

TEMPLATE SLEEP AND REST RISK ASSESSMENT.

From 1 October 2023, the approved provider, nominated supervisor and family day care (FDC) educator 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 children (Education and Care Services National Regulations, regulation 84A). Approved providers must also ensure policies and procedures are in place for managing sleep and rest for children (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170). To ensure the safety of children during sleep and rest, from 1 October 2023, the approved provider must conduct a sleep and rest risk assessment 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. The approved provider must make any necessary updates to the sleep and rest policies and procedures as soon as practicable after conducting the sleep and rest risk assessment and keep a record of each sleep and rest risk assessment conducted. This sleep and rest risk assessment template is designed to assist approved providers and services in conducting sleep and rest risk assessments. This template is a starting point and should be adapted to meet the individual needs of your service or FDC residence/venue in line with regulations 84A, 84B and 84C. It is a requirement for services and FDC residences or FDC venues to complete a sleep and rest risk assessment 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. This document is intended to be an evolving and regularly updated document, to be amended as circumstances change and new hazards arise.

Service Name: Woodlands ELC

Date of SLEEP AND REST RISK ASSESSMENT: 24th of September Review date of SLEEP AND REST RISK ASSESSMENT: March 2025. v


Provide details in the risk assessment table below. A sleep and rest risk assessment.

☐ Medication, health plans and risk assessments for individual children- On airtable and in the room medical bags

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised (regulation 101(1)). This must include any risks associated with water-based activities.

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Supervision and monitoring during sleep and rest periods.	Beds are not to be located in front of sinks or doorways.	Moderate	Always place the baby on their back.	ALL educators in the room.	Through all sleep and rest periods.
	Children may turn and injure themselves while sleeping.	Low	An educator is at all times needing to be in eye sight of the sleep room, supervising inside the sleep and rest rooms.	ALL educators in the room.	Through all sleep and rest periods.
	Children may accidentally cover their faces with blankets.	Moderate	Door is to stay open and an educator is at all times needing to be in eye sight of the sleep room, supervising inside the sleep and rest rooms. .	ALL educators in the room	Through all sleep and rest periods.
The location of the sleep and rest areas	-Sleep checks not being Completed.	Low	Room leaders are to ensure all staff in their room are aware of and have a clear understanding on where to locate them. Sleep checks are to be done at least every 5 minutes, even though there are Educators in the room supervising, they need to be frequent and of a high standard, as per your service's policy and procedures. In all cases, safe	ALL educators in the room and the leadership team to ensure the room is okay.	Through all sleep and rest periods and a reflection after sleep routines.
	-Poor supervision may occur when the sleep area is not in the visible or in the correct location of the room.	Low			
	-If beds are close to sinks, doors or food areas, it is not safe	Low Moderate		ALL educators in the room and the	Through all sleep and rest

	<p>and unhygienic.</p> <p>- Educators are needed to supervise in the sleep/rest rooms.</p> <p>Rooms to have an understanding of the supervision requirements.</p>	Moderate	<p>sleep practices and regular physical checks must continue to be implemented, this information is to be updated on Xplor/Playground for families to see.</p> <p>https://www.acecqa.gov.au/resources/supporting-materials/infosh eet/safe-sleep-and-rest-practices</p> <p>Door is to stay open and an educator is at all times needing to be in eye sight of the sleep room, supervising inside the sleep and rest rooms. Ensure staff clearly communicate the supervision requirements.</p> <p>The team will regularly reflect on the layout of the sleep/rest room or area.</p>	<p>leadership team to ensure the room is okay.</p> <p>Room leader and Leadership to support.</p>	<p>periods and a reflection after sleep routines.</p> <p>Through all sleep and rest periods and a reflection after sleep routines.</p>
How the sleep and rest practices are consistent with any current health guidelines.	-Educators are not educated with the correct procedures that uphold safety for children sleeping and educators not following correct procedures.	Low	<p>Leadership teams are always updating and providing resources to educators to ensure they are building on their knowledge.</p> <p>Educators are aware of the regulations and guidelines via ACECQA and red nose.</p> <p>https://rednose.org.au/downloads/PhysicalChecks.pdf</p>	<p>Leadership team and educators.</p> <p>Educators are to ask when they require further knowledge or if they don't understand something. Educators to be accountable for their responsibilities and needs.</p>	<p>Leadership team each month in the a staff meeting provides a section for sleep procedures.</p>

	 <p>-Children are left in bouncers to sleep.</p>	Low	https://www.acecqa.gov.au/resources/supporting-materials/info-sheet/safe-sleep-and-rest-practices#Best <p>Educators are transferring the baby directly to the cot if they fall asleep in the bouncer.</p>	All staff are to be responsible to ensure there are no children sleeping in the bouncer.	When children are resting and through sleep time.
The sleep and rest needs of children at the service.	<p>Educators not knowing the child's rest/sleep routines.</p> <p>Families forcing educators to keep children awake, or sleeping for a certain time.</p> <p>-Educators are to educate themselves and families around the new Child Safe standards and the importance of sleep.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Moderate</p>	<p>Leadership team to ensure through The orientation is correct.</p> <p>-children who do not wish to sleep are provided with opportunities for play, while those children who do wish to sleep are able to do so, without being disrupted. If a child requests a rest, or if they are clear signs of tiredness, regardless of the time of day, there should be a comfortable, safe area available for them to sleep or rest. Information is gathered and clearly written onto the child's Xplor profile.</p>	<p>All educator educators in the room to know where to find the information and for the Leadership team to gather the correct information for the educators. Families need to communicate any Updates.</p> <p>Leadership team to gather the correct information for the educators.</p> <p>https://www.acecqa.gov.au/resources/supporting-materials/info-sheet/safe-sleep-and</p>	<p>When children start and when children's routines change, Update slightly.</p> <p>Leadership team each month in the a staff meeting provides a section for sleep procedures.</p>

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Risk MatrixRisk Matrix.

Consequences.	Likelihood.				
		Rare	Unlikely Possible	Likely	Almost Certain
	Major	Moderate	High High	Critical	Critical
	Significant	Moderate	Moderate High	High	Critical
	Moderate	Low	Moderate Moderate	High	High
	Minor	Very low	Low Moderate	Moderate	Moderate
	Insignificant	Very low	Very low Low	Moderate	Moderate

Plan and Review

Plan prepared by: Full name: Angelica Furnari

Date: 24/09/2024

Signature:

Role/Position: Head of Education.

Prepared in consultation with: Full name:

Signature:

Role/Position:

LIKELIHOOD

The risk matrix includes five levels of likelihood:

- Rare
- Unlikely
- Possible
- Likely
- Almost Certain.

When thinking about likelihood, the approved provider and service leaders should prioritise actions based on ensuring compliance with the minimum legislative standards, particularly those standards relating to the safety, health and wellbeing of children. The following table is a useful guide.

Likelihood	
Rare	Very unlikely – the event may occur only in exceptional circumstances
Unlikely	Improbable – the event is not likely to occur in normal circumstances
Possible	Potential – the event could occur at some time
Likely	Probable – the event will probably occur in most circumstances
Almost certain	Very likely – the event is expected to occur in most circumstances

CONSEQUENCE

The risk matrix also includes five levels of consequences:

- Insignificant
- Minor
- Moderate
- Significant
- Major

This considers the potential impact and how it might affect the safety and wellbeing of children, families, staff and the wider community.