedural guidance should be read in conjunction with the service **4.8 Safe Sleep Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents/guardians to implement the policy. The procedure covers:

[4.19.2 Roles and Responsibilities](#)

[4.19.3 Safe Sleep Environments](#)

[4.19.4 Safe Sleep Practices](#)

[4.19.5 Risk Assessment](#)

[4.19.8 Overnight Sleep Arrangements](#)

4.19.2 Roles and Responsibilities

Nominated Supervisor/Coordinator will:

- provide resources to Educators on safe sleeping practices in their induction process;
- ensure Educators and Educator Assistants have undertaken training on the recognised sleep practices recommended by Red Nose before commencing with the Service;
- after that, at least annually provide information and/or training on sleep, rest, and relaxation practices to all Educators;
- before placing an infant or toddler with an Educator ensure the nursery equipment meets Australian Standards and is used in accordance with Red Nose recommendations (see below information – 6 ways to sleep baby and reduce the risk of sudden unexpected death in infancy);
- consider the type of cots used where a child is in care five days a week and spending more than 2 hours a day sleeping in the cot;
- provide information on enrolment about Red Nose recommendation and include this policy as part of the enrolment process;

- regularly provide families with information about safe sleeping practices via newsletter and brochures given via Educators at the Service;
- ensure all Coordinators who provide mentoring to Educators have current knowledge on safe sleep, rest, and relaxation practices;
- where the family's beliefs and requests conflict with current recommended evidence-based guidelines (Red Nose), they will determine if there are exceptional circumstances that allow for alternate practices. For example, with some rare medical conditions, it may be necessary for a baby to sleep on his or her stomach or side, which is contrary to Red Nose recommendations; and
- only endorse the practice, with the written support of the baby's medical practitioner and work with the Educator and family to undertake a risk assessment and implementation of the risk assessment plan for the infant.

The Nominated Supervisor and Coordinators will

- when assessing the residence:
 - ensure the proposed area for sleep and rest is well ventilated;
 - the Educator can supervise sleeping infants and children.
 - where infants are in care five days a week, and spend more than 2 hours a day sleeping in a cot consider the appropriateness of using porta cots.
- ensure the Red Nose 6 ways to sleep a baby and reduce the risk of sudden unexpected death in infancy are known and implemented with Educators. These include:
 - 1. Sleep baby on back, feet at the bottom of the cot, use a safe sleeping bag with fitted neck and armholes, blankets tucked in firmly**
 - 2. Keep head and face uncovered**
 - 3. Smoke-free in line with Tobacco, Alcohol and Drug-Free Environment Policy**
 - 4. Safe Sleeping:**
 - a. Cots meet Australian Standards AS2172,**
 - b. Safe mattress – firm clean, flat and right size for the cot**
 - c. Safe bedding – no pillows, cot bumpers, lamb's wool, soft toys, and doonas**
 - 5. Sleep baby in space where they can be checked regularly**
 - 6. Encourage families to breastfeed, promoting this as a feeding option for families**
- ensure when planning for monitoring visits they visit during sleep and rest period to ensure the practices are consistent with contemporary views (Red Nose Recommendations), meeting each child's individual sleep, rest, and relaxation needs.
- ensure Educators have a copy of this policy, the content is discussed, and Educators can discuss their obligations mentioned below.
- ensure a risk assessment is undertaken for care situations requiring children to sleep overnight at an Educators residence before approving overnight care situations. This will include considering:

- the appropriateness of sleep arrangements e.g. consideration should be given to the type of bedding/bed used and where this is situated’– (it is not appropriate to use porta cots for everyday use or continued long periods) such as regular overnight sleep.
 - age of the children
 - supervision
 - shared sleeping arrangements, including other children living at the residence or who are present at the time of the overnight sleep stay.
- provide Educators with training to ensure they are aware of their vulnerability to allegations of child abuse and its ramification to ensure that protective measures for themselves and their families are put into place.

Educators (and Educator Assistants) will

- undertake training or update their knowledge of safe sleep practices at least annually or as instructed by Nominated Supervise on the Red Nose Sleep Recommendations to reduce the risk of sudden unexpected death in infancy (SUDI).
- ensure that the needs for sleep, rest, and relaxation are incorporated in their curriculum and planning process having given regard for:
 - the ages of children;
 - developmental stages of each child; and
 - individual needs (including cultural needs) of each child.
- ensure there is an adequate number of cots, beds, stretchers, or sleeping mats (together with waterproof covers) or other culturally-appropriate forms of bedding for all children who sleep at the Educator’s residence.
- follow the education and care practices recommended by the Red Nose Safe Sleeping Program to reduce the risk of SUDI and create a safe sleeping environment.
- inform parents and practice the recommended safe sleeping practices outlined by Red Nose; these include:
 - Use only cots that comply with the requirements of:
 - Australian/New Zealand Standard 2172:2010 Cots for household use Safety requirements or
 - Australian/New Zealand Standard AS/NZS 2195:2010, Folding cots – Safety requirements.
 - Ensure the mattress is clean, firm, and well fitted.
 - Safe bedding – no pillows, cot bumpers, lamb’s wool, soft toys, and doonas
 - Sleep baby on back, feet at the bottom of the cot, use a safe sleeping bag with fitted neck and armholes, blankets tucked in firmly
 - Keep head and face uncovered
 - Smoke-free in line with 6.5 Tobacco, Drugs and Alcohol-Free Environment Policy
 - Sleep baby in spaces where they can be regularly checked
 - Encourage families to breastfeed, promoting this as a feeding option for families

4.19.3 Safe Sleep Environments

To ensure the safety of infants, toddlers, and children, Educators will:

- follow the manufacturer's instructions for the assembly and use of the cot.
- ensure that cots are regularly checked, maintained, and kept in a hygienic manner.
- ensure cots, beds, stretchers, mattresses, and other bedding are arranged to:
 - o Ensure each child's comfort and is in a well-ventilated area for sleeping; and
 - o Allow easy exit or access of any child, and
 - o Reduce the risk of cross infection between children.
- ensure the safe placement of cots, e.g. allows for ventilation – air to move around the cot, away from windows and away from blinds and/or curtain cords and potential hazards.
- ensure that provision is made for:
 - o Clean and comfortable mattresses and other bedding, which is in good repair.
 - o All forms of bedding must be fitted with a waterproof cover under sheets.
 - o Bed clothing appropriate to the climate.
 - o Fresh linen for each child (i.e. Individual bed linen and blankets)

4.19.4 Safe Sleep Practices

Educators will ensure

- children do not share the same bed at the same time.
- support children moving from play to rest calmly.
- respect cultural differences concerning sleeping, that continue to maintain the Safe Sleeping practices recommended by Red Nose.
- ensure babies and children do not sleep in any (baby) hammocks.
- ensure babies do not sleep unsupervised in strollers. Move the child as soon as possible into a cot or floor mattress if they fall asleep in the pram.
- provide a comfortable, quiet place for each child to sleep at any time of the day.
- provide children that are in care overnight with a separate, comfortable bed and respect their need for privacy.
- discuss with the family the child's sleeping arrangements and respect their requirements.
- ensure that sleeping children remain within sight and/or hearing range of the Educator and are regularly monitored.
- if a child is sleeping in a room where the Educator cannot see and/or hear them at all times, an operational baby monitor will be required.
- when considering the supervision requirements of sleeping children, an assessment of each child's circumstance and needs should be undertaken to determine any risk factors.
- ensure that babies who are wrapped are placed on their backs for sleeping.

- ensure that if babies are wrapped or swaddled, only cotton or muslin will be used, and the baby's face will not be covered.
- ensure dangling cords or string, including mobiles, are moved out of the infant's reach, as these may get caught around their neck.
- remove restrictive clothing or clothing with hoods and cords around the neck, including dummy cords and items such as hair clips that a child could easily remove while sleeping.
- ensure there is nothing placed around a baby's neck as this could tighten during sleeping, e.g. amber teething necklaces.
- ensure that harnesses are used and done up correctly when a baby is placed in a pram, stroller, or bouncer or any other baby/toddler equipment where harnesses are fitted.
- sit near resting children and support them by encouraging children to relax and listen to music or stories.
- ensure heaters, fans, and electrical appliances are kept well away from the cot to avoid the risk of overheating, burns, or electrocution.
- ensure electric blankets, hot water bottles, or wheat bags for babies or young children will not be used.

practice an emergency evacuation plan for sleeping arrangements where the sleep room and play areas are not adjacent is established in case of fire or an intruder.

4.19.5 Risk Assessment for Children Sleeping Overnight

Educators will undertake a risk assessment of the sleep arrangements of children in their care:

- For example:
 - o Because a higher risk may be associated with small babies or children with colds or chronic lung disorders, they might require a higher level of supervision while sleeping.
 - o Sleeping children should always be within sight and/or hearing distance so that Educators can assess the child's breathing and colour of their skin to ensure their safety and wellbeing.
 - o Rooms that are darkened and have music playing may not provide adequate supervision for sleeping children in an FDC context.
- Develop a Risk Assessment Plan that will:
 - o Identify and address how the Educator intends to ensure they sight and have the capacity to hear sleeping children.
 - o Where a child is asleep in a room not located in the play area, what will they do to meet their supervision obligations, e.g. use of a baby monitor located in the room where the child is sleeping.
 - o See below Overnight Care for consideration of this situation.

4.19.6 Overnight Sleep Arrangements

The provision of overnight care is a component of flexible delivery in Family Day Care. Educators offering overnight care must maintain a comfortable, safe environment that meets individual needs. If an Educator has a child/children requiring overnight care, they must:

- Seek approval from the Service before each overnight care arrangement occurs. This will include completing a Risk Assessment process and developing an individual Risk Assessment Plan for each care situation:
 - o the environment, bedding, and appropriateness of sleep arrangements for the provision of overnight sleep
 - o age of the children
 - o supervision
 - o shared sleeping arrangements, including other children living at the residence or who are present at the time of the overnight sleep stay.
- Gain written parental approval before any child shall sleep overnight in the same room with any other child or any adult.
- The room in which the child sleeps shall preferably be a bedroom but in any case, shall not be used as a thoroughfare.
- Children who regularly stay overnight will be provided with their own bed and linen.
- The child who stays overnight will have access to the Educator at all times.
- If age appropriate or child is non mobile, use a monitor while children are sleeping which will be positioned in the same room as where the Educator is sleeping.
- Not allow the child/children to attend another home (neighbours, other family members, friends) while the child is in care. All care must take place at the Educator's residence unless an excursion has been organised and the appropriate risk assessments carried out.
- Ensure that all parts of an Educator's home safety are maintained at all times.
- Ensure no child will sleep in a room with a child of the opposite sex for overnight care unless they are siblings or in any other case with written parent permission.
- Ensure other household members adhere to their obligations as set out in 8.3 Roles and Responsibilities Policy and associated procedures.
- Where children are cared for overnight, the following guidelines must be followed:
 - o There is a private, safe and appropriate space for the child to sleep
 - o There is a proper cot/bed available for the child to use for sleep
 - o Provide linens/blankets and pillows
 - o Evacuation practice drills will be undertaken with overnight care in mind.

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed

Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

Policies

4.8 Safe Sleep Policy

Forms

Over Night Sleeping Risk Assessment Plan

Reference

Refer to 4.8 Safe Sleep Policy