

Preschool water safety procedure

(including supervision during any water – based activities)

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	The preschool supervisor supports the principal in their role and is	

supervisor	<p>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.
Preschool educators	<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.
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, a cup and clean drinking water is accessible for children. • Children are encouraged to refill their drinking bottles as needed.
Risk management plan	<ul style="list-style-type: none"> • The preschool's worksite risk assessment records the risks of the use of water in learning experiences (e.g. water troughs, watering the garden) and notes minimisation strategies. Activities using the provision of water require supervision by an educator. The amount of supervision should be assessed per activity and arrangements made to ensure the safety of all children. These activities constitute a possible drowning hazard. A rainwater tank is available for watering the garden and for water play. This rainwater tank has a clear sign that says, "warning not suitable for drinking". Children are taught from the beginning of the year about how to utilise the rainwater tank. There are no other taps outside. • If any liquid is spilled that could cause somewhere to be slippery, a hazard sign will be put out, and it will be cleaned up quickly. • 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.

	<ul style="list-style-type: none"> Excursions to a location or venue with a body of water are carefully planned for and considered in the excursion risk management plan. Blow up swimming pools are not used in the preschool.
Supervision	<ul style="list-style-type: none"> Children are supervised more closely around any activities which use water. Water containers/tubs/troughs should not be filled until the area is adequately supervised. These must be emptied as soon as the activity has ceased and stored, to prevent the collection of water when not in use.
Hot water	<ul style="list-style-type: none"> Children are not able to access hot water. The only hot water available in the preschool is in the staff kitchen. A child safety door prevents access by children from the preschool room to the staff kitchen. If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid. Visitors and casual staff will be told about the nutrition requirements of the preschool, which includes allergy requirements and secure lids on hot drinks.

Record of procedure's review	
Date of review and who was involved	
20/10/23- preschool team, whole school staff team, children, and families	
Key changes made and reason/s why	
Clarified that children have the autonomy to access drinking water by themselves	
Record of communication of significant changes to relevant stakeholders	
Date of review and who was involved	
17/10/22- preschool team, whole school staff team, children, and families	
Key changes made and reason/s why	
Updated to include more clearer information in risk assessments to ensure water safety at preschool	
Record of communication of significant changes to relevant stakeholders	
All staff will be provided a copy and alerted verbally of the changes.	
Date of review and who was involved	
18/10/21- preschool team, whole school staff team, children, and families	
Key changes made and reason/s why	
Transferred to new DOE format.	
Record of communication of significant changes to relevant stakeholders	

Copy and paste a new table to record each occasion the procedure is reviewed.