



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

## Responsibilities

<p><b>School principal</b></p>	<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>
<p><b>Preschool</b></p>	<p>The preschool supervisor supports the principal in their role and is responsible for</p>

<b>supervisor</b>	<p>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> <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 the preschool 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 a cardboard cup or children can access bubblers.</li> <li>• Children refill their own water bottles from a tap in the playroom, if needed.</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 environmental risk management plan (“Activities Involving Water”), records the risks of using water in learning experiences (e.g. water troughs, watering the garden) and notes minimisation strategies.</li> <li>• 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 rainwater.</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>• Hot water in the indoor and outdoor toilet/shower areas are turned off at the electrical mains so it is not accessible to the children. The hot water mains are only turned on by an educator if the shower is required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Other areas with hot water which include the craft room and kitchen, are not accessible to children. Signage is displayed for children to reinforce this.</li> <li>• Adults need to drink hot drinks in the preschool kitchen that is off-limits to the children.</li> <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 no liquid can be accidentally spilt.</li> <li>• This is the same policy in the Infants section of the school, so any relieving staff are aware of the requirement.</li> </ul>
--	--

### Record of procedure's review

<b>Date of review</b>	27 September 2024
<b>Who was involved</b>	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
<b>Key changes made and reason why</b>	More details about safety around hot water included in the procedure.
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: 27 September 2024</p> <p>Staff: 15 October 2024 – Weekly staff meeting</p> <p>Parents: 16 October 2024 – website and community procedure folder updated – message sent via Story Park</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>