CatholicCare
DIOCESE OF BROKEN BAY

Children's Services
Safe Sleep and Rest
Policy

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What do we believe?

At CatholicCare Diocese of Broken Bay, we are committed to the safety and wellbeing of children and hold this at the centre of our decision making and practice. We believe in the principle of paramountcy of the safety of children. This means that the safety, wellbeing, and best interests of the child are the primary consideration in all decisions, actions, and practices. Where there is a conflict between the interests of a child and those of adults or the organisation, the child's safety and wellbeing will always come first.

We recognise that children's sleep and rest needs are unique and change as they grow and develop. We are committed to respecting each child's individual routines, developmental stage, medical needs, cultural practices and family preferences while ensuring these are balanced with recognised safe sleep practices and legislative requirements.

We believe that safe sleep and rest practices are achieved through active supervision, ongoing risk assessment, safe environments, strong partnerships with families, and evidence-based guidance from recognised authorities, including Red Nose Australia. The safety and wellbeing of children will always be the paramount consideration in decisions relating to sleep and rest.

What are we going to do?

To achieve this, we will provide safe, clean and developmentally appropriate sleep and rest environments that meet the requirements of the Education and Care Services National Law and Regulations and reflect current evidence based recommendations from recognised authorities.

We will work in partnership with families to understand and support each child's individual sleep and rest needs while ensuring safe sleep practices are consistently implemented. Educators will actively supervise children during all sleep and rest periods, complete regular physical checks in accordance with organisational procedures, and maintain appropriate educator to child ratios at all times.

We will ensure quite areas, cots, beds, mattresses and bedding comply with Australian Standards, conduct regular risk assessments of sleep and rest environments, and remove or manage any hazards that may compromise children's safety. Educators will maintain accurate sleep and rest records, respond promptly to any concerns relating to a child's health or wellbeing, and regularly review sleep and rest practices to ensure they continue to reflect current legislation, best practice and the individual needs of children attending the service.

How will it be done?

Babies sleeping in cots

For babies sleeping in cots, Educators will:

Consult with families about children's sleep and rest needs. Educators will be sensitive to each child's needs so that sleep and rest times are a positive experience. Families are to be made aware of and respect the Safe Sleeping guidelines. When enrolling a child at the service under the age of two (2) years old, the Safe Sleep and Rest Policy will be discussed, and a copy of the policy given to the families to refer to.

Staff must continue to communicate with families during the year about a child's developmental milestones and changes in sleeping habits e.g., ability to roll, pulling self-up on the bars and make any required changes to cot position and sleep wear.

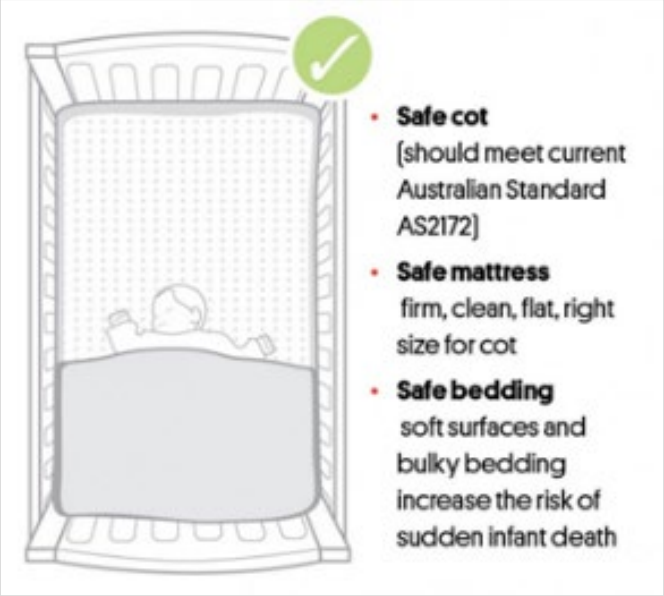
Conduct a risk assessment of the sleeping space every 12 months and/or as soon as practicable after becoming aware of any circumstance that may affect the safety, health, and well-being of children during sleep and rest. The risk assessment needs to inform the service's safe sleep and rest procedures.

- Sleep babies on their back from birth, not on the tummy or side.
- Ensure babies head and face are uncovered. Items that may cover the face such as bumpers, doonas, pillows and sheepskins will be removed.
- No soft toys are to be placed in the cot with children because they may cover the nose and mouth and interfere with breathing.
- Necklaces/bracelets (including Amber Teething Necklaces) should be removed while children are sleeping.
- Dummies – if being used by an infant (please refer to *Using A Dummy Safely | Red Nose Australia*):
    - It should be offered for all sleep periods,
    - It should be phased out in consultation with parents (it is suggested that this is between 6 -12 months of age),
    - If a dummy falls out of a baby's mouth during sleep, it should not be re-inserted,
    - Dummies should never be coated with anything,
    - Dummies should be stored individually (in a sealed container labelled with the child's first and last name) and dummy containers should be cleaned regularly,
    - Educators should communicate with families when a dummy needs replacement due to being broken, pierced or is unhygienic.
- Ensure baby is tucked in securely or use an infant sleeping bag when the weather is cold. Ensure the bag is the correct size for the baby and does not have a hood or cords attached.
- If using blankets, ensure they are light, and baby's feet are tucked firmly at the bottom of the cot.
- Ensure cots comply with the requirements of Australian/New Zealand Standards AS/NZS 2172. Portable cots must comply with the requirements of Australian/New Zealand Standards AS/NZS 2195. Compliance Certificates must be kept on site at all times.
- Ensure that cots are used according to the manufacturer's instructions. Make sure that the sides of the cot are raised and clicked into place securely once the child has been placed in the cot.
- Use a firm, well-fitted mattress that is clean.
- Ensure the mattress protector is strong and fits the mattress firmly.
- Use safe bedding and a safe environment. This includes keeping the cot away from dangling cords, mobiles, curtains, power points and electrical appliances. Electric blankets, wheat bags and hot water bottles must never be used.
- Ensure that all bed linen is clean and washed before being used by another child.
- Never sleep babies on a pillow, beanbag, couch, bassinet or waterbed.
- Never put babies to bed with a bottle.
- Sleeping babies are to be physically checked **every ten (10) minutes,** taking notice of skin tone, rise and fall of chest and even breaths. The service should have in place procedures for recording the time and observation of the physical checks. Educators are required to record all checks at the time they occur, not retrospectively.
- The cot room must have an operational baby monitor on at all times children are sleeping. Monitor with video capabilities is preferable. A staff member is still required to be present in the playroom.

- Monitors with video capabilities must be recorded on the service device record.
- Maintain cots in a safe condition with regular safety checks.
- Manual handling techniques are to be practiced at all times as per the Safe Work Procedure (SWP).
- Sleep and rest rooms will be maintained at an appropriate temperature, with natural light and well ventilated.
- Educators are to maintain supervision and child to Educator ratios throughout the rest period.
- Beds and mattresses to be wiped with neutral detergent and warm water and fresh linen applied before being utilised by another child.
- All Sleep rooms will display the Safe Sleeping, Safe Wrapping and Making up a Baby Cot Poster which can be obtained from the *Red Nose* website.
- If music is played in the sleep space, it is low and calming music to not interfere with hearing any distress noises.
- The room is not too dark which aids in supervision and child protection practices.

DO NOT store anything in the cot rooms or under cots.

Safe equipment



- The Australian Competition and Consumer Commission (ACCC) sets out standards and requirements for sleep and bedding equipment such as portable cots. See: Portable folding cots guide | ACCC Product Safety
- Visit the Australian Competition and Consumer Commission (ACCC) or Product Safety Australia for more information on equipment standards and safety.
- All equipment is to carry safety codes for sleep. Hammocks and prams/strollers are not considered safe equipment to sleep in and cannot be considered a substitute for a cot.
- Equipment will not be used in a way that it was not originally intended.
- Equipment will not be used if it has been recalled.
- All bedding equipment must meet the relevant safety standards including:
  - AS/NZS 2172:2013, Cots for household use – Safety requirements
  - AS/NZS 2195:2010, Folding cots – Safety requirements; and
  - AS/NZS 8811-1:2013 – Sleep Surface Test for Firmness.

Safe cot mattress

- Mattresses should always be in good condition; they should be clean, firm and flat. Cot mattresses should fit the cot with no more than a 20mm gap between the mattress sides and ends.
- A firm sleep surface that is compliant with the AS/NZS Voluntary Standard (AS/NZS 8811.1:2013 Methods of testing infant products - Sleep surfaces - Test for firmness) should be used.
- Mattresses should never be elevated or tilted.

Safe bedding

- Light bedding that meets Australian Standards is recommended.
- Remove pillows, doonas, loose bedding, weighted blankets, weighted sleeping bags, weighted swaddles or fabric from cots.

Children sleeping on beds

For older children sleeping on beds or stretchers, Educators will:

- Consult with families about children's rest/sleep needs. Educators will be sensitive to each child's needs so that sleep and rest times are positive experiences.
- Allow children to have rituals to help them "wind down" for rest. If music is played in the sleep space, then it is low and calming music to not interfere with hearing any distress noises.
- Expect that children's sleep requirements are individual and will not insist that all children sleep and stay on their beds for the same amount of time. Children approaching school age may no longer require a sleep during the day.
- Ensure that beds and stretchers in the centre-based services are well- maintained, safe, clean and hygienic.
- Ensure that each child has individual, clean bed linen and that it is washed before being used by another child. Beds are to be wiped down with neutral detergent and warm water before being used by another child.
- Indoor spaces used by children must be well ventilated, have adequate natural light and be maintained at a temperature that ensures their safety and wellbeing.
- Never put children to bed with a bottle.
- Arrange the sleeping area so that children are readily accessible to an adult in case of an emergency. In centre-based services children must have direct, constant supervision.
- Children who are under the age of three (3) years old and are sleeping on a bed, should still have ten (10) minute sleep checks completed and documented on the sleep chart checklist.

School aged children – OSHC settings

For children attending Out of School Hours Care (OSHC) settings, Educators will:

- Ensure children have access to a range of active and quiet experiences.
- Provide areas for quiet activities that support children's individual needs and preferences for relaxation at different times.
- Consult with families about children’s rest needs.
- Maintain adequate supervision and maintain educator ratios.
- If a child falls asleep educators will follow safe resting practices, the child should be monitored at regular intervals, and a school age child’s face should be uncovered when they are sleeping.
- Contact parents to inform them if their child has fallen asleep.
- Monitor the room temperature and ventilation to ensure maximum comfort for the child.

Items to consider

If the child has been ill or becomes ill while in care

- Sleep checks are completed more frequently: every five (5) mins.
- Discussion with parents to see how their child has been sleeping e.g., normal sleep patterns for that child, has been restless, not sleeping much etc.
- Child will be encouraged to rest in a quiet, comfortable and safe area.
- All Children will rest with their face uncovered.
- Children who are unwell and awaiting collection will remain in direct supervision and be monitored continually. This is especially important if the child has a high temperature, vomited or received a minor trauma to their head.
- Parents will be contacted immediately and will be asked to make arrangements to collect their child as soon as possible.

If the child arrives at the service asleep

- If the child is brought in while still in a pram or car seat, the child will be removed and not allowed to continue to sleep in the pram/car seat.
- Educators will discuss with the parent as to why the child may still be asleep.
- The educator will assess if the child is well enough to attend the service for the day.

Clothing

Children must not be put to bed with clothing that has strings, ribbons, hoods or cords attached. It is also essential to keep children's heads uncovered so that they do not become too hot. Children will be put to bed in clothing that is appropriate to the climate.

Necklaces, scarves, hoods, helmets, or clothing with drawstrings must be removed when children are sleeping. Don't tie strings or ribbons to a pacifier or toy. Remove bibs and baby jewellery before putting baby or child to bed.

Risk assessment

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

A risk assessment must consider, but not be limited to, the matters set out below:

- The number, ages and development stages of children being educated and cared for.
- The sleep and rest needs of children at the service (including specific health care needs, cultural preferences).
- The sleep and rest needs of individual children and requests from families about a child's sleep and rest.
- The suitability of staffing arrangements required to adequately supervise and monitor children during sleep and rest periods.
- The level of knowledge and training of the staff 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.

- The safety and suitability of any cots, beds and bedding equipment and having regard to the ages and developmental stages of the children who will use them.
- Any potential hazards in sleep and rest areas or on a child during sleep and rest periods.
- The physical safety and suitability of sleep and rest environments, including temperature, lighting, and ventilation.

See *Sleep and Rest Safety Risk Assessment*.

Supervision

Children must be actively supervised at all times while they are sleeping. If using a baby monitor in the childcare centre cot room, children must still be checked by entering the room every ten (10) minutes and record on the child's sleep chart. Once a child has woken and wishes to get out of bed, they will be allowed to do so.

Sleep checks are to be completed every ten (10) mins – unless the child has been ill and then they are to be completed every five (5) mins.

All children who are resting and sleeping are to be checked; all preschool aged children are to be supervised by an educator in the room.

Practices to support adequate supervision at sleep and rest times include:

- Check baby is sleeping on their back, or you have moved them to this position.
- Check sheets and/or blankets are securely tucked in.
- Physically checking/inspecting sleeping children at regular intervals (every ten (10) minutes for children under two years of age) by checking the rise and fall of the child's chest and the child's lip and skin colour from the side of the cot/bed. Place hand approx. 15cm above forehead to test for temperature.
- Not using CCTV, audio monitors or heart monitors to replace physical checks.
- Always being within sight and hearing distance of sleeping and resting children so that educators can monitor children's safety and wellbeing.
- Taking into consideration the risk factors for each individual child, including the age of the child, medical conditions, individual needs, and history of health and/or sleep issues.

Communicating with families about safe sleep practices

- Our service will communicate with families about our safe sleep practices, on enrolment and when any changes are made.
- Our service will consult with families about their child’s routine for sleep and rest at home and carry this out at the service where possible and safe to do so, in line with the prevailing safe sleep practices recommended by Red Nose Australia.

Our service will consult families about their child’s individual needs and will be sensitive to different values and parenting beliefs, cultural or otherwise, associated with sleep and rest.

Work health and safety for Educators

When making up cots, lifting children in and out of cots and putting out beds, Educators should observe safe manual handling procedures. Refer to the *Manual Handling Guidelines*.

Who is responsible?

Roles	Responsibilities
Approved Provider	• Take reasonable steps to ensure that the needs for sleep and rest needs of children being educated and cared for by the service are met, having regard to the ages, developmental stages and individual needs of the children (Regulation 84A). • Ensure there are policies and procedures in place for managing sleep and rest for children (Regulation 168) • Take reasonable steps to ensure those policies and procedures are followed (Regulation 170). • Undertake a risk assessment to ensure that adequate supervision and monitoring of children during periods of sleep and rest are conducted and documented, including the method and frequency of checks on children's safety, health and wellbeing. • Ensure that obligations under the Education and Care Services National Law and National Regulations are met. • Ensure educators (including casual and relief staff) receive information and induction training to fulfil their roles effectively. This includes being made aware of the sleep and rest policies, their responsibilities in implementing these policies, and any changes made over time. • Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policies and procedures. • Ensure that the sleep, rest and relaxation needs of children being educated and cared for by the service, including those attending out of school hours care, are met, having regard to the ages, developmental stages and individual needs of the children. • Ensure the premises, furniture and equipment are safe, clean and in good repair. Ensure that cots, beds, bedding and bedding equipment used for sleep and rest are safe and appropriate for the ages and developmental stages of children who will use them. Consider, for example, if the children might roll, climb out of a cot, fall from a high sleep surface, become trapped between a sleep surface and a wall, become trapped face down in bedding, are over the recommended weight limit for sleep surface, or experience impeded breathing due to weighted sleep products. • Ensure that each child has access to sufficient furniture, materials and developmentally appropriate equipment suitable for their education and care, and that these comply with the safety standards mentioned above. • Ensure that indoor spaces used by children are well ventilated; have adequate natural light; and are maintained at a temperature that ensures the safety and wellbeing of children. • Ensure a documented sleep and rest risk assessment is in place, including the method and frequency of checks • Ensure the service is free from vaping products in accordance with Regulation 82 • Ensure policies and procedures on the use of digital technology, photography, CCTV, and children's devices in sleep/rest spaces are in place and implemented. Ensure sleep and rest environments are free from cigarette and tobacco smoke. • Ensure that the premises are designed to facilitate supervision. • Ensure children are supervised during periods of sleep and rest. This includes ensuring clear procedures and processes are in place for regular physical bedside checks of children and that all checks are recorded at the time they occur.

Roles	Responsibilities
	• Ensure copies of the policies and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection.
Practice Manager	• Ensure the Sleep and Rest Policy and procedures remain current and comply with the Education and Care Services National Law and Regulations, the National Quality Standard, advice from recognised authority and organisational requirements. • Monitor compliance with this policy across all services through quality assurance processes, audits and service visits. • Provide guidance, advice and support to Nominated Supervisors and educators on implementing safe sleep and rest practices. • Ensure services complete, review and maintain Sleep and Rest Risk Assessments in accordance with legislative requirements and organisational procedures. • Support services to identify and manage risks associated with children's sleep and rest and implement continuous improvement strategies where required. • Ensure incidents, complaints and identified non-compliances relating to children's sleep and rest are reviewed, investigated where appropriate, and managed in accordance with organisational policies and legislative requirements. • Ensure educators have access to current evidence-based information, professional learning and resources, including recognised guidance from Red Nose Australia and other recognised authorities. • Monitor changes to legislation, regulations, guidance from recognised authorities and best practice, and ensure this policy is reviewed and updated accordingly. • Promote a child-safe culture where children's safety, health, wellbeing and individual sleep and rest needs remain the highest priority.
Nominated Supervisor	• Ensure that children's' safety, health and wellbeing are upheld at all times. • Maintain up-to-date knowledge and training regarding safe sleep practices and communicate this information to educators and families. • Support all educators to develop the knowledge, training and practical skills needed to implement safe sleep and rest practices, develop secure attachments with children, and provide sensitive and responsive care. • Ensure all educators working with infants and young children complete safe sleep and rest professional learning, including Red Nose safe sleep recommendations, during induction and as part of ongoing professional development. • Ensure there is a procedure for educators to record the time and observations of physical checks of children who are sleeping and resting. • Implement and monitor a vaping-free and tobacco-free environment in all areas, including sleep/rest spaces. • Ensure there is a tool and procedure for conducting an audit of best practice sleep and rest - *Best Practice Sleep and Rest Audit Tool for Education and Care Settings*. • Complete an infant and child sleep risk assessment checklist.
Educators	• Consult with families about children's sleep and rest needs. Educators will be sensitive to each child's needs so that sleep and rest times are a positive experience. • Support children to express their individual sleep and rest preferences where developmentally appropriate. Educators will respect children's voice, choices and cues regarding sleep, rest and relaxation while ensuring their safety, health and wellbeing. • Participate in regular professional learning relating to safe sleep and rest practices, including current Red Nose safe sleep recommendations and service procedures. Maintain knowledge of contemporary safe sleep guidance and implement it in daily practice. • Do not force children to sleep or remain on a bed or mattress if they are not tired. Provide quiet rest and relaxation alternatives. • Complete a safe sleep and rest physical check template. • Ensure beds and mattresses are clean and in good repair. Wipe beds and mattresses with warm water and neutral detergent or vinegar between each use. Store beds in a designated, clean and dry storage area when not in use.

Roles	Responsibilities
	• Ensure that bed linen is clean and in good repair. Bed linen is for use by an individual child and will be washed before use by another child. • Identify and remove potential hazards from sleep environments. As per risk assessment matrix. • Ensure the sleeping environment has been considered with hazards in the sleeping environment removed or mitigated (such as access of a child to other parts of the environment as they wake; including items that could pose a risk such as blinds, cords or other objects, and access of other people to the sleeping environment and sleeping children). • Arrange children's beds and cots to allow easy access for children and staff. • Create a relaxing atmosphere for resting children by playing relaxation music, reading stories, cultural reflection, dimming lights and ensuring children are comfortably clothed. The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories. • Remember that children do not need to be "patted" to sleep. By providing a quiet, tranquil environment, children will choose to sleep if their body needs it. • Children will be supported to express their individual sleep and rest preferences where developmentally appropriate. • Educators will respect children's voice, choices and cues regarding sleep, rest and relaxation while ensuring their safety, health and wellbeing. • Promote children's agency and decision making by providing routines and environments, both indoors and outdoors, that facilitate sleep and rest opportunities. • Maintain educator ratios throughout the rest period. • Ensure the physical environment caters for non-resting children, such as providing separate resting spaces and incorporating quiet activities into the program. • Children will not be forced to sleep or remain on a bed or mattress if they are not tired. Quiet rest and relaxation alternatives will be provided. • Maintain active supervision at all times, checking children at least every ten minutes to see the rise and fall of each child's chest and the colour of their skin and lips. • Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required. • Communicate with families about their child's sleeping or rest times and the service policy regarding sleep and rest times. • Respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping. Sleep and rest patterns will be recorded daily for families. • Ensure children will sleep and rest with their face uncovered. • Encourage children to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing. The room temperature will be considered to ensure maximum comfort for the children. • Do not permit vaping devices, tobacco products, alcohol or prohibited substances in any area of the service, including rest/sleep areas. • Follow digital media, photography, and surveillance protocols in relation to sleep/rest areas. • Follow the method and frequency of physical checks as documented in the current sleep and rest risk assessment.
Parents / Guardians	• Family preferences regarding sleep and rest will be considered wherever possible. However, educators will use professional judgement when determining whether a sleeping child should be woken, taking into account the child's wellbeing, developmental needs, individual needs and best interests • Regularly update the service on their child's sleeping routines and patterns. • Provide informal updates on the previous night's sleep to assist with sleeping during the day.

Roles	Responsibilities
	• Provide specified bedding if required by the service. • Be informed of the service's prohibition on vaping and tobacco products. • Be notified of the service's safe and responsible use of digital devices and CCTV policies (where relevant to sleep/rest spaces, (e.g., use of baby monitors or cameras in cot rooms) • Dress their child appropriately for the weather conditions and provide additional clothing. • Review the services policies and procedures.

National Quality Standards (NQS)

Quality Area 2: Children's Health & Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
Quality Area 3: Physical Environment		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.

Education and Care Services National Law and National Regulations	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S. 165	Offence to inadequately supervise children
S. 166	Offence to use inappropriate discipline
S. 166A	Offence to subject child to inappropriate conduct Offences relating to inappropriate conduct
S. 167	Offence relating to protection of children from harm and hazard
82	Environment to be free from tobacco, vaping devices, vaping substances, drug and alcohol
84A	Sleep and rest
84B	Sleep and rest policies and procedures
84C	Risk assessment for purposes of sleep and rest policies and procedures
84D	Prohibition of bassinets
87	Incident, injury, trauma and illness record
103	Premises, furniture and equipment to be safe, clean and in good repair
105	Furniture, materials and equipment
106	Laundry and hygiene facilities
107	Space requirements-indoor space
110	Ventilation and natural light
115	Premises designed to facilitate supervision
168	Education and care service must have policies and procedures

Education and Care Services National Law and National Regulations	
170	Policies and procedures to be followed
171	Policies and procedures to be available
172	Notification of change to policies or procedures
176	Time to notify certain information to regulatory authority

Related documents

Children's Services policies

- *Child Safe Environment Policy*
- *Supervision Policy*

Forms

- *Sleep and Rest Safety Risk Assessment*

Resources

External

- *National Regulations | ACECQA*
- *National Law | ACECQA*
- *ACECQA: Safe Sleep and Rest Practices*
- *Australian Competition and Consumer Commission: Cots Safety Alert*
- *Infant sleep products mandatory standards | ACCC Product Safety*
- *Consumer Goods (Infant Products) Information Standard 2024 - Federal Register of Legislation*
- *How to Make Up a Babys Cot*
- *Red Nose Australia: Early Childhood Educator Resources*
- *Red Nose Australia - SIDS and Kids: Safe Sleeping*
- *Safe Sleep Space*
- *Best_Practice_Sleep-Rest_AuditTool.pdf*

Glossary

ACECQA – Australian Children's Education and Care Quality Authorities

The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.

Active Supervision

Continuous observation and engagement by educators to ensure children are safe, healthy and supported during sleep and rest.

Child Paramountcy

Child paramountcy refers to the obligation to ensure that the best interests, safety, and wellbeing of children are paramount above all other considerations. All decisions, practices, and actions must prioritise the protection and wellbeing of children, particularly where competing interests exist.

ELC

All centre-based services for children aged 0-5 years including Long Day Care and Preschool services.

OSHC

Out of School Hours Care

Practice Manager

A practice manager oversees and supports a cluster of services within a local area. They work with the Nominated supervisor to ensure services operate safely, meet legal and quality requirements, and follow organisational policies. They do not work directly with children day to day.

Risk Assessment

A process used to identify, assess and manage potential risks to children's safety, health and wellbeing during sleep and rest.

Safe Sleep Practices

Evidence based practices that reduce the risk of injury and sudden unexpected death in infancy, including following current recommendations from recognised authorities such as Red Nose Australia.

Sleep Check

A documented physical observation completed by an educator at regular intervals to monitor a sleeping child's safety, breathing, colour and overall wellbeing.

Sleep and Rest Environment

The area where children sleep or rest, including cots, beds, bedding, lighting, ventilation and room temperature, designed to promote children's safety, comfort and wellbeing.

Sign off and review

This document remains valid until it is either superseded by a new version or officially revoked.

CatholicCare values your input and welcomes feedback on this policy. Your suggestions help us improve and better support your work. Please send any feedback to policy.updates@catholiccaredbb.org.au.

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8.0	General Manager Children's Services	24 August 2026	2 years	January 2028

Revision history

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8.0	Policy	General Manager Children's Services	24 August 2026