

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
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.</p> <p>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 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

	<ul style="list-style-type: none"> • 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.
<p>Preschool teacher(s) and educator(s)</p>	<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

<p>Drinking water</p>	<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. • <i>(Edit or add detail if needed)</i> • Children’s bottles are refilled if needed. • <i>(Which tap are they filled from?)</i> Bottles are refilled if needed from the drink station located in the ‘calming alcove’ area.
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<p>Risk management plan</p>	<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. • <i>(What are these strategies?)</i> Water in troughs are emptied at the end of each use and if contaminated. An Educator closely supervises all water experiences. • Permanent water features are included in this risk plan. • Ponds are covered with mesh or a metal grid slightly below the water surface. • <i>(Delete if not relevant)</i> • 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.
<p>Supervision</p>	<ul style="list-style-type: none"> • The preschool supervision plan notes that children are supervised more closely around any activities which use water. • <i>(Are water troughs emptied when the group leaves the area?)</i> Water troughs are emptied after each experience has finished.
<p>Hot water</p>	<ul style="list-style-type: none"> • Children are not able to access hot water. • <i>(How is this managed? For example, no hot water taps in areas accessible to children; tap tops removed?)</i> 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. • If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid. • <i>(How are relieving staff and visitors informed of this requirement?)</i>

Record of procedure’s review

Date of review	12/05/2024
Who was involved	Beth Cameron, Jordan McPhail, Natalie O’Donnell, Julie Greedy, Hannah Gibson, Cathy Banister and Aimee Vincent
Key changes made and reason why	
Record of communication of significant changes to relevant stakeholders	<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>

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