

## Water safety – preschool procedure

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

## Responsibilities

<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>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<b>Preschool supervisor</b>	<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"> <li>analysing complaints, incidents or issues and the implications for updates to this procedure</li> </ul>

	<ul style="list-style-type: none"> <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 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 named 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.</li> <li>The educators ensure that the child can access the drinking cup throughout the day with their name on the cup. After use of the cup by the child during the day, the cup is washed before being used again.</li> <li>Children's water bottles are able to be refilled at any time. Children are taught to and can access the specific water refill stations situated in the 'calming alcove' area.</li> </ul>
-----------------------	---

<b>Risk management plan</b>	<ul style="list-style-type: none"> <li>• The preschool’s environmental risk management plan records the risks of using water in learning experiences and notes minimisation strategies.</li> <li>• Outdoor areas are inspected through the daily safety check to ensure there is no pooled water due to rain, sprinkler.</li> <li>• Play or learning experiences using water will not be set up until children are outside and supervision is in place.</li> <li>• Children are closely supervised by educators when having access to water through play and learning experiences (see supervision plan).</li> <li>• Water troughs, containers, buckets and any vessel able to hold water are emptied of water after play or the learning experience.</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> </ul>
<b>Supervision</b>	<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> </ul>
<b>Hot water</b>	<ul style="list-style-type: none"> <li>• Children are not able to access hot water.</li> <li>• Hot water is only accessible in the staff kitchen and laundry areas which are locked when not in use and closely supervised when children are present in these areas.</li> <li>• Hot water (shower area) in children’s bathrooms is temperature controlled.</li> <li>• If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid. Relieving staff and visitors are informed of this requirement on their initial visit to the preschool.</li> </ul>

## Record of procedure's review

<b>Date of review</b>	12/05/2024
<b>Who was involved</b>	Beth Cameron, Jordan McPhail, Natalie O'Donnell, Julie Greedy, Hannah Gibson, Cathy Banister and Aimee Vincent
<b>Key changes made and reason why</b>	
<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: Preschool – Microsoft Teams</p> <p>Staff: Preschool – Microsoft Teams and Policy/Procedure Folder</p> <p>Parents: a copy is displayed at the entrance of Preschool and copies for Preschool families to take home if requested. Preschool Facebook page and School Website. All relevant educators to review at regular staff meeting.</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>
<b>Date of review</b>	22/05/2025
<b>Who was involved</b>	Beth Cameron, Jordan McPhail, Natalie O'Donnell, Regan O'Donnell, Hannah Gibson, Jessica Hayes, Cathy Banister
<b>Key changes made and reason why</b>	<ul style="list-style-type: none"> <li>Addition to procedure of hot water in children's bathrooms (shower) and how this is risk managed for children.</li> </ul>
<b>Record of communication of significant changes to</b>	<p><b>Principal:</b> Preschool – Microsoft Teams and Policy/Procedure Folder</p> <p><b>Staff:</b> Preschool – Microsoft Teams &amp; Policy/Procedure Folder, all regular educators to review at regular staff meetings.</p> <p><b>Parents:</b> Reviewed copies of procedures are available to families in the family procedure folder in the foyer area, significant changes to procedures are posted on the</p>

<b>relevant stakeholders</b>	<p>Preschool Facebook page and School Website.</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.