



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
Pre-reading and reference documents		
ACECOA 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.</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. 	
Preschool supervisor	<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.</p>	
Preschool educators	<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. 	

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 sink in the preschool kitchen by a staff member.
Risk management plan	<ul style="list-style-type: none"> • 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. • 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. • Children do not have access to outside taps. The educators have access to the tap handle which is located in the preschool office
Supervision	<ul style="list-style-type: none"> • The preschool supervision plan notes that children are supervised more closely around any activities which use water. Refer to the risk management plan for strategies.
Hot water	<ul style="list-style-type: none"> • Children are not able to access hot water. There are no hot water tap areas accessible to children. All bathroom taps are cold water only. • The kitchen and staff bathroom taps are behind locked doors. Which are locked at all times throughout the preschool day • If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid and the drink is stored behind a locked door.

Record of procedure's review
Date of review and who was involved
Term 3 – 28 th September 2021 by Kristen McNeill
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – Principal Joanne Jurgeit – Preschool Teacher Patricia May – Preschool SLSO

Record of procedure's review

Date of review and who was involved

Term 3 – 15th September 2022 – Joanne Jurgeit

Key changes made and reason/s why

Added location of hot drink storage

Record of communication of significant changes to relevant stakeholders

Amiee Jahshan – Principal
Patricia May – Preschool SLSO