



COASTWIDE



Family DAY CARE

all about
coastwide family
day care
expecting the best
for the best start
in life



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Welcome to Coastwide Family Day Care

Coastwide Family Day Care is a safe, secure home-based childcare service for children aged 6 weeks to 13 years, with educators based on the Central Coast, Hunter New England, Mid North Coast, North Sydney, and Western NSW regions.

Educators provide education and care in a small group environment for a maximum of four non-school aged children and may also provide before and after school care and vacation care for up to three school aged children.

Children's individual interests, strengths and developmental needs are supported through play-based learning activities linked to the approved learning frameworks:

- ❖ *Belonging, Being and Becoming: The Early Years Learning Framework for Australia V2*
- ❖ *My Time, Our Place: Framework for School Aged Care in Australia V2*

Coastwide Family Day Care offers children and their families a consistent and familiar childcare service where siblings can be cared for together in a small group setting. Educators are highly trained early childhood professionals who share a commitment to provide the best possible learning environments for children in their care, acknowledging that an investment in early childhood education is the foundation for success in school, career, and life.

Coastwide Family Day Care is one of the early childhood programs run by Coastwide Child and Family Services Inc, a not-for-profit community-based organisation with 40 years of experience, with admin offices based on the Central Coast of NSW.

Our childcare service is approved to operate by the NSW Department of Education. Childcare fees attract Child Care Subsidy (CCS), an Australian Government initiative. Flexible childcare options include standard and non-standard hours, weekend and overnight care, respite, and occasional care.

All Coastwide Family Day Care services are safe, secure, and healthy environments for children and their families. We guarantee that all services are smoke, drug and alcohol free. Your educator is committed to meeting all legislative requirements under the *Education and Care Services National Law* and *National Regulations*.

This includes:

- ❖ A daily risk assessment of their service environment
- ❖ Regular emergency evacuation and lockdown practices
- ❖ Maintaining a thorough understanding of the health care needs of each child
- ❖ Ensuring the safety and wellbeing of every child as legislated in the Child Safe Standards, as a Mandatory Reporter, and guided by our *Child Safe Environment Policy*, *Respect for Children Policy*, and our *NSW Child Protection Policy*

With 40 years of experience delivering quality educational outcomes for children we are proud to celebrate our *Mission and Philosophy*.

Our *Mission and Philosophy* has been shaped by consultation with educators, children and their families and our communities and is informed by our commitment to the guiding principles of the *Education and Care Services National Law*, the *National Quality Framework*, the *United Nations Convention on the Rights of the Child*, the *Early Childhood Australia Code of Ethics*, the *United Nations Declaration on the Rights of Indigenous Peoples* and the *United Nations Convention on the Rights of Persons with Disabilities*. The *National Quality Framework* aims to raise quality and encourage continuous improvement and consistency in all early childhood education and care services across Australia, acknowledging the benefits of early childhood education and care for children and families:

Research shows quality education and care early in life leads to better health, education, and employment outcomes later in life. The early years are critical for establishing self-esteem, resilience, healthy growth, and capacity to learn. Quality education and care shapes every child's future and lays the foundation for development and learning.
<https://www.acecqa.gov.au/nqf/about>

The guiding principles of the *Education and Care Services National Law* and the *National Quality Framework*:

- ❖ The rights and best interests of the child are paramount
- ❖ Children are successful, competent, and capable learners
- ❖ Equity, inclusion, and diversity underpin the *National Quality Framework*
- ❖ Australia's Aboriginal and Torres Strait Islander cultures are valued
- ❖ The role of parents and families is respected and supported
- ❖ Best practice is expected in the provision of services

Our Policies and Procedures

Our policies and procedures are developed in consultation with educators, children, and their families and our communities, and are reviewed annually. Your collaboration and feedback are encouraged and highly valued.

Our policies and procedures are guided by our *Mission and Philosophy* and the *National Quality Framework* to meet our obligations under *Education and Care Services National Law and National Regulations*, and our compliance requirements under the *Family Assistance Law*.

Our policies are available on our website and can also be accessed through your FDC educator.

Family Day Care Educator Recruitment and Training

In NSW, all early childhood services, including family day care services, are regulated by the NSW Department of Education. To meet our obligations and, to ensure all our family day care services provide safe, secure, and healthy environments for children and their families, we are committed to ensuring all registered educators meet specific legislative requirements, including holding:

- ❖ A NSW 'Working with Children' Check
- ❖ A National Police Check
- ❖ A Certificate III level education and care qualification (as a minimum)
- ❖ Child Protection qualifications
- ❖ A current First Aid, CPR and Emergency Asthma and Anaphylaxis Management

Certificate Educators are registered and resourced by qualified and experienced early childhood professionals and are supported by ongoing training and mentoring by the Coastwide Family Day Care Coordination Unit.

Training and professional development is ongoing to maximise every educator's ability to guide children to fulfil their potential as early learners. Our educators represent their community and share their diverse experience, skills, and cultural understanding to strengthen our service.

The Role of the Coordination Unit Staff

We offer families access to a supportive enrolment service to support their individual childcare needs and our early intervention referral service. In addition, we fulfil the administration requirements of the *Family Assistance Law*, including the submission of Child Care Subsidy claims on behalf of families.

Our role includes working in partnership with educators to provide the best possible learning environments for children.

Our dedicated Educational Leaders collaborate with Educators and Coordinators to provide curriculum direction and guidance, informed by the approved learning frameworks, *Belonging, Being and Becoming, The Early Years Learning Framework V2* and *My Time, Our Place, Framework for School-Aged Care V2*.

Their role is to support the development and implementation of an effective educational program for every child in every service. In addition, our commitment to delivering an inclusive service is guided by our *Anti-Bias and Inclusion Policy* and educators, coordinators and educational leaders work closely with appropriate early intervention providers to ensure all children have opportunities to fulfil their potential. Please review the *Anti-Bias and Inclusion Policy* for more information.

Our Enrolment Service

The goal of our enrolment service is to find the right educator for your childcare needs. As you navigate your child's enrolment, you will be supported throughout by our dedicated Placement Officer. Our Placement Officer will work with you to assess your childcare needs, introduce you to a choice of educators, where possible, and support you in your decision making.

Steps to Finalise your Enrolment

To finalise your child's enrolment, you will be asked to complete an online enrolment form.

This form will collect detailed information about your child to create their initial enrolment record. This enrolment record is required under the *Education and Care Services National Law and National Regulations* to ensure the ongoing safety and wellbeing of your child whilst in care. Information collected includes:

- ❖ Parent/Guardian Details
- ❖ Family Contact Details
- ❖ Child Details
- ❖ Child Medical Details, including any health care needs
- ❖ Booking Information
- ❖ Court and Parenting Orders
- ❖ Permissions and Authorisations

You will also be required to agree to the guidelines and policies included in this Handbook.

Family Contact Details

Family contacts are required to be aged 18 years or over and, as part of the enrolment form, you will indicate whether they are authorised to:

- ❖ Drop off or collect your child
- ❖ Consent to medical treatment/administration of medication
- ❖ Be notified of an emergency involving your child if the parent(s)/guardian(s) cannot be contacted
- ❖ Consent to your child being taken outside the service with an educator, in an emergency
- ❖ Consent to your child being transported in a vehicle by the educator/service or other, in an emergency

Child Medical Details

As part of the enrolment process you will be asked to provide information regarding your child's health care needs.

Section 1 of the enrolment form includes information relevant to your child's additional needs or disabilities.

You will also be asked to provide your child's Medicare number and to upload a copy of their Australian Immunisation Record (AIR) Immunisation History Statement. These are required under the *Education and Care Services National Law and National Regulations*.

In section 2 you will be asked to provide information relevant to your child's medical conditions, allergies, dietary requirements, risk of anaphylaxis and asthma.

To ensure we have the information needed to provide for the safety and wellbeing of your child you will also be asked to upload the following documents where relevant:

- ❖ Medical Management Plan
- ❖ Action Plan for Allergic Reactions
- ❖ Anaphylaxis Action Plan and/or
- ❖ Asthma Action Plan

In addition, prior to or on the first day of care, your educator will discuss and complete with you a *Medical Risk Minimisation Plan and Communication Plan*.

Please note we will contact you during your child's enrolment with our service to update this information. For more information, please review our *Medical Conditions Policy*.

Court Orders, Parenting Orders and/or Parenting Plans

In this section you will be asked to upload any court orders, parenting orders and/or parenting plans. Please note we will contact you during your child's enrolment with our service to update this information.

Authorisations and Permissions

As part of the online enrolment form, authorisations and permissions will be sought for the following:

- ❖ Your child to be transported by ambulance
- ❖ Your child to have sunscreen applied
- ❖ Your child's photo to be taken
- ❖ Your child's photo to be published
- ❖ Paracetamol to be administered in accordance with our *Medical Conditions Policy*. Please review the *Medical Conditions Policy* for more information.
- ❖ Agreement to pay childcare fees on time
- ❖ I give authorisation for approved provider, nominated supervisor or educator to seek medical treatment for my child from a registered medical practitioner, hospital, or ambulance service
- ❖ Your child to be transported in a vehicle by the educator/service or other, in an emergency
- ❖ Your child to have insect repellent applied
- ❖ Your child to have nappy cream or lotion applied
- ❖ Agreement to follow Coastwide Family Day Care Guidelines and Policies as detailed in the *Handbook*
- ❖ I give permission for my child to participate in emergency drill practices every three months as per the Education and Care Regulations that may require them accessing non-registered areas of the FDC service for a short period of time.

Priority of Access Guidelines

We are required to follow the Federal Government's *Priority of Access* Guidelines when allocating placements. All childcare services are required to follow these guidelines. For more information, you can access a Factsheet from the Department of Education, Employment and Workplace Relations here: [Priority of Access Guidelines \(dss.gov.au\)](https://www.dss.gov.au/priority-of-access-guidelines)

Child Care Fees and Child Care Subsidy (CCS)

Most Coastwide Family Day Care Educator hourly fees range from \$9 to \$14, depending on the service location, service environment, qualifications, and service inclusions. In addition to educator fees, an hourly admin levy is also payable. As self-employed small business owners, educators set their own working days and minimum booked hours. The minimum booked hours affect the daily rate you will be charged. Please discuss this with your educator.

Childcare Fees must be paid via Electronic Funds Transfer (EFT) (effective 02 July 2023) Fees are to be paid weekly through an electronic funds system. Coastwide FDC will be using RedPay through Harmony Web, our third-party software provider. For further information, refer to our *Payment of Fees Policy*.

You may be eligible to claim childcare fee assistance. We recommend that you contact Centrelink as soon as possible to register your claim for CCS.

For more information visit:

<https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>

To assess your eligibility to claim for CCS, Centrelink will collect information about your family income and activity levels and following this assessment Centrelink will advise us of your CCS percentage and number of eligible hours.

Please note as part of your enrolment and your CCS responsibilities you agree to:

- ❖ Adhere to the parent responsibilities for receiving CCS from the Federal Government
- ❖ Access MyGov to approve your enrolment confirmation
- ❖ Sign your child in and out of care, noting the actual time
- ❖ Verify that your child's attendance records are an accurate record of your child's hours of attendance and booked childcare hours, including any absences from care

Your Educator's Fee Schedule

You will receive a copy of your educator's *Fee Schedule* and they will confirm with you the fees they charge per session, their payment schedule, and any other relevant costs. Please read your copy of the *Fee Schedule* carefully and discuss any queries with your educator.

If you experience any difficulties in paying your fees, please let us know as your access to childcare may be terminated if fees are not paid. Childcare with another educator will not be available to parents/guardians with outstanding fees.

Please note as part of your enrolment you agree to:

- ❖ Pay the enrolment fee at the time of enrolment
- ❖ Pay the fees according to your educator's *Fee Schedule*, including the hourly admin levy
- ❖ Authorise Coastwide Family Day Care to submit a claim for CCS on your behalf, if relevant. CCS will be paid to your educator to go towards your childcare fees and to the Coordination Unit to pay the admin levy
- ❖ Notify your educator and the Coordination Unit of any changes in care requirements
- ❖ Give the required notice to your educator of any changes to your care requirements or of your intention to cease care

Updating your Child's Enrolment Record

To ensure the safety and wellbeing of your child during their enrolment with us, and as required under the *Education and Care Services National Law and National Regulations*, as part of the enrolment you agree to notify your educator and Coastwide Family Day Care of any changes to your child's enrolment record. This includes:

- ❖ Any changes in parent/guardian details; phone numbers, email addresses, place of work or residential address
- ❖ Any changes to parenting orders/plans or custody arrangements
- ❖ Any changes to your family contact details
- ❖ Any changes to your child's health care needs, medical conditions, and/or additional needs, including any allergies or intolerances

In addition, you agree to:

- ❖ Review any Medical Management, Asthma or Anaphylaxis Action Plans as per the *Medical Conditions Policy*
- ❖ Supply an updated copy of the AIR Immunisation History Statement to the Coordination Unit each time your child's immunisation is updated

Please note we will contact you during your child's enrolment with our service to update this information.

Starting Care

Please discuss with your educator your child's routines, needs and interests. We also recommend discussing the settling techniques you use as well as any other practices you wish your educator to maintain. Please make sure that all items you bring into care are clearly labelled, including:

- ❖ Spare clothing to cater for changing patterns of weather as well as any indoor or outdoor play-based activities your child might enjoy. Our service supports Sun Smart recommendations so please include shirts with covered shoulders
- ❖ A Sun Smart hat and suitable footwear
- ❖ Nappies, unless your educator provides them
- ❖ A healthy lunch, snacks, and a drink bottle for water unless your educator provides these. Your educator can make recommendations about healthy lunch box options. Please note all educators follow our *Nutrition and Food Safety Policy*.
- ❖ A favourite toy or blanket to help your child feel more secure as they transition into care

Educators are guided by the *Family Communication Policy* to work in partnership with families to support children's wellbeing and learning. Please review the *Family Communication Policy* for more information.

Health Care Needs

Under normal circumstances, medication will only be administered when accompanied by a signed *Administration of Medication Record*. Your educator will provide a copy of this form for you to complete.

Your medical practitioner's instructions must be included on how to administer the medication and management of the illness.

If your child becomes unwell whilst in care, as per our *Sick Children Policy*, your educator will contact you. We use the following list as a guide to assess your child's wellbeing:

- ❖ Fever greater than 38 or more
- ❖ Two or more loose bowel movements than usual
- ❖ Unidentified and / or infectious rash, or skin infection
- ❖ Eye discharge
- ❖ Repeated vomiting
- ❖ Head lice if untreated
- ❖ Persistent cough or runny nose

We recommend that you assess your child against this list prior to accessing care. You will always be informed if your child has an elevated temperature or appears unwell whilst in care. Your educator will care for your child until you can arrange for your child to be collected.

If your child's temperature is elevated, your educator will offer clear fluids and remove layers of clothing. Your educator will contact you, or your family contacts, to gain verbal consent to administer paracetamol and request immediate collection of your child. They will continue with fever management until you, or your family contact, arrives to collect your child.

Your educator will document their actions and ask you to sign the *Injury, Incident, Trauma Record, or Illness Record*.

Please note, exclusion criteria have been increased to ensure that the spread of infection is minimised.

Emergency Situations

To ensure that we can respond appropriately in emergency situations to ensure the safety and wellbeing of your child, your educator is required to develop a series of risk assessments and hazard management practices to minimise risk.

Our *Emergency Evacuation Policy* defines procedures which will be undertaken in the event of a medical emergency. In addition, your educator will practice their emergency evacuation and lockdown procedures every three months, as per our *Emergency Evacuation Policy*.

Educational Program and Practice

Coastwide Family Day Care educational program and practice is designed to ensure all children experience learning that is engaging and builds success for life. We embrace the principles, practice and learning outcomes of the approved learning frameworks:

- ❖ *Belonging, Being and Becoming: The Early Years Learning Framework for Australia V2*
- ❖ *My Time, Our Place: Framework for School Aged Care in Australia V2*

The principles of the approved learning frameworks underpin our educational program and practice and our *Mission and Philosophy* inform our decision-making.

The educator to child ratios in family day care settings, one educator to four non-school aged children, ensures that educators develop trusting relationships with children and their families, providing a secure base for exploration and learning.

We acknowledge that families are a child's first and most influential teachers and that trusting partnerships with families provide the opportunity for educators to work collaboratively with families, sharing insights and perspectives.

We share a commitment to respect diversity, access ongoing learning and maintain reflective practice. Our high expectations and commitment to equity are central to all decision-making. For more information please visit: [Approved learning frameworks | ACECQA](#)

Guiding Children's Behaviour

Informed by our *Mission and Philosophy*, all educators follow our *Behaviour Guidance Policy* to harness each child's potential to become the best version of themselves. Educators acknowledge that all children have the right to truly learn, be loved and be nurtured and create a learning environment where children have access to the tools to build their confidence and wellbeing and celebrate their compassion and sense of belonging.

The use of physical punishment, exclusion and negative criticism are never acceptable.

The Physical Environment

All Coastwide Family Day Care services offers families a unique education and care environment, designed to provide a balance of indoor and outdoor experiences to reflect the interests and developmental needs of each child.

All Coastwide Family Day Care services are safe, secure, and healthy environments for children and their families. We guarantee that all services are smoke, drug and alcohol free. Your educator is committed to meeting all legislative requirements under the *Education and Care Services National Law* and *National Regulations*.

Outings and Transport – Regular and Non-Routine

As part of the enrolment process your educator will discuss their regular outings and transport, if applicable.

To provide regular outings and transport educators must meet the requirements of our *Excursions and Outings Policy*, including completing a thorough *Outing and Transport Risk Management Plan*.

This *Outing and Transport Risk Management Plan* includes:

- A complete risk assessment of all aspects of the outing or transport
- A procedure to ensure risks are minimised when:
 - Exiting and entering the service
 - Embarking and disembarking on transport, if relevant
 - Arriving at and leaving the destination
- A description or copy of a map detailing the proposed route
- Notification of car safety restraint/ s that will be used, if relevant

As part of the enrolment process, you will be provided with a copy of the *Outing and Transport Risk Management Plan* for each regular outing or transport provided by your educator. You will be asked to confirm the following:

- You have sighted the *Outing and Transport Risk Management Plan* and risk assessment relating to the regular outing or transport
- You give permission for your child/children to exit the service

In addition, your educator may also organise non-routine outings and transport.

For all non-routine outings and transport, educators must meet the requirements of our *Excursions and Outings Policy*, as above. Prior to each non-routine outing or transport you will be provided with a copy of the *Outing and Transport Risk Management Plan* and be asked to confirm the following:

- You have sighted the *Outing and Transport Risk Management Plan* and risk assessment relating to the non-routine outing or transport
- You give permission for your child/children to exit the service

Vehicles used to transport children are required to be correctly fitted with appropriate restraints and undergo an annual safety check at RMS Authorised Restraint Fitting Station.

Sharing your Feedback and Raising your Concerns

Once you start care, please remember to provide feedback about our enrolment process and your first week with Coastwide Family Day Care. We value your feedback and welcome any concerns you may have. Our *Dealing with Complaints Policy* aims to ensure that you feel comfortable raising issues, concerns, or complaints.

We strive to respond and act respectfully, to investigate and follow-up in an effective and timely manner, with the goal of protecting the safety and wellbeing of each child and achieving a positive outcome for all. Thank you for choosing Coastwide Family Day Care as your preferred childcare service. We look forward to working in partnership with you and your child.

SLEEP AND REST POLICY

All children have individual sleep, rest, and relaxation requirements. Our objective is to meet these needs by providing a comfortable, relaxing, and safe space to enable their bodies to rest. This environment will also be well supervised, ensuring all children feel secure and safe at our Family Day Care Service's approved residences or venues.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND 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.

LEGISLATIVE REQUIREMENTS/ EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW	
NSW Children (Education and Care Services) Supplementary Provisions Act 2011 (State Law) Children (Education and Care Services) Supplementary Provisions Regulation 2019 (State Regulations)	
Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazard
81	Sleep and Rest
82	Tobacco, drug and alcohol-free environment
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
116	Assessments of family day care residences and approved family day care venues
166	Children not to be left alone with visitors
168	Education and Care Services must have policies and procedures
168 (2)(a)(v)	Sleep and rest for children
169	Additional policies and procedures-family day care
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 POLICIES

Administration of First Aid Policy Child Safe Environment Policy Enrolment Policy Death of a Child at the Service Policy Emergency and Evacuation Policy Family Communication Policy	Furniture and Equipment Safety Policy Health and Safety Policy Interactions with Children, Families and Staff Policy Physical Environment Policy Respect for Children Policy Tobacco, Drug and Alcohol-Free Policy Work, Health and Safety Policy
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PURPOSE

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place for children’s sleep and rest. Our *Sleep and Rest Policy* will assist management and FDC educators to ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs whilst attending the FDC service.

Our Family Day Care educators will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. The risk of Sudden Infant Death Syndrome (SIDS) for infants will be minimised by following practices and guidelines set out by the national authority on safe sleeping practice for infants and children- Red Nose (formerly SIDS and Kids). Our policy sets out quality practice and is informed by recognised and evidence-based principles. Safe Sleep practices are informed by Red Nose and guidance from ACEQCA.

If a family's beliefs and requests are against current recommended evidence-based guidelines, our FDC educators will need to determine if there are exceptional circumstances that allow for alternate practices. We will only approve an alternative practice if the FDC educator and Nominated Supervisor is provided with written advice from, and the contact details of a registered medical practitioner accompanied by a risk assessment and risk minimisation plan for individual children.

We have a duty of care to ensure children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm and hazard. In meeting the Service's duty of care, it is a requirement that all educators implement and adhere to this policy and associated procedures to ensure we respect and cater for each child's specific needs and ensure all risks are appropriately addressed at all times.

SCOPE

This policy applies to the approved provider, nominated supervisor, coordinator, educators, families, and children of the Family Day Care Service.

IMPLEMENTATION

'Children have different sleep, rest and relaxation needs. Children of the same age can have different sleep patterns, and FDC educators need to consider these when providing education and care. As per Standard 2.1 (Element 2.1.1) of the National Quality Standard, each child's comfort must be provided for and there must be appropriate opportunities to meet each child's sleep, rest and relaxation needs.'
(ACECQA)

Our FDC Service defines 'rest' as a period of inactivity, solitude, calmness, or tranquillity, and can include a child being in a state of sleep. Considering the busy and energetic nature of a child's day, we feel that it

is important for children to participate in a quiet/rest period during the day in order to rest, relax, and recharge their body. Effective rest strategies are important factors in ensuring a child feels secure and safe in an early childhood environment.

Our FDC educators will consult with families about their child's individual needs, ensuring all parties are aware of the different values, cultural, and parenting beliefs and practices, or opinions associated with sleep requirements.

Approved Provider/Management/Nominated Supervisor will ensure:

- all nominated supervisors, coordinators, and FDC educators are provided with a copy of this policy as part of their induction program and ongoing training
- nominated supervisors, coordinators, and FDC educators follow the policy and procedures
- opportunities are provided to all employed and engaged FDC educators to participate in Red Nose professional training and keep a record of all such training
- risk assessments are conducted at least annually to ensure all potential hazards are controlled in sleep areas in line with Red Nose and ACECQA guidelines
- a documented practice for the supervision of sleeping children is tailored to the unique layout of each FDC residence or approved venue, as well as the ages and developmental stages of the children in care
- sleep and rest environments in FDC residences/venues will be safe and free from hazards including cigarette and tobacco smoke
- safe sleep practices are documented and shared with families
- if any requirements differ from Red Nose sleeping recommendations, written authorisation from a medical practitioner will be required and shared with FDC educators.

Family Day Care Educators will ensure:

- they have a thorough understanding of the service's policy and practices and embed practices to support safe sleep into everyday practice
- they have a documented procedure for the supervision of sleeping children whilst also maintaining adequate supervision of children in their care

- reasonable steps are taken to ensure that the needs for sleep and rest of children being educated and cared for are met, having regard to the ages, developmental stages and individual needs of each child
- they respond to children's individual cues for sleep (yawning, rubbing eyes, disengagement from activities, crying etc)
- every reasonable precaution has been taken to protect children from harm and from hazards likely to cause injury. Hazards posing a risk of suffocation, choking, crushing or strangulation risk to children must be removed from the sleep and rest environment. (Sec. 167)
- all equipment and furniture used are safe, clean and in good repair (Reg. 103, 105)
- there are adequate numbers of cots and bedding available to children that meet Australian Standards
- children are only to sleep in rooms that have been safety checked as part of the FDC residence assessment process by the Approved Provider/Coordination unit.
- all cots used in the FDC Service meet the current mandatory Australian Standard for Cots (AS/NZS 2172) and will carry a label to indicate this. This information must be shared with your Coordinator prior to the equipment being used.
- all portable cots used in the FDC Service meet the current mandatory Australian Standard for children's portable folding cots, AS/NZS 2195, and will carry a label to indicate this. This information must be shared with your Coordinator prior to the equipment being used.
- sleep surfaces are checked for firmness in accordance to Australian Standard AS/NZS 8811:1:2013
- consultation takes place with families about children's sleep and rest needs
- they are sensitive to each child's needs so that sleep and rest times are a positive experience
- sleep and rest environments will be safe and free from hazards
- areas for sleep and rest are well ventilated and have natural lighting
- the sleep and rest environment is free from cigarette or tobacco smoke
- the room temperature is monitored to ensure maximum comfort for the children
- a relaxing environment for sleeping children is created by playing relaxation music, reading stories, cultural reflection, and turning down lights
- ensure sleeping spaces are not dark- there needs to be sufficient light to allow supervision and to physically check children's breathing, lip and skin colour
- safe sleep practices are shared with families: educators are not expected to endorse practices requested by a family, if they differ from [Red Nose](#) (formerly SIDS and Kids) safe sleeping recommendations
- that sleeping infants are closely monitored and that all sleeping children are within hearing range and observed closely. This involves checking/inspecting sleeping children at regular intervals at least once

every 10 minutes and ensuring that they are always within sight and / or hearing distance of sleeping and resting children so they can easily monitor a child's breathing and the colour of their skin. It is recommended that FDC educators not perform administrative duties that would take their attention away from sleeping/resting children. (Note: CCTV, audio monitors or heart monitors **do not** replace the need for physical checking/inspecting sleeping children)

- If the child's face/body appears blue and the child is not breathing, initiate first aid immediately including calling an ambulance and beginning resuscitation
- a record is maintained recording the time each physical check immediately after checks are made on the Safe Sleep Record
- they assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required
- factors to be considered may include:
 - age of child
 - medical conditions (colds, respiratory condition)
 - individual needs or health issues
- children who are sleeping or resting have their face uncovered at all times
- children are encouraged 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
- amber teething necklaces, bibs or similar must be removed prior to sleeping to minimise choking or strangulation hazards
- any soft items are removed from the cot, such as loose blankets, pillows, or toys
- that beds/mattresses are clean and in good repair
- beds and mattresses are wiped over with warm water and neutral detergent or vinegar solution between each use
- bed linen is used by an individual child and is washed before use by another child
- Bed linen should be stored individually to avoid cross contamination
- they acknowledge children's emotions, feelings, and fears in regard to sleep/rest time
- develop positive relationships with children to assist in settling children confidently when sleeping and resting
- that children who do not wish to sleep are provided with alternative quiet activities and experiences, whilst those children who do wish to sleep are allowed to do so, without being disrupted. If a child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there

should be a comfortable, safe area available for them to rest. It is important that opportunities for rest and relaxation, as well as sleep, are provided.

- they maintain up to date knowledge regarding safe sleeping practice and communicate this information to families
- provide information to parents and families about Safe Sleep practices. (see [Red Nose](#))
- they do not allow any visitor to the FDC residence or venue to be left alone with any child/children
- when sleeping at the FDC residence overnight, a child will be under the supervision of the FDC educator and have access to the FDC educator at all times.
- the area where a child/ren sleep overnight will be in part of the residence that has been assessed and approved by the FDC Service. Regular assessments are conducted at least annually
- procedures for overnight or extended care include-
 - how they will monitor the child/ren during the night
 - risks and physical safety of the child's sleeping environment
 - access to other parts of the house during the night
 - night-time emergency evacuation procedures/lockdown

CHILDREN IN COTS

FDC Educators will:

- give bottle-fed children their bottles before going to bed
- ensure children are not put in cots or in beds with bottles
- observe children at 10-minute intervals while they sleep. The FDC educator must go into the room/s and physically see babies breathing and check lip and skin colour. The educator will then officially record this on a Safe Sleep Record.
- encourage the use of sleeping bags with fitted neck and armholes for babies as there is no risk of the infant's face being covered
- securely lock cots sides into place to ensure children's safety
- wooden cots should only be set at the highest height until the baby is able to sit and then lowered to ensure there is no climbing risk
- turn off wall-mounted heaters before children use the room for sleeping. Rooms/areas for sleeping may be air conditioned and maintained at an appropriate temperature
- be aware of manual handling practices when lifting babies in and out of cots
- participate in staff development about safe sleeping practices
- understand that hammocks, and prams/strollers do not carry safety codes for sleep. Babies should not be left in a bouncers, rocker / inclined sleeper, hammock, or pram/stroller to sleep, as these are not safe substitutes for a cot.

- ensure mattresses are kept in good condition; they should be clean, firm and flat, and fit the cot base with not more than a 20mm gap between the mattress sides and ends. A firm sleep surface that is compliant with the new AS/NZS Voluntary Standard (AS/NZS 8811.1:2013 Methods of testing infant products – Sleep surfaces – Test for firmness) should be used.
- use firm, clean, and well-fitting mattresses that are provided with the portable cots
- not elevate or tilt mattresses
- remove any plastic packaging from mattresses
- ensure that waterproof mattress protectors are strong, not torn, and a tight fit
- remove pillows, doonas, loose bedding or fabric, lamb’s wool, bumpers, and soft toys from cots

MAINTENANCE OF COTS/BEDDING

Regular maintenance of cots and other bedding must be made to ensure there is no hazard posed to babies or children. This may include:

- all equipment and furniture used are safe, clean and in good repair (Reg. 103, 105)
- spaces between bars and mattress sides are as per regulations/guidelines (not more than 25mm apart)
- spaces do not pose any danger to children- arm and leg traps/finger traps
- ensuring there are no choking hazards- cords, strings, bunting
- checking all bolts and screws are tight
- cots are not painted with any paint that contains lead
- paint work of cots is not chipped when babies are teething
- there are no toys, bumpers or other objects in the cot that could cause suffocation
- ensure there are no sharp edges
- ensure portacot netting is well maintained with no holes or rips

BABIES AND TODDLERS

Recommendations sourced from ACECQA

- Babies should always be placed on their back to sleep when first being settled. Once a baby has been observed to repeatedly roll from back to front and back again on their own, they can be left to find their own preferred sleep or rest position (this is usually around 5–6 months of age). Babies aged younger than 5–6 months, and who have not been observed to repeatedly roll from back to front and back again on their own, should be re-positioned onto their back when they roll onto their front or side.
- If a medical condition exists that prevents a baby from being placed on their back, the alternative practice should be confirmed in writing with the Service, by the child’s medical practitioner.

- Babies over four months of age can generally turn over in a cot but may not always be able to roll back again. When a baby is placed to sleep, educators should check that any bedding is tucked in securely and is not loose. Babies of this age may be placed in a safe baby sleeping bag (i.e. with fitted neck and arm holes, but no hood). At no time should a baby's face or head be covered (i.e. with linen). To prevent a baby from wriggling down under bed linen, they should be positioned with their feet at the bottom of the cot.
- Ensure any bed linen is securely tucked underneath the mattress so it cannot ride up and cover the baby's chest or cover his/her head.
- If a baby is wrapped when sleeping, consider the baby's stage of development. Leave their arms free once the startle reflex disappears at around three months of age and discontinue the use of a wrap when the baby can roll from back to tummy to back again (usually four to six months of age). Use only lightweight wraps such as cotton or muslin.
- If being used, a dummy should be offered for all sleep periods. Dummy use should be phased out by the end of the first year of a baby's life (in consultation with parents). If a dummy falls out of a baby's mouth during sleep, it should not be re-inserted. Dummies must not have cords or chains attached during rest / sleep.
- Babies or young children should not be moved out of a cot into a bed too early; they should also not be kept in a cot for too long. When a young child is observed attempting to climb out of a cot, and looking like they might succeed, it is time to move them out of a cot. This usually occurs when a toddler is between 2 and 3 ½ years of age but could be as early as 18 months.
- Additional supervision is required if a child is wearing a baby sleeping bag whilst sleeping outside a cot. The sleeping suit should be removed as soon as the child wakes to avoid risk of falling and injury. (Red Nose).

PRE-SCHOOL AGE CHILDREN

FDC Educators will:

- be respectful for children's individual sleep and rest requirements
- discuss children's sleep and rest needs with families and include children in decision making
- provide a tranquil and calm environment for children to rest by turning off lights, playing relaxing music, reading stories, cultural reflection
- ensure children are comfortably clothed
- encourage children to rest their bodies and minds for 20-30 minutes
- introduce relaxation techniques into rest routine- use of a relaxation music / app
- ensure children sleep with their face uncovered

- closely monitor sleeping and resting children
- provide quiet activities for children- puzzles, books, drawing if they do not fall asleep
- record sleep and rest patterns to provide information to parents/families

ADDITIONAL CONSIDERATIONS FOR CHILDREN IN CARE OUT OF CORE HOURS OR OVERNIGHT

- Commonwealth documentation requirements require the FDC educator to seek approval from the FDC Service principal/Approved Provider prior to care occurring
- strict adherence to child protection measures are required for authorised FDC educators and adult household members
- any adult household members, or adults who reside in the FDC residence, are required to hold a current Working with Children Check and National Police Check
- adults who stay regularly but are not full time (e.g.: one or two nights a week) still require having a WWCC
- Overnight Care Arrangements for FDC Children form to be completed prior to overnight care and updated as applicable.
- parents must provide written authorisation before any child is permitted to sleep overnight at the FDC residence
- specific information about sleeping arrangements, including sleeping in the same room as a sibling, even if this is a normal family arrangement, must be stated in the written authorisation
- a specific room must be provided for the child/ren to sleep in (not a thoroughfare or lounge area)
- individual beds and bedding should be provided for children who regularly stay overnight
- no child is to sleep on a waterbed or beanbag
- children staying overnight will have access to the FDC educator at all times
- children are not to be taken from the premises without written authorisation of a parent or authorised nominee as stated in the child's enrolment record
- the FDC educator holds responsibility and supervision of the child/ren at all times. Supervision must not be delegated to any other family member
- educators are to ensure National Regulations and service policies are followed at all times when children are cared for, including overnight care
- educators are to ensure medical condition plans are followed at all times, including when overnight care is provided
- emergency evacuation plans and procedures are to take into consideration care that may be provided outside of core hours, including overnight care

- FDC Coordinator / Nominated Supervisor is to be available at all times when education and care is provided for children, including overnight care or care outside of core hours
- Regular checks will be conducted of children, taking into account children’s age and proximity to educator

PARENTS/FAMILIES WILL

- Provide FDC educators with regular updates on their child’s sleeping routines and patterns, especially for infants.
- be informed during orientation of our *Sleep and Rest Policy* and procedure
- be informed that if any requirements for sleep for their child differs from Red Nose sleeping recommendations, written authorisation from a medical practitioner will be required
- be requested to provide FDC educators with regular updates on their child’s sleeping routines and patterns, especially for infants

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Sleep and Rest Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators, and management.

Key terms

Term	Meaning
ACECQA- Australian Children’s Education and Care Quality Authority	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.
Adequate supervision	Adequate supervision means: <ul style="list-style-type: none"> • that an educator can respond immediately, particularly when a child is distressed or in a hazardous situation; • knowing where children are at all times and monitoring their activities actively and diligently
Infant	A young child between the ages of birth and 12 months
Rest	A period of inactivity solitude, calmness or tranquility and can include a child being in a state of sleep.
Relaxation	Relaxation or other activity for bringing about a feeling of calm in your body and mind.
Red Nose	Red Nose is Australia’s leading authority on safe sleep and safe pregnancy advice.
Sudden and Unexpected Death in Infancy (SUDI)	A broad term used to describe the sudden and unexpected death of a baby for which the cause is not immediately obvious.

Sudden Infant Death Syndrome (SIDS)	The sudden and unexpected death of an infant under one year of age with an onset of a fatal episode occurring during sleep, that remains unexplained after a thorough investigation including performance of a complete autopsy and review of the circumstances of death and the clinical history.
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SOURCE

ACECQA. (n.d.). Safe sleep and rest practices: <https://www.acecqa.gov.au/resources/information-sheets/safe-sleep-and-rest-practices>

Australian Children’s Education & Care Quality Authority. (2014).

Australian Competition and Consumer Commission (ACCC). (2013). Find out more: [Keeping baby safe](#)

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

Education and Care Services National Regulations. (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2018). (Amended 2020).

Kidsafe Family Day Care Guidelines. 7th edition. (2020).

NSW Department of Education. (2022).

~~Red Nose: <https://www.rednose.com.au/section/safe-sleeping>~~
<https://www.rednose.com.au/section/safe-sleeping>

Red Nose: <https://rednose.com.au/section/safe-practices>

Red Nose: <https://rednose.com.au/section/safe-sleeping>

Red Nose: <https://rednose.org.au/article/safe-sleep-practices-save-lives>

Red Nose: Cot to bed safety https://rednose.org.au/downloads/RN3356_Cot_Bed_DL_Oct2018_Online.pdf

Revised National Quality Standard. (2018).

Standards Australia – www.standards.org.au

The NSW Work Health and Safety Act 2011

The NSW Work Health and Safety Regulation 2011

[Western Australian Education and Care Services National Regulations](#)

REVIEW

POLICY REVIEWED BY:	Sam Daniels	Nominated Supervisor	20.09.2023
POLICY REVIEWED	SEPTEMBER 2023	NEXT REVIEW DATE (including Family Handbook)	FEBRUARY 2024
MODIFICATIONS	<ul style="list-style-type: none"> Additional information added following release of NSW Regulatory Authority Safe Sleep and Rest Regulatory Priority Program Added Childcare Centre Desktop Resources box and continuous improvement sections 		

POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE
	<ul style="list-style-type: none"> link to Western Australian Education and Care Services National Regulations added in 'Sources' 	
FEBRUARY 2022	<ul style="list-style-type: none"> Policy reviewed and inclusions to reflect best practice added Sources checked for currency Additional information added for overnight or out of core hours care section 	FEBRUARY 2023
JUNE 2021	<ul style="list-style-type: none"> policy reviewed to align with ACECQA policy guidelines (June 2021) Additional legislative requirements added Additional section added 'Approved Provider/Management' Additional section added- Key Terms 	JUNE 2022
FEBRUARY 2021	<ul style="list-style-type: none"> reviewed to check currency of information and sources addition Kidsafe Family Day Care Guidelines source additional related polices added 	FEBRUARY 2022
SEPTEMBER 2020	<ul style="list-style-type: none"> Additional section for pre-schoolers added Additional section for overnight stays edits to ensure compliance to regulatory authority feedback (August 2020) 	FEBRUARY 2021
FEBRUARY 2020	<ul style="list-style-type: none"> Referenced appropriate content to ACECQA Sources checked for currency Red Nose link added Parent information added 	FEBRUARY 2021
FEBRUARY 2019	<p>Added sections 'Children in cots' and 'Babies and toddlers'</p> <p>Changed the order of points for better flow. Additional points added and additional information added to points. Sources/references corrected and alphabetised.</p>	FEBRUARY 2020
FEBRUARY 2018	<p>Added 'related policies' section</p> <p>Updated safe sleep practices for babies and infants</p>	FEBRUARY 2019
DECEMBER 2017	<p>Modifications made to comply with current National Quality Standard and Regulations</p>	FEBRUARY 2018
MAY 2017	<p>Policy updated to comply with Family Day Care Regulations</p>	FEBRUARY 2018

Sleep and Rest Risk Management Plan

Coastwide Family Day Care
Email: admin@ccfdc.com.au

Phone number: 4340 1111 / 1300 COASTWIDE

NAME OF SERVICE	COASTWIDE FAMILY DAY CARE
NAME OF FDC EDUCATOR	
ADDRESS OF FDC SERVICE/ RESIDENCE/ VENUE	
PHONE NUMBER	

REGULATORY AUTHORITY DETAILS

Notifications of serious incidents, incidents and complaints must be reported to the regulatory authority as per Education and Care National Regulations. Reports can be submitted online via the [National Quality Agenda IT System \(NQA ITS\)](#)

NSW	Website: www.education.nsw.gov.au Email: ececd@det.nsw.edu.au Phone: 1800 619 113 (toll free) Fax: (02) 8633 1810
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RISK ASSESSMENTS

Each service is required to conduct risk assessments to identify potential emergencies that are relevant to the service [Section 97 (2)]. Risk Assessments identifies potential hazards and helps to identify specific measures to minimise or control any risks.

PARENT/FAMILY EMERGENCY CONTACT LIST

Services should ensure an updated Parent/Family Emergency Contact List is available at the service

The Sleep and Rest Risk Management Plan has been developed in consultation with management of the FDC Service

Date: September 2023

Review Date: September 2024

**COASTWIDE FAMILY DAY CARE SLEEP AND REST
RISK MANAGEMENT PLAN**

RISK ASSESSMENT

Activity	Hazard Identified	Risk Assessment (use Matrix)	Elimination control (How is risk managed?)	Who	When
<i>*Example *Departing Service</i>	<i>*Traffic Roads</i>	<i>*Likelihood: Possible *Consequence: Moderate *Outcome:</i>	<i>*Direct supervision road safety education, children to hold hands and follow educator's directions</i>	<i>*Educator</i>	<i>*At all times</i>
Safe sleep practices	Unsafe sleeping practices in accordance with SUDI guidelines.	Likelihood: Possible Consequence: Major Outcome: High	Physical checks are conducted and logged throughout the rest period to ensure safe practices are occurring consistently, checking child's breathing and check lip and skin colour. Reference to Sleep and Rest policy. Awareness of Red Nose guidelines. Safe sleep practices are shared with families.	Educator	At all times / Continual 10-minute intervals. As updated. As updated. As updated.
	Bottle-fed children	Likelihood: Likely Consequence: Moderate Outcome: High	Children are not provided with bottles when being placed in cots and beds.	Educator	At all times.
	Family members / Visitors being left alone with a child	Likelihood: Possible Consequence: Moderate Outcome: High	Educators to ensure children are not left alone with any visitors to the service or family members residing within the service at any time	Educator	At all times
	Emergency situations occurring during sleep and rest periods.	Likelihood: Possible Consequence: Major Outcome: High	Educator to ensure they are always prepared for an emergency as per their service compliance obligations. Educator to practice emergency evacuation and lockdown with children.	Educator	At all times

**COASTWIDE FAMILY DAY CARE SLEEP AND REST
RISK MANAGEMENT PLAN**

Location of sleep and rest areas	Non-adjointing sleep/cot room.	Likelihood: Likely Consequence: Moderate Outcome: High	Sleep/cot rooms are located close by or adjoining to primary registered areas to ensure ease of access to children for auditory and visual supervision checks.	Educator Coordinator	Continual 10-minute intervals. Upon monthly visits
	Unsafe sleep and rest areas. Unsafe use of furniture and sleep and rest items.	Likelihood: Likely Consequence: Major Outcome: Extreme	The allocated space for rest and sleep is free of clutter with all identified hazards removed. All equipment and furniture used are safe, clean and in good repair.	Educator Coordinator	At all times. Upon monthly visits.
	Use of unregistered sleeping areas.	Likelihood: Possible Consequence: Major Outcome: High	Children are only to sleep in rooms that have been safety checked as part of the FDC residence assessment process by the Approved Provider/Coordination unit.	Educator Coordinator	At all times. Upon registration. Upon monthly visits.
Sleep and rest items	Suffocation, choking, crushing or strangulation.	Likelihood: Possible Consequence: Major Outcome: High	Removal of loose fitted clothing, jewelry, including teething necklaces and jumpers are to be removed from the child prior to rest. Encourage the use of sleeping bags with fitted neck and armholes for babies. Non-use of pillows for children under the age of 2 years. Reference to Sleep and Rest Policy		At all times. During each physical sleep check.
	Bedding and cots.	Likelihood: Possible Consequence: Major Outcome: High	Adequate bedding and cots available for child's use in accordance with sleep and rest needs. All cots used in the FDC Service meet the current mandatory Australian Standard for Cots (AS/NZS 2172) and portable cots (AS/NZ 2195) and will carry a label to indicate this. Evidence is provided to the Coordination Unit prior to use. Reference to Sleep and Rest Policy	Educator Coordinator	Upon registration. Upon purchase. Upon monthly visits.

**COASTWIDE FAMILY DAY CARE SLEEP AND REST
RISK MANAGEMENT PLAN**

Supporting sleep and rest needs	Inadequate opportunities for sleep and rest needs to be met.	Likelihood: Possible Consequence: Minor Outcome: Moderate	Consultation takes place with families about children's individual sleep and rest needs. Adaptive routines to allow adequate opportunity for sleep and rest throughout the daily routine. Adequate sleep and rest areas available within the FDC environment to promote child's need for sleep and rest regulation. Reference to Sleep and Rest Policy	Educator	At all times. Upon service registration Welcoming new families. Formal / informal discussions with families.
	Inadequate support for sleep and rest to occur.	Likelihood: Possible Consequence: Minor Outcome: Moderate	Monitoring of room temperature, ventilation and lighting Responsive practices to acknowledge individual, age-appropriate requirements for sleep and rest. Reference to Sleep and Rest Policy	Educator	At all times.
Educator safety	Lifting babies in and out of cots.	Likelihood: Possible Consequence: Moderate Outcome: High	Remain aware and practice safe manual handling procedures. Reference to Sleep and Rest Policy	Educator	At all times.
Infection control and hygiene practices	Spread of infection and disease.	Likelihood: Possible Consequence: Major Outcome: High	Beds and mattresses are wiped over with warm water and neutral detergent or vinegar solution between each use. Bed linen is used by an individual child and is washed before use by another child. Bed linen is stored individually to avoid cross contamination.	Educator	At all times

Plan prepared in consultation with the Coordination Unit.
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs

**COASTWIDE FAMILY DAY CARE SLEEP AND REST
RISK MANAGEMENT PLAN**

Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

How to use the Risk Matrix - For each Activity/Hazard Identified in your Risk Assessment please:

1. Consider the **likelihood** of the event happening:
 - Choose one of the options listed on the likelihood rows / vertical scale:
 - Rare, Unlikely, Possible, Likely, Almost certain
2. Consider the **consequence** if the event did happen:
 - Choose one of the options listed on the consequence columns / horizontal scale:
 - Insignificant, Minor, Moderate, Major, Catastrophic
3. To identify the **outcome**:
 - Using the graph find the intersection of the likelihood (follow the row along) and consequence (follow the column down) to identify the outcome:
 - Low, Moderate, High, Extreme
4. List the **likelihood, consequence, and outcome** on the Risk Assessment column for each activity/hazard identified.

SAFE SLEEP RECORD

EDUCATOR NAME				DATE	
CHILDREN IN CARE					

Time	Educator initial	Time	Educator initial	Time	Educator initial
7:00		10:50		2:40	
7:10		11:00		2:50	
7:20		11:10		3:00	
7:30		11:20		3:10	
7:40		11:30		3:20	
7:50		11:40		3:30	
8:00		11:50		3:40	
8:10		12:00		3:50	
8:20		12:10		4:00	
8:30		12:20		4:10	
8:40		12:30		4:20	
8:50		12:40		4:30	
9:00		12:50		4:40	
9:10		1:00		4:50	
9:20		1:10		5:00	
9:30		1:20		5:10	
9:40		1:30		5:20	
9:50		1:40		5:30	
10:00		1:50		5:40	
10:10		2:00		5:50	
10:20		2:10		6:00	
10:30		2:20		END OF DAY COT CHECK	
10:40		2:30			

- Remove any necklaces/bracelets before placing child in cot/bed
- Ensure environment is safe and free from hazards
- Switch off/remove any heaters
- Ensure temperature of room is suitable for sleeping and is well ventilated
- Ensure baby monitors are working
- Assess each child's breathing
- Check colour of each child's skin
- Ensure children's faces are uncovered
- Check infants' position in cot- (back or tummy- dependent upon age of infant).

<https://rednose.org.au/section/safe-sleeping>

**Coastwide Family Day Care
Individual Rest & Sleeping Practices**

Please note: We follow the sleeping recommendations of Red Nose to ensure the health and safety of all children in care. A sleeping requirement outside the Red Nose recommendation will only be considered with a signed medical certificate from a registered medical practitioner.

Child's name:	Date of Birth:
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Individual sleeping routine

- A child must be 7 months and older to use a comforter. The size of the comforter will be taken into consideration and must be agreed by both the educator and parent
- Wrapping must be discontinued when infant is able to roll
- Sleeping bags must be well fitted, and must be removed immediately if a child is sleeping on a stretcher bed

Wooden Cot/Porta Cot	Yes / No	Comforter and/or Dummy used	Yes / No
Stretcher bed/floor mattress	Yes / No	Wrap required	Yes / No
Cot Room	Yes / No	Does the child use a sleeping bag	Yes / No

Does the child have any Health and/or Cultural concern that may affect the child's ability to rest or need additional care whilst sleeping Yes / No

Does the child sleep contrary to the Red Nose Safe Sleep recommendations? Yes / No

If requiring alternative sleep arrangements, a letter from a registered medical practitioner should be provided. Please attach to this form.

Describe:

Location of sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas.

Parent Signature:	Date:
Educator Signature:	Date:
Coordinator Signature:	Date:



OVERNIGHT CARE MANAGEMENT PLAN

Coastwide Family Day Care Email:

admin@ccfdc.com.au

Phone number: 4340 1111 / 1300 COASTWIDE

NAME OF SERVICE	COASTWIDE FAMILY DAY CARE		
NAME OF FDC EDUCATOR			
ADDRESS OF FDC SERVICE/ RESIDENCE/ VENUE			
NEAREST CROSS STREET		PHONE NUMBER	

OPERATING DETAILS							
Days of operation	MON	TUE	WED	THUR	FRI	SAT	SUN
Hours of Operation							

PARENT/FAMILY EMERGENCY CONTACT LIST		
Services should ensure an updated Parent/Family Emergency Contact List is available at the service and included in the evacuation bag.		
Name of Child or Adult	Details of Medical Condition	Medication required
<i>E.g., <insert name></i>	<i>Asthma - Uses inhaler regularly</i>	<i>Asthma Inhaler</i>
Name of Child or Adult	Details of Additional Needs or Disability	Assistance required during an emergency
<i>E.g., <insert name></i>	<i>Impaired Vision</i>	<i>Will require additional assistance during an evacuation</i>

The Overnight Care Management Plan has been developed in consultation with management of the FDC Service			
PLAN PREPARED BY		Date:	
Full Name			
Signature		Review Date	

**COASTWIDE FAMILY DAY CARE OVERNIGHT CARE
RISK MANAGEMENT PLAN**

RISK ASSESSMENT

Activity	Hazard Identified	Risk Assessment (use Matrix)	Elimination control (How is risk managed?)	Who	When
<i>*Example *Departing Service</i>	<i>*Traffic Roads</i>	<i>*Likelihood: Possible *Consequence: Moderate *Outcome:</i>	<i>*Direct supervision road safety education, children to hold hands and follow educator's directions</i>	<i>*Educator</i>	<i>*At all times</i>
While in care at night-time	Intruder	Likelihood: Possible Consequence: Major Outcome: High	Educator to ensure all doors. Windows are locked, premises is always secure, adequate supervision is maintained	Educator	At all times
	Emergency situations	Likelihood: Possible Consequence: Major Outcome: High	Educator to ensure they are always prepared for an emergency as per their service compliance obligations. Educator to practice emergency evacuation and lockdown with children.	Educator	At all times
	Family members / Visitors being left alone with a child	Likelihood: Possible Consequence: Moderate Outcome: Moderate	Educators to ensure children are not left alone with any visitors to the service or family members residing within the service at any time	Educator	At all times
	Access to non-registered areas	Likelihood: Likely Consequence: Moderate Outcome: Moderate	Educators to ensure children only always use the registered service environment	Educator	At all times
While using the bath/shower	Drowning while in the bath or shower	Likelihood: Rare Consequence: Catastrophic Outcome: High	Educators are to maintain auditory supervision whilst children are showering, and visual surveillance for young children in the shower/bath.	Educator	At all times
	Child independently leaving premises	Likelihood: Rare Consequence: Major Outcome: High	Educator to supervise and ensure service is secured and door locks to outside are inaccessible.	Educator	At all times

**COASTWIDE FAMILY DAY CARE OVERNIGHT CARE
RISK MANAGEMENT PLAN**

	Access to medications	Likelihood: Rare Consequence: Major Outcome: High	Educator to ensure all medications are in areas inaccessible to children	Educator	At all times
	Access to adult only material / social media / digital media	Likelihood: Possible Consequence: Moderate Outcome: Moderate	Children will only have access to digital devices/internet abled devices under the direct supervision and guidance of the educator. Young (under 5) children will not have access to these devices.	Educator	At all times
	Access to pets / animals	Likelihood: Likely Consequence: Moderate Outcome: Moderate	Educators will ensure pets do not enter the registered service environment.	Educator	At all times
While sleeping	Night terrors	Likelihood: Possible Consequence: Minor Outcome: Low	Educators will use auditory surveillance while the child sleeps and perform incidental checks on the child to ensure they are comfortable and at ease during sleep periods.	Educator	At all times
	Night time emergency for child	Likelihood: Possible Consequence: Minor Outcome: Low	Auditory supervision – educator located near but not in the same room as the child Incidental checks throughout the evening dependent on the child’s age and health needs	Educator	At all times
While eating	Choking	Likelihood: Possible Consequence: Major Outcome: High	Direct supervision of children during mealtimes	Educator	At all times

Plan prepared in consultation with the Coordination Unit.

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs

Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

How to use the Risk Matrix - For each Activity/Hazard Identified in your Risk Assessment please:

1. Consider the **likelihood** of the event happening:
 - Choose one of the options listed on the likelihood rows / vertical scale:
 - Rare, Unlikely, Possible, Likely, Almost certain
2. Consider the **consequence** if the event did happen:
 - Choose one of the options listed on the consequence columns / horizontal scale:
 - Insignificant, Minor, Moderate, Major, Catastrophic
3. To identify the **outcome**:
 - Using the graph find the intersection of the likelihood (follow the row along) and consequence (follow the column down) to identify the outcome:
 - Low, Moderate, High, Extreme
4. List the **likelihood**, **consequence**, and **outcome** on the Risk Assessment column for each activity/hazard identified.



COASTWIDE



COASTWIDE FAMILY DAY CARE

PO BOX 4235 EAST GOSFORD NSW 2250
PHONE: 1300 COASTWIDE | 02 4340 1111
FAX: 02 4340 0888

EMAIL: ADMIN@CCFDC.COM.AU

WEBSITE: WWW.CCFDC.COM.AU

FACEBOOK: [@COASTWIDEFDCARE](https://www.facebook.com/@COASTWIDEFDCARE)

INSTAGRAM: [COASTWIDECHILDFAMILYSERVICES](https://www.instagram.com/COASTWIDECHILDFAMILYSERVICES)

