

Water safety – preschool procedure table

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	Leading and operating department preschool guidelines Excursions policy	ACECQA's policy and procedures guidelines – Water safety [PDF 225 KB]

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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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 could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure

	<ul style="list-style-type: none"> reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 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 plastic cup. Children are taught to refill their water bottle when needed with water from the tap or preschool water jug.
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. 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.

	<ul style="list-style-type: none"> • 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. • Bird baths are kept out of the usual play area and staff accompany children when filling these. • Drains and down pipes have netting around them as per the preschool’s environment risk management plan. • The water-trough will be emptied when not in use. Higher supervision will be placed around area when in use. • 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. • The daily safety check conducted before children arrive at the preschool includes a check for any pooled rainwater. • 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"> • The preschool supervision plan notes that 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 covered/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.

	<ul style="list-style-type: none"> 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.
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Record of procedure's review

Date of review	10/11/23
Who was involved	Preschool team
Key changes made and reason why	Transferred to new DOE format
Record of communication of significant changes to relevant stakeholders	<p>Principal: participated in review, handed updated copy</p> <p>Staff: participated in review, updated copy in staffroom policy folder</p> <p>Parents: participated in review, updated copy on website</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>
Date of review	20/10/23
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Clarified that children have the autonomy to access drinking water by themselves
Record of communication of significant	Permanent school staff will be alerted to changes during next school staff meeting.

changes to relevant stakeholders	Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
Date of review	17/10/22
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason 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	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
Date of review	18/10/21
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Transferred to new DOE format.
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.