



Y WA

SLEEP AND REST POLICY AND PROCEDURE

FAMILY DAY CARE

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VERSION CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First release	1/09/2012	EM SD
v2.0	Reviewed	1/09/2020	EM SD
v3.0	Reviewed includes Changes to the National Quality Framework (NQF). New legislative requirements commence from 1 October 2023 relating to sleep and rest.	1/12/2023	EM EYL
v3.1	Updates to information about porta-cots, Red Nose Australia, and overnight stays. Startle reflex added to definitions	May 2024	EM EYL
V3.1	Retires YMCA of Australia Policy Sleep and Rest Checked for Xplor project = No changes required	June 2024	June 2024

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1 PURPOSE

The Y WA, Nominated Supervisors and FDC Educators must take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the child (regulation 84A). This policy also addresses matters set out in Regulation 84B:

This Policy and Procedure is similar to the *Sleep and Rest Policy and Procedure ELC and OSHC*.

2 SCOPE

This procedure applies to all Y WA Family Day Care Staff Educators, volunteers, visitors and parents.

This policy sets out how Family Day Care services manage enrolled Children’s sleep and rest and the management of matters set out in Regulation 168 and Regulations 84a, 84B, 84C, 84D.

This policy and procedures do not apply to ELC and OSHC services.

3 DEFINITIONS

TERM	DEFINITION
Bassinets	<p>Bassinets are not permitted on the education and care service premises at any time that children are being educated and cared for by the service. The common design and characteristics of a bassinet may include, but are not limited to:</p> <ul style="list-style-type: none"> • Size- smaller than a regular cot • Shape- may be basket- like, oval or shaped like a regular cot. • Structure- may have handles, foldable or fixed legs or casters or ability to glide/rock. • Portability- easy to carry or move and may be attached on a frame or a pram.

	<ul style="list-style-type: none"> • Purpose- specifically intended for infants under 4-6 months old (before they show signs of rolling) and may be a stand-alone item, or an accessory (for example as a fitting on a pram). • e.g., Moses basket, co-sleeper, bassinette, cradle, bedside sleeper, carry cot, bassinet fitting (on a pram). portable bassinet.
Children's Services' Management Team	<p>Includes</p> <ul style="list-style-type: none"> • General Manager Children's Services, • Manager Family Resource Centre • Area Managers, • Area Coordinators
Educator	A Family Day Care educator
Parent	<p>Means parent or guardian or authorised person; The people listed on the child's enrolment form as having approval and authority to make decisions about health, emergencies, transport or other day-to-day decisions for the child.</p> <p>Includes a person named in the child's enrolment record as a person who is to be notified of an emergency involving the child if any parent of the child cannot be immediately contacted.</p>
Portable folding cots 'porta-cots'	<p>Must meet the mandatory Australian Standard AS/NZS 2195 for portable cots (porta cot) and suit the developmental stage of the child.</p> <p>Advice is available at Portable or Folding Cots Red Nose Australia and Folding cots Product Safety Australia</p>
Regulation	The Education and Care Services National Regulations (National Regulations) support the National Law by providing detail on a range of operational requirements ...
Safe sleeping environment	All potential dangers have been removed and the child is sleeping in a safe place, where the temperature, ventilation and lighting are monitored.
Startle Response	Also known as the Moro reflex a movement in which the baby throws back their head, extends out there arms and legs, cries,

	then pulls the arms and legs back in. This reflex usually disappears between 2 and 6 months of age.-
Y People	Any person Y WA employs, or engages – including paid employees, volunteers, Board Directors, contractors, sub-contractors, consultants and student placements.

4 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities
Educator	<p>Understand their liabilities and duty of care requirements including making available this policy, procedures, feedback channels, and forms.</p> <p>Check and follow most recent information and advice consistent with any current health guidelines on the best practices</p> <p>Feel competent and be competent to perform their duties.</p> <p>Act in the best interests of the child in their care by:</p> <ul style="list-style-type: none"> • Ensuring safety of sleeping Children and Young People. • Providing a safe environment for sleep and rest. • Adhering to best practice supervision, monitoring and management of sleeping and resting Children. • Managing Risk Assessment procedures. • Implementing Y WA Safeguarding of Children and Young People Policy and Procedures, • Meet the child’s individual health care needs.
Childrens Services Management Team	<p>Check and follow the most recent information and advice consistent with any current health guidelines on the best practices.</p> <p>Seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Inform Educators and appropriate Y People of practices in relation to</p> <ul style="list-style-type: none"> • this policy and other relevant Y WA policies, • National Regulations, • Risk Minimisation and Communication Plans.

5 PRINCIPLES

- 1 The Y WA as approved provider, the nominated supervisor and Family Day Care Educator will take reasonable steps to meet each child's needs for sleep and rest, considering their age, developmental stages, and individual needs.
- 2 At enrolment, information about the child's sleep and rest, as well as the family's cultural preferences, will be collected and considered to ensure alignment with current guidance and best practices.
- 3 Parents, staff, and Educators will have access to the service's policies and procedures and will be informed of any changes and reviews. Policy reviews will be conducted regularly as required.
- 4 Risk assessment must be completed at least every 12 months.
- 5 Red Nose Australia (formerly SIDS and Kids) is recognized by Y WA as the national authority on safe sleeping practices for infants and children. Educators are expected to endorse and follow the best practice safe sleeping recommendations provided by Red Nose Australia.

6 RISK ASSESSMENT

A risk assessment must be completed at least every 12 months and as soon as practicable after becoming aware of any circumstance that may affect children's safety, health or wellbeing during sleep and rest.

The risk Assessment should identify any potential risks in the sleeping and rest environment, and the location of sleep and rest areas including the arrangements of cots and beds within the sleep and rest area.

The risk assessment must consider:

- the number, ages, developmental stages of children being educated and cared for,
- the physical safety and suitability of sleep and rest environment (Including temperature, lighting and ventilation),
- how children will be protected from any risks identified,

- the sleep and rest needs of individual children at the service (including specific health care needs, cultural preferences, and requests from families about a child's sleep and rest),
- adequate supervision and monitoring of children during sleep and rest periods,
- knowledge and training of those supervising children during sleep and rest periods,
- the location of the sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas,
- any potential hazards in sleep and rest areas

For FDC an service that provides overnight care to a child,

- any risks that the overnight care provided at the family day care residence or approved venue may pose to the safety, health or wellbeing of the child.
- Emergency evacuation plans and procedures including consideration of care that may be provided outside of core hours, including overnight care.

As soon as practicable after conducting a risk assessment the Y WA shall make any necessary updates to the sleep and rest policies and procedures.

A record of each risk assessment conducted will be kept by the Y WA as specified in the Regulations.

7 SAFE SLEEPING PROCEDURE

[Red Nose](#) (formerly SIDS and Kids) safe sleep practices are shared with families.

Educators are not expected to endorse practices requested by a family if those requests differ from best practice safe sleeping recommendations.

The educator must ensure that cats and dogs are NOT present, nor have access to the same area in which a child is sleeping.

7.1 Sleeping positions and comforters

- Educators will ensure they follow the Safe Sleeping practices outlined by the Red Nose Organisation - Safe Sleeping.

- Never place infants to sleep on or in chairs, sofas, prams, strollers or cushions or hammocks and swings because these are not safe substitutes for a cot.
- To reduce the risks of SIDS, infants should be placed for sleep in a supine position (completely on the back) for every sleep by every Educator.
- NOTE: If the baby sleeps in a way other than on their back, the child's parent needs to provide a note from the child's medical practitioner that explains how they should sleep, the medical reason for this position and a time frame for this position. This note should be kept on file and all service staff including Educators assistant Educators and volunteers, should be informed of this special situation. The Educator must send a copy of the medical note to the office,
- Do not give children bottles to sleep with. Bottles will be fed to young children by an Educator. Toddlers will be given a comfortable space to have their bottles before they are transferred to their beds at rest time.
- Comforters can be brought from home for children at sleep time, providing they are age-appropriate and hygienic.
- A pacifier can be given at sleep time and bedtime. If being used, a pacifier should be offered for all sleep periods for children under one. The pacifier should not have cords or attachments that might be a strangulation risk.
- Do not place anything (e.g. amber teething necklaces) around the neck of a sleeping child. Teething bracelets (e.g. amber teething bracelets) are also not recommended while a child sleeps.

7.2 Bedding

Children who are sleeping or resting must have their face uncovered at all times. At no time should a baby's face or head be covered (e.g., with linen). To prevent a baby from wriggling down under bed linen, they should be positioned with their feet at the bottom of the cot.

If a baby is wrapped when sleeping, use only lightweight wraps such as cotton or muslin. Consider the baby's stage of development. Leave their arms free once the startle reflex disappears at around three months of age. Discontinue the use of a wrap when the baby can roll from back to tummy to back again (usually four to six months of age).

Generally, babies over four months of age can turn over in a cot. When a baby is placed to sleep, Educators should check that any bedding is tucked-in securely and is not loose. Babies of this age may be placed in a safe baby sleeping bag (i.e. with fitted neck and arm holes, but no hood).

7.3 Cots and mattresses

Cot mattresses should be firm and not form to the baby's face.

Educators will

- Never place baby in a cot or portable cot that does not definitely meet the current Australian Safety Standard.
- Ensure hanging cords or strings from blinds, curtains, mobiles or electrical devices are away from cots and mattresses.
- Ensure all bedding is tucked-in and secure.
- provide clean bed linen for each individual child and wash this weekly or after soiling.

Children under 18 months will sleep in a cot that meets the Australian Standard AS/NZ 2172, with a mattress that meets the Australian Voluntary Standard AS/NZS 8811.1-2013 (firm, clean, well-fitting, and flat), and fitted sheet that meets the Australian Standards and ACCC recommendations (as required).

Once a child has the capacity to climb out of a cot, they should be transitioned to a mattress.

Children from the age of 18 months have the option of sleeping on a mattress with a fitted sheet and a loose sheet over the top that meets the Australian Standards and ACCC recommendations (as required).

No child is to sleep on a waterbed or beanbag.

8 REST AND SLEEP AREAS

The area in which the children sleep shall be in the part of the home which has been assessed and approved for family day care Any identified risks must be removed and the environment be suitable for sleep and relaxation.

Educators will

- ensure that sleep and rest and relaxation times for all children will be a positive experience and will meet the needs of individual children.
- provide a suitable area for children to rest and relax or sleep in that is well-ventilated and with adequate lighting.
- provide adequate supervision of children during rest time to ensure their safety.
- maintain temperature in sleeping/rest areas should at 21° to 24° C.

9 SUPERVISION AND MONITORING

CCTV, audio monitors or heart monitors do not replace the need for physical checking/inspecting sleeping children.

It is recommended that Family Day Care (FDC) Educators always ensure they:

- Closely monitor sleeping infants and children and check/inspect the colour of the skin and faces at regular 10-minute intervals.
- Are always within hearing distance and able to monitor a sleeping or resting child's breathing.
- Refrain from performing administrative tasks that could divert their attention from sleeping or resting children.
- Document sleep rest periods.

NOTE: If the child's face/body appears blue and the child is not breathing, initiate first aid immediately including calling an ambulance and beginning resuscitation

Ensure an *Incident, Injury, Trauma and Illness Record* is completed in its entirety following an incident.

10 MEDICAL CONDITIONS

If an enrolled child has a medical condition, please refer to their individual *Medical Risk Minimisation and Communication Plan*, and the *Y WA Medical Management Policy*.

11 OVERNIGHT OR EXTENDED CARE

When children or young people are sleeping at an approved residence or venue overnight the area where a child/ren sleep overnight will be in a part of the residence that has been assessed and approved by the FDC Service. Regular assessments are conducted at least annually.

A specific room should be provided for the child/ren to sleep in where possible. (not a thoroughfare or lounge area)

Prior to children sleeping overnight at the FDC residence, a risk assessment for *Safe Sleep and Rest* as set out at item 6 above is to be completed.

The safe sleeping provisions at item 7 above apply to overnight or extended care. Individual beds and bedding should be provided for children who regularly stay overnight.

No child is to sleep on a waterbed or beanbag.

11.1 Authorisation

Where practicable the FDC provider will inform and seek approval from the Y WA service staff prior to providing overnight care.

Parents must provide written authorisation before any child is permitted to sleep overnight at the FDC residence.

Specific information about sleeping arrangements, including sleeping in the same room as a sibling, even if this is a normal family arrangement, must be stated in the written authorisation.

11.2 Supervision overnight

An FDC coordinator must be available at any and all times education and care are provided for children, including overnight care or care outside of core hours.

The FDC Educator always holds responsibility for supervision of the child/ren. Supervision must not be delegated to any other family member.

Children are not to be taken from the premises without the written authorisation of the parent. When sleeping at the FDC residence overnight, a child will be under the supervision of the FDC Educator and have access to the FDC Educator at all times.

The FDC Educator will follow an agreed and documented practice for supervision of sleeping children tailored to the unique layout and safety of their residence/approved venue.

12 SAFEGUARDING

Strict adherence to child protection measures and the Y WA Safeguarding Policy is always required for authorised FDC Educators and adult household members.

Any adult household members, or adults who reside in the FDC residence, are required to hold a current Working with Children Check. Adults who stay regularly but are not full-time (e.g.: one or two nights a week) still require a current WWCC.

No visitor to the FDC residence or venue is to be left alone with any child/children at any time.

The Y WA will provide Educators with training to ensure they are aware of their safeguarding obligations, and also vulnerability to allegations of child abuse to ensure that protective measures for themselves and their families are put into place.

13 FEEDBACK

Feedback on this procedure must be directed to the EM EYL.

The EM EYL is responsible for maintaining the currency of this document.

14 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Further Amendment Regulations 2023
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations, 2012
National Quality Standards

15 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
SD-FDC-04-02--PROD	Supervision Procedure
SD-FDC-04-09-PROD	Safe sleep and rest practices for early education and care services
YMCA Australia	Safeguarding Children and Young People Policy
RED NOSE	Red Nose for more information and resources.
ACECWA	Guide to the National Quality Framework.
ACECWA	Sleep and rest for children policy and procedure guidelines
ACECWA	Sleep and rest risk assessment template (as prescribed under regulation 84C)
ACCC	Australian Competition and Consumer Commission (ACCC) or Product Safety Australia for information

16 CONSIDERATIONS

Section Regulation	or	
S165		Offence to inadequately supervise children

S167	Offence related to protection of children from harm and hazards
R82	Tobacco, drug and alcohol-free environment
R84A	84A Sleep and rest
R84B	84B Sleep and rest policies and procedures
R84C	84C Risk assessment for purposes of sleep and rest policies and procedures Regulation
R84D	Prohibition of bassinets
R84F	
R87	R87 Incident, injury, trauma and illness record
R103	Premises, furniture and equipment to be safe, clean and in good repair
R105	Furniture, materials and equipment
R106	Laundry and hygiene facilities
R107	Space requirements – indoor space
R110	Ventilation and natural light
R115	Premises designed to facilitate supervision
R116 (FDC only)	Assessments of family day care residences and approved family day care venues
R168	Education and care service must have policies and procedures
R169	Additional policies and procedures – family day care
R170	Policies and procedures to be followed
R171	Policies and procedures to be kept available
R172	Notification of change to policies or procedures