



Preschool water safety procedure
(including supervision during any water – based activities)

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

[ACECQA Template – Excursion risk assessment](#)

Related procedures

Preschool nutrition, food and beverages and dietary requirements
Excursions

Staff roles and 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 implement this procedure all procedures are current and reviewed as part of a continuous cycle of self- assessment.
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.</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.
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. • Children's bottles are refilled if needed from the drink station located in Murrin alcove area.
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. Water is 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. • 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 emptied after each experience has finished.
Hot water	<ul style="list-style-type: none"> • Children are not able to access hot water. Hot water is only accessible in the staff kitchen and laundry which is locked when not in use and closely supervised when children are in these areas. • If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid.

Record of procedure's review

Date of review and who was involved

12/5/22 Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Andrea Lundy, Natalie O'Donnell and Julie Greedy.

Key changes made and reason/s why

More specific information was added to all sections of the procedure in line with recommendations from the Early Learning Directorate.

Record of communication of significant changes to relevant stakeholders

A copy is displayed on the noticeboard at the entrance of the Preschool and copies are available for preschool families to take home if requested. The procedure is posted on the Preschool Facebook page and communication app Schoolzine. All relevant educators to review at the regular staff meeting.

Copy and paste a new table to record each occasion the procedure is reviewed