



## 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
<b>NQS: 2.2</b>  <b>Regulations: 101</b>	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> </ul>

	<ul style="list-style-type: none"> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</li> <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 clean drinking water in preschool water bottle with a temporary name tag attached. This is then washed by educators at the end of the day..</li> <li>• Children's bottles are refilled if needed by educators in the kitchen or by children using the water container with tap located outdoors.</li> </ul>
<b>Risk management plan</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• A hose and water cans are provided outside for watering the garden and providing water to the sandpit and mud kitchen. Educators supervise the use of this at all times.</li> <li>• 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.</li> <li>• The daily safety check conducted before children arrive at the preschool includes a check for any pooled rain water..</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> </ul>
<b>Supervision</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Hot water</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid.</li> <li>• Visitors and casual staff will be told about the nutrition requirements of the preschool, which includes allergy requirements and secure lids on hot drinks</li> </ul>

## Record of procedure's review

<b>Date of review</b>	1/12/23
<b>Who was involved</b>	Preschool Staff, families, children
<b>Key changes made and reason why</b>	Changed to new DoE template
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: Helen Te Rata</p> <p>Staff: all preschool staff read, reflected, and signed off. Procedure also posted on Sentral for K-6 staff to engage with.</p> <p>Emailed to P&amp;C representatives.</p> <p>Parents: notified via Seesaw. 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>