

## Overnight Care Policy and Procedure

Building Futures Care recognises that all children have individual sleep, rest and relaxation needs. We aim to support **Every child** by providing a safe, comfortable and well-supervised overnight environment where children feel secure and supported at all approved Family Day Care residences approved for overnight care.

### Provision of care

Overnight care includes:

- Safe sleep, rest and relaxation practices
- Appropriate bedding and linen (cleaned between use)
- Health and safety, including hygiene routines
- Arrival and collection procedures
- Incident, injury, trauma and illness management
- Emergency and evacuation procedures
- Maintaining a safe and secure environment at all times

### Overnight care Risk Assessment

The Approved Provider and educators will conduct a **comprehensive overnight risk assessment** in line with ACECQA and Red Nose guidelines.

- Conducted **before overnight care**, reviewed **annually** or after incidents or changes to law and regulation. Risk assessment must include the following.
  - Children's age, development, health and individual sleep needs
  - Supervision arrangements and educator capacity
  - Sleep environment safety (lighting, ventilation, temperature)
  - Bedding, cots and equipment safety
  - Hygiene routines (toileting, bathing, teeth cleaning)
  - Night-time supervision and monitoring systems
  - Security and access to the home
  - Potential hazards in sleep environments
  - Child safe practices and education
  - Each individual child's sleep arrangements
  - Designated sleep area on fire plan
  - Cultural consideration
  - Medical conditions and considerations
  - Age appropriate bedding and sleep areas

### Supervision and Monitoring

- Children are **supervised via baby monitors ( please note only the educator is to have access to the footage and camera and a CCTV poster must be displayed)**
- **Physical checks** overnight to be preformed by educator **when possible**
- Children remain within **sight (this may include monitors and hearing range)**
- A documented monitoring plan is in place for overnight supervision

## Health, Safety and Incident Management

- Educators follow first aid procedures in emergencies (including CPR if required)
- All incidents are recorded and reported to families and authorities as required
- Hygiene practices (toileting, bathing, oral care) are supported
- Bedding is cleaned between uses to maintain hygiene and reduce infection risk

## Child Safe Practices

Sleep areas are located in **approved, safety-checked rooms only and shown on fire plan**  
No child sleeps in unsafe areas (e.g. lounges, thoroughfares, beanbags, waterbeds)

The environment is:

- Smoke-free
- Safe from hazards
- Secure from unauthorised access
- Children are never left alone with Adult occupants or visitors
- Sleeping arrangements (including room sharing)
- Children must have **continuous access to the educator overnight**
- Emergency evacuation procedures apply at all times
- All adults present must meet child protection requirements (e.g. Working With Children Check)
- Consent and privacy of the child or children holds paramount consideration

## Child Safe Practices

### Approved Provider / Management

- Ensure risk assessments are completed and reviewed
- Provide training in safe sleep practices
- Ensure compliance with the Education and Care Services National Regulations
- Notify families and authorities of serious incidents

### Educators

Educators will:

- Follow safe sleep practices and service policies
- Complete required documentation (risk assessments, overnight permission forms)
- Monitor children regularly and respond to individual needs
- Maintain safe, clean environments and equipment
- Communicate with families about sleep routines
- Ensure no unauthorised person supervises children
- Support children's rights to privacy and consent in all aspects of their care needs

### Families

Families will:

- Provide written consent for overnight care and complete building futures overnight care permission form
- Share children's sleep routines, needs, Medical information and cultural and religious beliefs
- Supply accurate emergency contact details

## RELEVANT LAWS, SOURCES AND OTHER PROVISIONS

### Education and Care Services National Regulations

#### Key regulations include:

- Regulation 84 & 84A – Sleep and rest (including risk assessments)
- Regulation 84D – Bassinets prohibited
- Regulation 81 – Sleep and rest practices
- Regulation 103 & 105 – Premises, furniture and equipment must be safe, clean and in good repair
- Regulation 122 – Educator-to-child ratios (including overnight considerations)
- Regulation 123 – Educator-to-child ratios (Family Day Care)
- Regulation 124 – Maximum number of children
- Regulation 136 – First aid qualifications
- Regulation 168 – Required policies and procedures (including sleep/rest and safety)

### National Quality Standard (NQS)

- National Quality Standard

#### Relevant Quality Areas:

- QA2 – Children’s Health and Safety
  - 2.1.1 Wellbeing and comfort
  - 2.2.1 Supervision
  - 2.2.2 Incident and emergency management
- QA3 – Physical Environment
  - 3.1.2 Upkeep of premises and equipment
- QA7 – Governance and Leadership
  - 7.1.2 Management systems (risk assessments, policies)

### ACECQA guidance:

- Safe sleep and rest practices
- Conducting sleep and rest **risk assessments (Reg. 84A)**
- Supervision requirements during sleep, including **overnight care**

Documentation and monitoring expectations

## Document Control

Date Created	12/04/2026
Date for Review or any change to law and regulations to sleep and rest	12/04/2027