Safe Sleep

Best Practice Sleep and Rest Audit Tool for Education and Care Settings

The Best Practice Sleep and Rest Audit Tool may be used to support critical reflection on current sleep and rest practices and to identify best practice control measures to inform the service's risk assessment and sleep and rest policies and procedures. Approved providers will need to consider how often they use the audit tool to ensure regular review of their service's practices and how the audit tool informs the service's policies and procedures.

> **(!) Important**
>
> The Best Practice Sleep and Rest Audit Tool is not a risk assessment tool and providers should refer to the ACECQA Sleep and Rest Risk Assessment Template to support the required annual risk assessment.
>
> The term infant is used to refer to children under two years of age.

Task	Outcome	Comments	Action/ Control Measure	Person Responsible	Date Action Completed
Environment and Equipment					
Facilities and opportunities for rest and relaxation, as well as sleep, are provided.	☐ YES ☐ NO ☐ N/A				
The location of the sleep and rest area is within sight and hearing of an educator at all times children are sleeping or resting in the area. (**For overnight care:** the area should enable physical checks while the educator is awake in accordance with overnight supervision plan).	☐ YES ☐ NO ☐ N/A				

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Task	Outcome	Comments	Action/ Control Measure	Person Responsible	Date Action Completed
The cots meet the Australian Standard AS/NZS 2172.	☐ YES ☐ NO ☐ N/A				
The mattress (when purchased with the cot) meets the Australian Voluntary Standard AS/NZS 8811.1-2013).	☐ YES ☐ NO ☐ N/A				
Portable cots are used only for children under 15 kilograms and • meet Australian Standards • are in good condition • are correctly assembled • have working locking devices • are used in line with relevant guidelines • are used according to the manufacturer's instructions.	☐ YES ☐ NO ☐ N/A				
Beds and bedding equipment meet the Australian Standards and ACCC recommendations (as required).	☐ YES ☐ NO ☐ N/A				
Bassinets are not on the education and care service premises (including centre based care and family day care) at any time that children are being educated and cared for by the service (legislative requirement from 1 October 2023).	☐ YES ☐ NO ☐ N/A				

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Task	Outcome	Comments	Action/ Control Measure	Person Responsible	Date Action Completed
The sleep and rest area: • has adequate ventilation • has adequate lighting • is maintained at an appropriate temperature.	☐ YES ☐ NO ☐ N/A				
There are no bumpers, infant positioners, inclined sleepers, pillows, or toys (including soft toys) in the sleep space in line with best practice age recommendations.	☐ YES ☐ NO ☐ N/A				
All surrounding facilities, materials and equipment are in good repair and appropriate for the age group of children.	☐ YES ☐ NO ☐ N/A				
Hazards from electrical outlets and cords have been managed.	☐ YES ☐ NO ☐ N/A				
Hazards from curtains and blinds including cords, have been managed.	☐ YES ☐ NO ☐ N/A				
Each child has bedding appropriate for the age of the child (a safe cot with a safe mattress, or bed) and appropriate bedding and/or sleeping bag that is clean, in good repair and safe.	☐ YES ☐ NO ☐ N/A				
Additional requirement for family day care (FDC) services providing overnight care: Risks relating to overnight care at each FDC residence are managed.	☐ YES ☐ NO ☐ N/A				

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Task	Outcome	Comments	Action/ Control Measure	Person Responsible	Date Action Completed
Educator Training and Induction					
Each educator has undertaken recognised safe sleep training.	☐ YES ☐ NO ☐ N/A				
New educators have completed an induction and understand their obligations to follow sleep and rest policies and procedures.	☐ YES ☐ NO ☐ N/A				
Regular opportunities are identified to discuss and review sleep and rest policies and procedures (such as making it a standing agenda item for team meetings).	☐ YES ☐ NO ☐ N/A				
Implementation Processes					
Processes are in place to ensure educators check each child's: • clothing is appropriate for sleep and rest times (for example, hoodies are removed) • jewellery that could present a choking or strangulation hazard is removed during sleep and rest times (for example amber necklaces).	YES ☐ NO ☐ N/A ☐				
Processes are in place to ensure educators check that if swaddles are used with infants, these are: • firm but not tight and do not cover the infant's face. • only used for infants who are not yet rolling.	YES ☐ NO ☐ N/A ☐				

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Task	Outcome	Comments	Action/ Control Measure	Person Responsible	Date Action Completed
Processes are in place to ensure educators implement the service's policies and guidance provided by recognised authorities, relating to: • regular checking of sleeping children (for example: each infant under two (2) is checked and recorded every 10-15 minutes by an educator: including a visual inspection of the child's skin colour, breathing and sleeping position and/ or for overnight care, regular physical checks while the educator is awake • checking that SUDI risk assessments are completed at enrolment and regularly reviewed by educators working with children • each child who is sleeping or resting is continually supervised and in sight and hearing of an educator and/or for overnight care, regular physical checks are undertaken while the educator is awake.	☐ YES ☐ NO ☐ N/A				
Processes are in place to communicate children's sleep and rest needs with families, including: • setting expectations for how children sleep and rest • changes to children's routines or health needs, which may require amendment to the service's practices.	☐ YES ☐ NO ☐ N/A				

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Task	Outcome	Comments	Action/ Control Measure	Person Responsible	Date Action Completed
For services that offer overnight care: • strategies are in place to address any risks that the overnight care may pose to the safety, health and wellbeing of children. • a supervision plan is developed for children enrolled in overnight care and includes regular physical checks while the educator is awake.	☐ YES ☐ NO ☐ N/A				

Sleep and Rest Policies and Procedures

Task	Outcome	Comments	Action/ Control Measure	Person Responsible	Date Action Completed
The service's sleep and rest policies and procedures have been updated to address any hazard or risk identified.	YES ☐ NO ☐ N/A				
The service's sleep and rest policies and procedures have been provided to families and carers.	☐ YES ☐ NO ☐ N/A				
The service's sleep and rest policies and procedures is developed (and/or amended) in consultation with families and carers.	☐ YES ☐ NO ☐ N/A				
The service's sleep and rest policies and procedures is based on best practice recommendations and advice from a recognised authority (such as Red Nose).	☐ YES ☐ NO ☐ N/A				

Additional Comments:

Nominated Supervisor Name:		Signature:	
Date Audit Conducted:			

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