

Stockton Public School 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 pg. 51 Excursion policy
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	The Principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The Principal is responsible for ensuring: <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>Preschool supervisor</p>	<p>The preschool supervisor supports the Principal in their role and is responsible for supporting the educators in reviewing this procedure through a process of self-assessment and critical reflection. These could include:</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. <p>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</p>
<p>Preschool educators</p>	<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>	<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 from a water jug located in the children's fridge. At the end of each day the water container will be emptied and cleaned thoroughly, before being refilled and placed back in the fridge. • Children's bottles are refilled if needed from the water jug. • The children also have access to a water bubbler when outside and is cleaned regularly. (Due to Covid 19- this is not accessible at the moment)
<p>Risk management plan</p>	<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. These include teacher supervision at all times near a water activity.

	<ul style="list-style-type: none"> • Permanent water features are included in this risk plan. • The preschool has a frog pond. It has a mesh guard covering the water feature to prevent children from accessing the water. A separate risk minimisation plan has been developed to educate the children for safe practices around the water feature. • The daily safety check conducted before children arrive at the preschool includes a check for any pooled rainwater. • We store equipment to prevent collection of water. Check garden after watering or rain and empty water that has collected in holes or containers. • Buckets of water used during cleaning after craft or throughout the day are to be filled immediately before use, supervised by an adult when in use, and emptied immediately and cleaned thoroughly after use. • 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. • There is a CPR guide on the preschool backdoor, which is easily accessible during if required.
<p>Supervision</p>	<ul style="list-style-type: none"> • The preschool supervision plan notes that children are supervised more closely around any activities which use water, and never leave children alone near water. • We teach children about being safe near water. • We ensure water troughs or containers for water play are filled to a safe level. Educators do not leave buckets, water play trough or any other water hazards unsupervised in the preschool premises. Educators empty after use and cover or turn over water trough. • A water tank is accessible to the children only under close and direct supervision of staff. They can fill up watering cans for use in the garden and water activities. Staff turn the tap on and off and monitor closely the amount of water used. • The mud kitchen has a sink in it that is closely supervised if the children add water to it during play. • At all times, when children are present, there must be at least one staff member with a current first aid qualification, on the premise.

Hot water	<ul style="list-style-type: none"> • Children are not able to access hot water. Staff have access to hot water that is boiled in a kettle in the staff kitchen behind a locked door. • If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid.
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Record of procedure's review
Date of review and who was involved
16/8/21- Kristyn Drewe, 17/09/2021 - Christine Hayes, 06/09/2021-Zoe Lantry, Alexis Scott, and Jodie Holt
Key changes made and reason/s why
Procedure updated and in the new format in line with the Leading and Operating Department Preschool guidelines; update and reviewed due to current lockdown and restrictions.
Record of communication of significant changes to relevant stakeholders