



Water safety procedure

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		
ACECOA Template – Excursion risk assessment		
Related procedures		
Preschool nutrition, food and beverages and dietary requirements Excursions		
Staff roles and responsibilities		
School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <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. 	
	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of	

Preschool supervisor	<p>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, an educator provides them with clean drinking water in a plastic cup or water bottle. Plastic cups and water bottle are washed in hot soapy water after each use from the tap in the kitchen. • Children’s bottles are refilled if needed from the tap in the kitchen.
Risk management plan	<ul style="list-style-type: none"> • The preschool’s environmental 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. Staff supervise water experiences very closely. • The daily safety check conducted before children arrive at the preschool includes a check for any pooled rain water. • 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 troughs are not filled until educator is present and are emptied after children have finished with the experience.

Hot water	<ul style="list-style-type: none"> • Children are not able to access hot water. Hot water tap is located in the laundry and kitchen which is lock and closed off to children. The taps are also at a height that children are unable to reach. • Adults do not consume or carry hot drinks when children are present. This is outlines in the induction information.
------------------	--

Record of procedure's review
Date of review and who was involved
June 2021 Claire Callinan, Chelsea Stanton, Jen Mitchell
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders
Date of review and who was involved
June 2022 Claire Callinan, Jennifer Mitchell,
Key changes made and reason/s why
No changes
Record of communication of significant changes to relevant stakeholders
Communicated to families and exec week 1 term 3