



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

<p>School principal</p>	<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>
<p>Preschool supervisor</p>	<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 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



Casino Public School – Djanangmum Preschool Localised Procedure

	<ul style="list-style-type: none"> • 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.
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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 kitchen tap.
Risk management plan	<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. • 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 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.
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 when the group leaves the area.
Hot water	<ul style="list-style-type: none"> • 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.



Casino Public School – Djanangmum Preschool Localised Procedure

Record of procedure's review

Date of review	6-9-24
Who was involved	Emily Roalfe in consultation with staff, and families.
Key changes made and reason why	Update from old to new template – no major changes just added reference to acecqa's water safety policy and procedure guidelines. Addition of Record of communication of significant changes to relevant stakeholders to review table.
Record of communication of significant changes to relevant stakeholders	Principal: 6-9-24 email Staff: 6-9-24 email Parents: 6-9-24 storypark and front entrance 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.

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



Casino Public School – Djanangmum Preschool Localised Procedure

Record of procedure's review
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.

Record of procedure's review
Date of review and who was involved
Emily Roalfe, Staff team and families (communicated via storypark)
Key changes made and reason/s why
Change in preschool name. no other major changes.
Record of communication of significant changes to relevant stakeholders
Communicated via storypark, on sign on table and staff table.