## Attachment 2: Safe sleep and rest audit

To be completed every 6 months

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| Safe sleep requirements | Yes/no | Action required |
| The *ELV* *Sleep and Rest Policy and Procedure* has been reviewed and updated on an annual basis. |  |  |
| Information regarding the *ELV Sleep and Rest Policy and Procedure* are available to new families as part of the enrolment induction. |  |  |
| Information regarding the *ELV Sleep and Rest Policy and Procedure* is available to new and existing staff, volunteers and students through the induction and orientation program and staff handbook. |  |  |
| The [Red Nose](https://rednose.org.au/section/safe-practices) website has been checked to ensure sleep guidelines and information is current. |  |  |
| Red Nose Australia Safe Sleeping Guidelines are displayed in the baby sleep environment. |  |  |
| Infants and children are supervised at all times when sleeping and resting. |  |  |
| Infants are never left unattended when sleeping. |  |  |
| Sleeping infants and children are within hearing range and sight.  |  |  |
| To ensure best practice, all sleeping children are monitored every 10 minutes. This is documented on a sleep check record. |  |  |
| Children’s breathing, colour of their lips and skin, body temperature, head position, and head and face (must remain uncovered) while they sleep. |  |  |
| Parents are advised to discuss with the centre their child’s sleep or rest patterns or cultural practices at home, to maintain continuity of these practices at the centre. |  |  |
| Parents are encouraged to inform educators of changes in sleep/rest patterns or in special circumstances (e.g. child had a bad night and may need additional sleep/rest). |  |  |
| Parents are given feedback about children’s sleep/rest patterns, particularly in distinctive circumstances (e.g. slept more than usual). |  |  |
| Infants are placed on their back to sleep. |  |  |
| Infants are placed with their feet at the bottom of the cot. |  |  |
| Cot sides are locked in place to ensure children’s safety. |  |  |
| Children’s faces are uncovered at all times when sleeping and resting. |  |  |
| No quilts, doonas, duvets, pillows or cot bumpers are used in the cots. |  |  |
| Children’s clothing is appropriate for sleep conditions. |  |  |
| Children are not placed to sleep with loose clothing or wearing jewellery (including amber necklaces). |  |  |
| Children are not to be put in cots or beds with bottles. |  |  |
| Bassinets are not used or stored on the education and care service premises. |  |  |
| Cots and mattresses comply with the requirements of the Australian Standards (see [productsafety.gov.au](http://www.productsafety.gov.au)) and carry a label to indicate this. |  |  |
| Cots and children’s beds are placed head to toe to prevent cross-infection. |  |  |
| Bed linen is clean and in good repair. |  |  |
| Cots and mattresses are in good condition and used for the purpose intended (any broken or damaged equipment is removed from the environment and repaired/replaced as required). |  |  |
| Cots and children’s beds are spaced to provide access by educators and ensure physical distancing requirements (if relevant).  |  |  |
| The emergency cot is labelled and can be easily removed in the event of an emergency. |  |  |
| Wall-mounted heaters are turned off before children use the room for sleeping. |  |  |
| The sleep/rest environment is tranquil and calm (e.g. has familiar bedding or soft relaxation music). |  |  |
| Sleep/rest routines are flexible to meet the needs of individual children (e.g. children are never forced to sleep or deprived of sleep/rest). |  |  |
| Provisions are made for children who do not sleep to engage in quiet activities (e.g. looking at books, quiet table activities or listening to music). |  |  |
| Areas for sleep and rest are well ventilated and have natural lighting. |  |  |
| Cots, mattresses and children’s beds are wiped over with warm water and detergent or disinfected if required between use. |  |  |
| The sleep and rest environment is free from all hazards, including cigarette and tobacco smoke. |  |  |
| The supervision window (or similar) is clear to ensure safe supervision of sleeping infants. |  |  |
| A risk assessment is conducted annually to ensure all potential hazards are identified, managed and minimised in sleep or rest areas, in line with Red Nose and ACECQA guidelines. |  |  |
| Safe sleep and rest risk assessments are reviewed at least annually or after centre staff are made aware of an incident or circumstance where the health, safety or wellbeing of children may have been compromised. |  |  |
| Ongoing training is provided on safe sleep practices for all educators and a record kept of this training. |  |  |

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| **Area for improvement** |  |
| **Action** |  |

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| Comments |
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| Name of auditor |  |
| Signature of auditor |  |
| Date |  |