

## Sleep and Rest - Risk Management Plan

<b>Educator Name:</b>		<b>Assessment Date:</b>	
<b>Contact Numbers:</b>	Clarence Children's Services: 6217 9610 Program Manager: 6217 9616	<b>Date of Previous Assessment:</b>	

### Proposed Activities / Benefits of Learning for Children that are Resting:

Opportunities will be provided to meet each child's sleep, rest and relaxation needs as far as it is safe and practicable. This encourages children to feel secure and supports their wellbeing and health. This risk management plan ensures educators identify any hazards and strategies for their individual service. Appropriate sleep and rest time procedures is vital for the safety of young children.

<b>Personnel Qualifications and Experience Required:</b>	Educator holds a minimum of a Certificate 3 or Working Towards, Educator holds current first aid training certificate and Safe sleep training.	<b>Relevant Standards:</b>	<b>National Law: 165, 167 National Regulations: 82, 84A, 84B, 84C, 84D, 87, 103, 105, 106, 107, 110, 115, 116, 168, 169, 170, 171, 172</b>
<b>Risk Assessment Conducted By:</b>		<b>Who Was part of the Consultation Process in Developing this Risk Assessment:</b>	

### Comments / Additional Information:

<b>Educator Name:</b>		<b>Educator Signature:</b>		<b>Date:</b>	
<b>Scheme Staff Name:</b>		<b>Scheme Staff Signature:</b>		<b>Date:</b>	

RISK MATRIX			
LIKELIHOOD	CONSEQUENCES		
	Insignificant / Minor <i>(Potential to cause minor injury / require first aid treatment.)</i>	Moderate <i>(Potential to cause serious injury / require medical treatment / outpatient hospitalisation.)</i>	Major / Catastrophic <i>(Potential to cause serious ill health / extensive injuries / disability / death,)</i>
Rare <i>(May occur only in exceptional circumstances.)</i>	LOW (L1) 1	MODERATE (M2) 2	HIGH (H3)
Unlikely <i>(Could occur at some time.)</i>	LOW (L2) 2	MODERATE (M4) 4	HIGH (H6)
Moderate <i>(Might occur at some time.)</i>	MODERATE (M3) 3	HIGH (H6) 6	HIGH (H9)
Likely / Almost Certain <i>(Will probably occur in most circumstances.)</i>	HIGH (H4) 4	HIGH (H8) 8	HIGH (H12) 12

## Sleep and Rest - Risk Management Plan

Sleep and Rest	Hazards	Risk Rating	Standard Controls	Risk Controls to be Applied by WHO	Risk Controls to be Applied by WHEN	Revised Risk Rating	Safe to Proceed
Sleep and Rest	Individual Children Sleep Needs		<ul style="list-style-type: none"> <li>The sleep and rest needs of each child are discussed with families as required, including cultural preferences.</li> <li>Individual health care needs which effect sleep are documented in writing by the child's doctor.</li> <li>The ages, development and number of children in care are considered when designing the sleep environment.</li> <li>Babies are always placed on their back for sleep with their head and face uncovered.</li> <li>Children's clothing is appropriate for sleep, e.g., Clothing with hoods and necklaces are removed.</li> <li>Once a child has the capacity to climb out of a cot, they are transitioned to another sleeping arrangement to minimise the risk of falling.</li> <li>Educators acknowledge children's emotions and distress regarding sleep and rest.</li> </ul>	Educator	<ul style="list-style-type: none"> <li>Prior and during sleep and rest times.</li> </ul>		Ok
	Supervision		<ul style="list-style-type: none"> <li>Educators supervise children using sight, sound and through monitors.</li> <li>Children are sighted every 15 minutes, including sighting in person the rise and fall of the chest.</li> <li>A sleep log is completed and retained.</li> </ul>	Educator	<ul style="list-style-type: none"> <li>Prior and during sleep and rest times.</li> </ul>		
	Staff Arrangements		<ul style="list-style-type: none"> <li>Family Day Care Educators are required to complete Safe Sleep Training as outlined in the Clarence Family Day Care Sleep and Rest Policy.</li> <li>Sleep and Rest Risk Assessments are conducted by Educators in consultation with the Scheme annually or as required in response to changing needs.</li> <li>Educators comply with Clarence Family Day Care Sleep and Rest Policy.</li> </ul>	Educator	<ul style="list-style-type: none"> <li>Prior and during sleep and rest times.</li> </ul>		
	Sleeping Arrangements		<ul style="list-style-type: none"> <li>The location of sleep and rest areas are appropriate to the needs of the children and is consistent with best practice guidelines. Including the arrangements of cots and bedding.</li> <li>Cots and bedding equipment comply with Australian Safety Standards and mattresses are firm, clean, well-fitted and flat.</li> <li>Any potential hazards are removed from cots and bedding.</li> <li>Physical safety of the environment is considered, and best practice guidelines followed, including temperature, lighting, and ventilation.</li> <li>Bassinets will not be used.</li> <li>Blinds and cords etc cannot be accessed by children.</li> <li>Overnight care must only be offered with permission from the scheme and all guidelines adhered to.</li> </ul>	Educator	<ul style="list-style-type: none"> <li>Prior and during sleep and rest times.</li> </ul>		

**Any Specific and Additional Risks Identified by Educator for Their Environment or Specific Children's Needs:**

Sleep and Rest	Hazards	Risk Rating	Standard Controls	Risk Controls to be Applied by WHO	Risk Controls to be Applied by WHEN	Revised Risk Rating	Safe to Proceed
How the Educator will maintain checks on sleeping children while adequately supervising the other children in care.	Supervision  Sleep Arrangements			Educator			
List any Individual child specific health needs that effect sleep and support strategies, including Medical Management and Communication Plan prepared by medical practitioner.	Individual Children Sleep Needs - Do Not Comply with Best Practice			Educator			
Proposed activities and supervision for children that are resting.	Supervision  Rest needs of children not met.			Educator			