

# Yarram Early Learning OSHC

## Relaxation and Sleep Policy

Quality Area 2: Children's Health and Safety

### PURPOSE

The YEL OSHC service aims to meet the needs of all children and families in the service in relation to rest and sleep and will implement procedures to meet the needs of children needing sleep or rest and communicate closely with families when children seem to need extra rest or sleep. This policy provides clear guidelines for the implementation of safe relaxation and sleep practices that meet the individual needs of children attending Yarram Early Learning OSHC.

At times children in the OSHC service will feel the need to rest or even sleep. These reasons may include:

- Young children (particularly Prep)
- Children with a change in routine or schedule
- Children with very long days (particularly those at the service from opening in the morning to close in the evening)
- Children who are unwell or becoming unwell
- Children who may have missed out on sleep recently

Service staff will implement the following procedures when they deem a child needs rest or sleep:

- Provide an area or areas where children may lay down to rest or sleep (A quiet tepee with large cushions is set up at all times, along with sleep mats which are kept in the office for children to use when requested).
- Pillows and blankets may be provided
- If a child is feeling tired, a trained first aider will monitor temperature and check if the children has any other symptoms of feeling unwell. A parent will be rung if there is any indication of illness.
- Children will be allowed to sleep uninterrupted if they fall asleep.
- A parent will be informed that the child is asleep with a curtesy call or informed they have had a sleep when the child is collected and provided with any additional information relating to the sleep.
- If a child is regularly falling asleep at the service, service staff will communicate closely with the family to ascertain how the family would like service staff to deal with it. As long as it is not disruptive to the family's routine the child will be allowed to sleep at the service.

In addition to this, the long Vacation Care day is structured so that most activities and physical activity are scheduled in the morning and directly after lunch. After 2pm downtime is scheduled for those children who need rest and have been very active all day.

## SOURCES AND RELATED POLICIES

### Sources

- Australian Children's Education and Care Quality Authority – safe sleep and rest practices from October 2017  
<https://www.acecqa.gov.au/resources/supporting-materials/infosheet/safe-sleep-and-rest-practices>
- Product safety: a guide for businesses and legal practitioners:  
<https://www.consumer.vic.gov.au/products-and-services/business-practices/advertising-and-promotions/information-standards>
- WorkSafe Victoria, *Children's services – occupational health and safety compliance kit*:  
<https://www.worksafe.vic.gov.au/resources/childrens-services-occupational-health-and-safety-compliance-kit>

### Service policies

- *Child Safe Environment Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Interactions with Children Policy*
- *Occupational Health and Safety Policy*
- *Supervision of Children Policy*

### **The Approved Provider is responsible for:**

- Taking reasonable steps to ensure the sleep/rest needs of children at the service are met, with regard to the age of children, developmental stages and individual needs (Regulation 81(1))
- Ensuring parents/guardians are consulted about appropriate relaxation and sleep practices for their child
- Protecting children from hazards and harm (Section 167)
- Consulting with staff in relation to OHS issues when purchasing new equipment for the service
- Ensuring compliance with Worksafe Victoria's *Children's services – occupational health and safety compliance kit* (refer to Sources)
- Ensuring adequate supervision of children at the service at all times, including during relaxation and sleep
- Ensuring that rooms used for sleep and relaxation are well ventilated
- Ensuring that there is adequate space to store bedding in a hygienic manner (refer to *Hygiene Policy*).

### **The Nominated Supervisor is responsible for:**

- Taking reasonable steps to ensure the sleep/rest needs of children at the service are met with regard to the age of children, developmental stages and individual needs (Regulation 81(2))
- Ensuring the educational program provides opportunities for each child to sleep, rest or engage in appropriate quiet play activities, as required

- Protecting children from hazards and harm (Section 167)
- Informing the Approved Provider, as soon as is practicable, of any hazards identified in the child's resting or sleeping environment
- Ensuring all staff comply with Worksafe Victoria's *Children's services – occupational health and safety compliance kit* (refer to Sources)
- Ensuring adequate supervision of children at the service at all times, including during relaxation and sleep
- Storing items such as bedding in a hygienic manner to prevent cross-contamination (refer to *hygiene Policy*).
- **The Supervisors and relevant Room Leader are responsible for ensuring volunteers and students are following this policy and the outlines procedures.**

### **Responsible Person and staff are responsible for:**

- Providing each child with appropriate opportunities for relaxation and sleep according to their needs
- Complying with Worksafe Victoria's *children's services – occupational health and safety compliance kit* (refer to sources)
- Developing relaxation and sleep practices that are responsive to:
  - the individual needs of children at the service
  - the length of time each child spends at the service
  - circumstance or events occurring at a child's home
  - a child's general health and wellbeing
  - the physical environment, including room temperature, lighting, airflow and noise levels
- Minimising distress or discomfort for the children in their care
- Ensuring that resting and sleeping practices are not used as a behaviour guidance strategy (refer to *interactions with children policy*)
- Providing a range of opportunities for relaxation throughout the day
- Informing the nominated supervisor or approved provider, as soon as is practicable, of any hazards identified in the child's resting or sleeping environment
- Providing adequate supervision (refer to *definitions*) of all children, including during sleep, rest and relaxation
- Supervising children displaying symptoms of illness closely, especially when resting or sleeping (refer to *incident, injury, trauma and illness policy*)
- Ensuring that artificial heating, such as heat bags and hot-water bottles, is not used to provide warmth
- Providing information to families about the service's relaxation and sleep practices

### **Parents/guardians are responsible for:**

- Discussing their child's relaxation and sleep requirements and practices prior to commencing at the service, and when these requirements change

## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## AUTHORISATION

This policy was adopted by the Approved Provider of Yarram Early Learning on October 2020

**REVIEWED BY MANAGEMENT - October 2023**  
**TO BE REVIEWED - 2024**