



## 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 <a href="#">101</a>	<p><a href="#">Leading and Operating Department Preschool Guidelines</a></p> <p><a href="#">Excursions policy</a></p>
<b>Pre-reading and reference documents</b>		
<p><a href="#">ACECQA Template – Excursion risk assessment</a></p>		
<b>Related procedures</b>		
<p>Preschool nutrition, food and beverages and dietary requirements</p> <p>Excursions</p>		
<b>Staff roles and responsibilities</b>		
<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>	
<b>Preschool educators</b>	<p>The preschool educators are responsible for working with leadership 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 the preschool, and made accessible to all</li> </ul>	

	<p>staff, families, visitors and volunteers</p> <ul style="list-style-type: none"> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure are reviewed and documented.</li> </ul>
<b>Procedure</b>	
<b>Drinking water</b>	<ul style="list-style-type: none"> <li>• 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. The cup is clearly labelled with the child's name and washed at the end of the day. Cold water is accessible for children from a water jug in the fridge or from the filtered chilled water tap located at the kitchen sink.</li> <li>• Children's bottles are refilled if needed. Educators support children by rinsing and filling their water bottles from the filtered chilled water tap at the kitchen sink.</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 the use of water in learning experiences (e.g. water troughs, watering the garden) and notes minimisation strategies. Educators ensure learning experiences are placed close to supervision points and educators monitor closely. Children are explicitly taught about water safety at the beginning of the year and revised as required throughout the year.</li> <li>• Permanent water features are included in this risk plan.</li> <li>• The daily safety check conducted before children arrive at the preschool includes a check for any pooled rain water.</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. Water troughs are only filled with as much water as is necessary and closely supervised. Water troughs are emptied at the end of outdoor play.</li> </ul>
<b>Hot water</b>	<ul style="list-style-type: none"> <li>• Children are not able to access hot water. Hot water taps in the kitchen sink are temperature capped to child safe requirements of 50 degrees. The specialised tap with chilled and boiling water is equipped with a safety switch so that children are unable to operate. Signage is clearly visible around the kitchen sink and hot tap area and children are explicitly taught that the sink and surrounding area is out of bounds. This is taught at the beginning of the year and frequently throughout the year as required.</li> <li>• If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid. This information is clearly communicated with staff during induction procedures. Staff are also directed to not use the</li> </ul>

	boiling tap when children are close by and ensure that they only used the boiling hot water tap when safe to do so.
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<b>Record of procedure's review</b>	
<b>Date of review and who was involved</b>	
28/05/23 Anna Clemesha, Maree Guy, Larissa Polak	
<b>Key changes made and reason/s why</b>	
New template	
<b>Record of communication of significant changes to relevant stakeholders</b>	
Posted on class dojo and displayed in classroom	

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