

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
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. 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 able to 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 ▪ 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.
----------------	---

	<ul style="list-style-type: none"> Children's bottles are refilled if needed from the preschool kitchen located between the two classrooms.
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. Water play occurs in troughs with shallow water which are off the ground to avoid a child falling in. During water play children are closely supervised. When not in use the troughs are emptied. There are no permanent water features in the preschool. 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 troughs are emptied when not in use.
Hot water	<ul style="list-style-type: none"> Children are not able to access hot water. The preschool kitchen doors are kept locked at all times so children are unable to access hot water. No one consumes hot drinks in any of the spaces accessible by students.

Record of procedure's review

Date of review	20/9/24
Who was involved	Preschool educators
Key changes made and reason why	Updated and reviewed to include new team members.
Record of communication of significant changes to relevant stakeholders	<p>Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure</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>

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

Date of review	5/12/23
Who was involved	Staff
Key changes made and reason why	Updated and reviewed to reflect the new preschool environment.
Record of communication of significant changes to relevant stakeholders	<p>Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure</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>

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

Date of review	18/7/23
Who was involved	Preschool supervisor and educators
Key changes made and reason why	Annual review.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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.

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