**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 |
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| 2.2 | Regulation [101](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg101?SRTITLE=Education%20and%20Care%20Services%20National%20Regulations&autoquery=(Content%3D((%22excursion%22)))&display=Education%20and%20Care%20Services%20National%20Regulations&dq=Within%20Title%3D%22Educ) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)  [Excursions policy](https://education.nsw.gov.au/policy-library/policies/excursions-policy?refid=285776) |
| **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. | |
| **Preschool supervisor** | 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. | |
| **Preschool educators** | 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. | |
| **Procedure** | | |
| **Drinking water** | * 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 kitchen tap | |
| **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. These strategies include vigilant supervision, emptying water troughs after use and filling water troughs below 20cm only. * 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 when children and staff leave the area. | |
| **Hot water** | * Children are not able to access hot water. Hot water taps in reach are disengaged and the kitchen door is kept locked. * If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid. This is communicated with signs in the kitchen and staffroom. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| Emily Roalfe, Staff team and families (communicated via storypark) |
| **Key changes made and reason/s why** |
| Update from old template to new template. Update around hot beverages. |
| **Record of communication of significant changes to relevant stakeholders** |
| Communicated via storypark, on sign on table and staff table. |

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