

Coota Gulla Preschool Procedures



Water Safety, including safety during any water-based activity

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
2.2	101	▪ Excursions Policy
Next Review Date:		18/07/23

With any type of water play in the preschool, close supervision is adhered to. No containers of water are left out and there are no permanent water features on the site. The outdoor site is checked after rain to ensure there is no pooling of water.

Where an excursion includes access to a body of water, this is added to the excursion Risk Management Plan and suitable measures are put in place. Where suitable measures cannot be put in place the venue is deemed inappropriate for a preschool excursion.

The only hot water is available in the kitchen which is locked at all times and the children do not have access to this room. Staff do not drink hot drinks where children are present. If on a break, they will either be in the kitchen or preschool office, both out-of-bounds for children, or they will come up to the main staffroom.

All parents/carers are asked to ensure their child has a drink bottle. Children let the staff know if their bottle is empty and it will be refilled. If a child has forgotten their drink bottle they are provided with water using a plastic cup which is washed after use. When in use the cup is labelled with the child's name.