



## 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 <a href="#">101</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a>  <a href="#">Excursions policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA Template – Excursion risk assessment</a>		
<b>Related procedures</b>		
Preschool nutrition, food and beverages and dietary requirements  Excursions		
<b>Staff roles and responsibilities</b>		
<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><b>Preschool educators</b></p> <p>(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Drinking water</b></p>	<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 a plastic cup or children can access bubblers.</li> <li>• Children refill their own water bottles from a tap in the playroom.</li> <li>• No child will be allowed to drink out of another's bottle. If this inadvertently occurs, staff will empty and thoroughly clean the water container before refilling it.</li> </ul>
<p><b>Risk management plan</b></p>	<ul style="list-style-type: none"> <li>• The preschool's local "Activities Involving Water" 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. Only 4 children at a time are allowed at the supervised water trough, and there is a limit of children using the watering cans.</li> <li>• Permanent water features are included in this risk plan.</li> <li>• The daily safety check conducted before children arrive at the preschool includes a check for any pooled rain water.</li> <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>• A risk assessment will be conducted prior to any excursion taking place. If the venue has a body of water such as a lake or creek, the staff to child ratio will be increased and additional risk management steps planned.</li> </ul>
<p><b>Supervision</b></p>	<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>• Educators will more closely supervise children when they are using water in their play or watering the garden.</li> <li>• Educators and the children will empty any water containers immediately at the end of the play session, particularly larger trough-style containers.</li> <li>• Water containers or water features that could be drowning hazards will be appropriately monitored.</li> <li>• If a container of water is to be taken into the sand pit area, educators will pay particular attention to this area.</li> </ul>
<p><b>Hot water</b></p>	<ul style="list-style-type: none"> <li>• Children are not able to access hot water.</li> <li>• Adults need to drink hot drinks in the preschool kitchen that is off-limits to the children.</li> </ul>

	<ul style="list-style-type: none"> <li>If adults are drinking a hot drink in the preschool, they use only an approved thermal cup or mug with a secure lid so none can be accidentally spilt. This is the same policy in the Infants section of the school, so any relieving staff are aware of the requirement.</li> </ul>
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<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
18 September 2023 – Sharna Labbe, Deana Talevska, Alex Arancibia and May Meesorn-iam
<b>Key changes made and reason/s why</b>
Nil
<b>Record of communication of significant changes to relevant stakeholders</b>
<p>Preschool staff informed of updated procedures 24.10.2023 at weekly meeting          SIS staff made aware of updated procedures 24.10.2023 at whole school administration meeting          Families sent link via Class Dojo to updated procedures on school website 24.10.2023. Hard copies of procedures also made available to parents 24.10.2023.</p>
<b>Due date of review</b>
End Term 3 2024 – 27 September 2024