

YMCA Ballarat Policy – Relaxation and Sleep

Policy Number	Date Approved	Date Last Amended	Status
CS229-0(PO)	4/06/2018		Approved

1. PURPOSE

This policy will provide clear guidelines for the implementation of safe relaxation and sleep practices that meet the individual needs of children. We recognise that children have different requirements for relaxation and sleep, and being responsive to those needs to ensure that children feel safe and secure at the service. Ballarat YMCA Children's Services (YMCA) is committed to ensuring its duty of care to all children and complying with all legislative requirements, standards and current best practice, including recommendations by SIDS and Kids and Kidsafe.

2. SCOPE

This policy applies to The Young Men's Christian Association of Ballarat Inc and related entities. For the purposes of this document we refer to these entities as the YMCA. The scope of this policy applies to all Board members, Sub Committee members, staff and volunteers. The scope of this policy applies to all approved Children's Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services, Vacation Care, Early Learning Centres and Kindergartens.

3. POLICY

YMCA is committed to ensuring:

- adequate supervision is maintained while children are sleeping, resting or relaxing.
- good levels of communication with parents and other caregivers about their child's individual relaxation and sleep requirements/practices, and ensuring practices at the service are responsive to the values and cultural beliefs of each family.
- Educators are responsive to the needs of the children to ensure they feel safe and secure at the service.
- a safe environment for children at the service which includes complying with current Australian standards in relation to equipment such as cots and mattresses.

4. LEGISLATIVE AND INDUSTRY REQUIREMENTS

Relevant legislation and standards include but are not limited to:

- *Australian Consumer Law and Fair Trading Act 2012*
- *Australian Consumer Law and Fair Trading Regulations 2012*
- *Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010)*
- *Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety Requirements (AS/NZS 2130:1998)*

- *Education and Care Services National Law Act 2010: Section 167*
- *Education and Care Services National Regulations 2011: Regulation 81*
- *National Quality Standard, Quality Area 2: Children’s Health and Safety*
 - *Standard 2.1: Each child’s health needs are supported*
 - *Element 2.1.1: Each child’s comfort is provided for and there are appropriate opportunities to meet each child’s needs for sleep, rest and relaxation*
- *Occupational Health and Safety Act 2004*

5. DEFINITIONS

Adequate supervision: (In relation to this policy) **supervision** entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies).

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Relaxation/rest: A period of inactivity, solitude, calmness or tranquillity.

6. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Managers and Supervisors	<p>Ensure the Relaxation and Sleep Policy is implemented in their workplace.</p> <p>Ensure all YMCA Personnel, including the Nominated Supervisor, receive relevant policy induction and training.</p>

	Ensure all YMCA Personnel understand and can access the Policy and Procedure, and other related Policies and Procedures, and comply with them at all times.
Children’s Services Manager	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
Operations Leadership Team (OLT)	Approve the Policy
CEO	Provide official sign off on the Policy

7. MONITORING AND/OR EVALUATION

The Relaxation and Sleep Policy will be reviewed every three years.

The ongoing monitoring and compliance to this policy will be overseen by Area/Service Managers and the Children’s Services Manager where practical. Each service or Centre will complete an annual self-assessment against this policy and the legislated standards from which it was drawn, as part of a holistic annual self-assessment across all Children’s Services Policies and Procedures. The National Quality Framework Ratings and Assessment process, and Service Approval conditions, will also assist in the external audit and monitoring of the policy, by Authorised Officers of the Department of Education and Training.

The evaluation of the policy will be facilitated by the Children’s Services Management Team using stakeholder feedback to drive continuous improvement and reflect service users’ feedback where practical.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES AND/OR WORK PRACTICES)

This Policy is supported by the Bullying, Harassment and Discrimination Procedure and supporting Resources which are designed to assist Managers in complying with this Policy.

- Australian/New Zealand Standards: (at the time of printing) the current relevant standards are:
 - Australian/New Zealand Standard – Cots for household use – Safety Requirements (AS/NZS 2172:2010), and
 - Australian/New Zealand Standard – Cots for day nursery, hospital and institutional use – Safety Requirements (AS/NZS 2130:1998)

Services can check current standards on the SAI Global website at: www.saiglobal.com

Please find a list of related documents below:

- *Belonging, Being & Becoming – The Early Years Learning Framework for Australia* (EYLF): <http://education.gov.au/early-years-learning-framework>

- Grow and Thrive, *Sleep*, volume 2 number 1, February 2013, Centre for Community Child Health: <http://www.rch.org.au/ccch/growthrive/archives/>
- Kidsafe Fact Sheets at: www.kidsafevic.com.au/resources
- *Safe Sleeping for Infants*
- *Ages and Stages* fact sheet series ('Sleeping' section)
- SIDS and Kids, Safe Sleeping Program: <http://www.sidsandkids.org/safe-sleeping/> SIDS and Kids also produces a range of resources including the *Infant Safe Sleeping Child Care Kit*
- Product safety: a guide for businesses and legal practitioners: www.consumer.vic.gov.au/businesses/fair-trading/product-safety
- WorkSafe Victoria, *Children's services – occupational health and safety compliance kit*: <http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/childrens-services-occupational-health-and-safety-compliance-kit>
- *Victorian Early Years Learning and Development Framework* (VEYLDF): <http://www.education.vic.gov.au/childhood/providers/edcare/pages/veyladf.aspx>

9. APPROVAL AND REVIEW

Approved By

Name: Enter name
Position: Enter position (as per Policy Framework and Delegations of Authority Approval)
Meeting Name: Enter name of meeting
Meeting Date: Enter date of meeting
Effective Date: Date Signed
Review Date: Date Review Due
Policy Owner: Erica Smith – People & Culture Manager
Contact Details: erica.smith@ymca.org.au

Amendments

Version	Date	Author	Change Description
V1			
V2			
V3			