



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
Rationale		
To ensure the safe use of water in Koonawarra Public School Preschool		
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. 	

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<p>Preschool supervisor</p> <p>Preschool educators (This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool)</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 including:</p> <ul style="list-style-type: none"> ● 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 ● 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>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. 	
<p>Procedure</p> <p>Drinking water</p> <p>Risk management plan</p>	<ul style="list-style-type: none"> ● Each child is provided with a drink bottle that can be accessed throughout the day, as required. If they do not have one (it is being cleaned) an educator provides them with clean drinking water in a plastic cup. ● Children’s bottles are refilled as required. ● 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. ● Drains are covered with mesh or metal grid. ● 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 preschools. 	

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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 covered when the group leaves the area and emptied every two days or as required. 	
Hot water	<ul style="list-style-type: none"> Children are not able to access hot water. No hot water taps in areas accessible to children. Adults do not drink hot drinks in the preschool learning area., 	

Record of procedure's review

Date of review and who was involved

08/03/2023 Carol Williams

13/03/2023 Louise Rodot

23/03/2023 Amanda Schalk

Key changes made and reason/s why

Updated using Department Procedure proforma.

Record of communication of significant changes to relevant stakeholders

Procedure shared with staff and parents. Copies printed and placed in Critical information folder and in the Preschool foyer.