

## Coonamble Public School Preschool



### Water Safety Procedure

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
NQS: 2.2  Regulations: 101  <a href="#">Regulation 101</a>	Leading and operating department preschool guidelines  <a href="#">Excursions policy</a>	ACECQA's policy and procedures guidelines – <a href="#">Water safety [PDF 225 KB]</a>

### Responsibilities

<b>School principal</b>	<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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<b>Preschool supervisor</b>	<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"> <li>analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> </ul>

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

## Procedure

<b>Drinking water</b>	<ul style="list-style-type: none"> <li>• Each child accesses their own bottle of water throughout the day, as required. If they do not have one, an educator provides them with a clean new water bottle or a cup.</li> <li>• Children can use the refrigerated bubbler to drink from and to refill their water bottles.</li> <li>• Children's bottles are refilled if needed.</li> </ul>
<b>Risk management plan</b>	<ul style="list-style-type: none"> <li>• The preschool's environmental risk management plan records the risks of using water in learning experiences and notes minimisation strategies.</li> <li>• The water risk minimisation strategies used at preschool are keeping water levels below 10 cm in water play tubs, emptying tubs no longer in use and closer supervision of water play activities.</li> <li>• The school aquaponics are covered with a metal mesh cage and locked with a padlock.</li> <li>• The daily safety check conducted before children arrive at the preschool includes a check for any pooled rainwater.</li> </ul>

	<ul style="list-style-type: none"> <li>Excursions to a location or venue with a body of water are carefully planned for and considered in the excursion risk management plan.</li> <li>Blow-up swimming pools are not used in the preschool.</li> <li>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.</li> </ul>
<b>Supervision</b>	<ul style="list-style-type: none"> <li>The preschool supervision plan notes that children are supervised more closely around any activities which use water.</li> <li>All water troughs/tubs are emptied when children are no longer playing with them.</li> </ul>
<b>Hot water</b>	<ul style="list-style-type: none"> <li>Children are not able to access hot water. There is no hot water available to the children in the toilets or play areas. All taps are cold.</li> <li>The urn is heated in the kitchen when required. Children are not permitted entrance to this area.</li> <li>If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid. This is a whole school rule.</li> <li>All staff are notified about the rules of hot water when they commence working in the preschool.</li> </ul>

### Record of procedure's review

<b>Date of review</b>	29/11/23
<b>Who was involved</b>	Leanne McMaster, Shiralee Robinson, Annette Thomson and Carolyn Jones
<b>Key changes made and reason why</b>	Change to formatting
<b>Record of</b>	Principal- Executive Principal was a part of the review meeting.

<b>communication of significant changes to relevant stakeholders</b>	<p>Staff- Most preschool staff were part of the review meeting. Miriam and Belinda were provided with the opportunity to read the reviewed document after the meeting.</p> <p>Parents - The procedure was shared on Kinderloop and presented at the CPS P&amp;C Meeting.</p> <p>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.</p>
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