



Water Safety - including safety during any water-based activities procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.2	Regulation 101	Leading and Operating Department Preschool Guidelines Excursions policy
Pre-reading and reference documents		
ACECQA Template – Excursion risk assessment		
Related procedures		
Preschool nutrition, food and beverages and dietary requirements Excursions		
Staff Roles and Responsibilities		
School principal	<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. 	
Preschool supervisor	<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 includes:</p>	

	<ul style="list-style-type: none"> · analysing complaints, incidents or issues and what the implications are for the updates to this procedure · reflecting on how this procedure is informed by relevant recognised authorities · 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.
<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> · all staff in the preschool and daily practices comply with this procedure · storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers · being actively involved in the review of this procedure, as required, or at least annually · ensuring the details of this procedure's review are documented.
<p>Procedure</p>	
<p>Drinking water</p>	<ul style="list-style-type: none"> · Each child accesses their own bottle of water throughout the day from the water bottle holders, which are moved indoors and outdoors. If they do not have a water bottle, at arrival, an educator provides them with a clean preschool water bottle. These are cleaned in the dishwasher every afternoon. · Children's bottles are refilled if needed during the day from the filtered water tap in the kitchen sink.

<p>Risk management plan</p>	<ul style="list-style-type: none"> · The preschool’s environmental risk management plan records the risks of the use of water in learning experiences (e.g. water troughs, watering the garden) and notes minimisation strategies. These strategies are keeping water levels below 10cm in water play tubs and closer supervision of water play activities. · Permanent water features are included in this risk plan. · The daily safety check conducted before children arrive at the preschool includes a check for any pooled rain water. · Excursions to a location or venue with a body of water are carefully planned for and considered in the excursion risk management plan and a ratio of 1:1 is maintained. · Blow up swimming pools are not used in the preschool. · When there is water in the Castlereagh River next to the preschool, staff will ensure children are supervised at all times and preschool fence gates remain shut. The front fence gates must be closed after all students arrive at preschool, so that children are unable to leave the premises and access the river running alongside the preschool site. Gate may be opened prior 3.00pm, to allow families to access the car park for pick up.
<p>Supervision</p>	<ul style="list-style-type: none"> · The preschool supervision plan notes that children are supervised more closely around any activities which use water. Water trays are emptied when children are no longer engaging in the activity.
<p>Hot water</p>	<ul style="list-style-type: none"> · Children are not able to access hot water. The preschool hot water system will not heat water past 60 degrees celsius. Children also do not have access to any hot water taps in the preschool. · If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid. This is a whole school rule and preschool staff are notified of this rule during preschool induction.

Record of procedure's review

Date of review and who was involved

23/8/2021 Carolyn Jones, Leanne McMaster, Shiralee Robinson and Natalie Kenny

Key changes made and reason/s why

Format was changed to make the procedure more comprehensive.

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Anette Thomson and added to Kinderloop for parents/carers to view.