### Text BoxPreschool water safety procedure

(including supervision during any water–based activities)

| **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** |
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| **NQS: 2.2**    **Regulations: 101** | Leading and operating department preschool guidelines  [Excursions policy](https://education.nsw.gov.au/policy-library/policies/excursions-policy?refid=285776) | ACECQA’s policy and procedures guidelines – [Water](https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_WaterSafety.pdf) [safety [PDF 225 KB]](https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_WaterSafety.pdf) |
| **Pre-reading and reference documents** | | |
| [ACECQA Template – Excursion risk assessment](https://www.acecqa.gov.au/search?s=excursions) | | |
| **Related procedures** | | |
| Preschool nutrition, food and beverages and dietary requirements  Excursions | | |
| **Staff roles and responsibilities** | | |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.  The principal is responsible for ensuring:   * 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. * analysing complaints, incidents or issues and what the implications are for the updates to this procedure * reflecting on how this procedure is informed by relevant recognised authorities | |
| **Preschool educators**  (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool) | The preschool educators are responsible for working with leadership to ensure:   * 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. * 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 | |
| **Procedure** | | |
| **Drinking water** | * Each child accesses their own bottle of water throughout the day, as required. * Children’s bottles are refilled if needed. Educators fill the children’s water bottles up out of the filtered tap in the kitchen. | |
| **Risk management plan** | * 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. Direct supervision is in place. Children are supervised more closely around any water play activities. Water troughs are emptied as soon as the activity is over. * 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** | * The preschool supervision plan notes that children are supervised more closely around any activities which use water. Water troughs are emptied straight away as soon as the water activity is finished. | |
| **Hot water** | * Children are not able to access hot water. Hot water is not accessible to children, the hotwater tap also has a lock on the top, also not accessible to children. * 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 on entering the preschool. | |

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| Record of procedure’s review |
| **Date of review and who was involved** |
| 10/03/2023 Cara Becroft |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |

#### Record of procedure’s review (master – copy before use)

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| Date of review |  |
| Who was involved | ECT in consultation with the preschool supervisor and preschool educator team.  The principal approved changes and access to current procedures is available to the executive team and anyone who may relieve in the preschool. |
| Key changes made and reason why |  |
| Record of communication of significant changes to relevant stakeholders | Principal:  Staff:  Parents:  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. |