



Water safety

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.2</p> <p>Regulations: 101</p>	<p>Leading and operating department preschool guidelines</p> <p>Excursions policy</p>	<p>ACECQA's policy and procedures guidelines – Water safety [PDF 225 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p>Preschool supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities



	<ul style="list-style-type: none"> • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Procedure

Drinking water	<ul style="list-style-type: none"> • Each child accesses their own bottle of water throughout the day, as required. If they do not have one, an educator provides them with clean drinking water in a reusable cup. These are cleaned in the preschool's kitchen after use. • Children's bottles are refilled when required using cold water from the fridge.
Risk management plan	<ul style="list-style-type: none"> • The preschool's environmental risk management plan records the risks of using water in learning experiences and notes minimisation strategies. Types of water risks that we plan for at the preschool include: <ul style="list-style-type: none"> • Riverbed <ul style="list-style-type: none"> ○ Water pump and riverbed is part of our morning outdoor daily safety check. ○ One educator to be in line of sight and sound of the riverbed as reflected in the outdoor supervision plan. ○ Intentional teaching experiences are planned daily about the importance of safe water play at the riverbed and using the water pump. ○ Educators and children develop agreed safe play expectations for the riverbed and display these as visuals at the play area. ○ Educator supervising this area ensure children are wearing appropriate clothing and footwear. • Water trough <ul style="list-style-type: none"> ○ Never fill the water trough before the water play experience. ○ One educator to supervise the water trough whilst a second educator fills the trough with the hose or a large bucket. ○ Fill with cold/room temperature water.



	<ul style="list-style-type: none"> ○ One educator checks temperature of the water used before children access. ○ One educator supervisor the trough until it is emptied. ● Garden hose <ul style="list-style-type: none"> ○ An educator can attach the hose to an outdoor tap and turn the water on. ○ The educator supports and assists children in using the hose to water the plants. ● Pools of water/puddles <ul style="list-style-type: none"> ○ An outdoor safety check is completed by an educator every morning. ○ Educator dries any puddles on fixed equipment prior to children using it. ○ Pools of water are emptied immediately by the educator completing the outdoor safety check. ● Excursions to a location or venue with a body of water are carefully planned for and considered in the excursion risk management plan. Where suitable measures cannot be put in place the venue is then deemed unsuitable. ● Blow-up swimming pools are not used in the preschool.
Supervision	<ul style="list-style-type: none"> ● The preschool supervision plan notes that children are supervised more closely around any activities which use water. Water troughs are emptied when we leave the area unsupervised such as transitioning indoors.
Hot water	<ul style="list-style-type: none"> ● Boiling hot water is only accessible in the staff room which is out of bounds to children. Hot water is available in the kitchen, staff room, laundry and adult sinks that are temperature capped at 50 degrees as per regulations. ● No hot drinks are to be consumed in the preschool learning areas. Staff may use the staff room to consume any hot drinks during their break times.

Record of procedure's review

Date of review	20 Aug 2024
Who was involved	Early Learning, Jodie Field, Ian Tapuska, Cathie Bateup, Emma Vilarrubi
Key changes made and reason why	New Preschool setup
Record of communication of significant changes to relevant stakeholders	Principal: Ian Tapuska Staff: Cathie Bateup, Emma Vilarrubi Parents: Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.