



## Casino West Little Jarjums 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 <a href="#">101</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Excursions policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA Template – Excursion risk assessment</a>		
<b>Related procedures</b>		
Preschool nutrition, food and beverages and dietary requirements Excursions		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	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"> <li>the preschool is compliant with legislative standards related to this procedure at all times</li> <li>all staff involved in the preschool are familiar with and implement this procedure</li> <li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li> </ul>	
<b>Preschool supervisor</b>	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of	

	<p>self-assessment and critical reflection. Including but is not limited to:</p> <ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li> <li>• reflecting on how this procedure is informed by relevant recognised authorities</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated</li> <li>• developing strategies to induct all staff when procedures are updated to ensure practice is embedded.)</li> </ul>
<b>Preschool educators</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>Drinking water</b>	<ul style="list-style-type: none"> <li>• 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 or water bottle.</li> <li>• Children's bottles are refilled if needed from a filtered tap in the preschool kitchen.</li> </ul>
<b>Risk management plan</b>	<ul style="list-style-type: none"> <li>• 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. Strategies include: <ul style="list-style-type: none"> <li>- An educator supervises water play at all times</li> <li>- Staff ensure water containers are not filled past 30cm depth. They are emptied at the end of the play session and tubs are turned over to ensure water does not collect.</li> <li>- Children have been shown how to use the watering cans and how to turn the watering tank on and off to ensure there is no wastage and safety remains intact.</li> </ul> </li> <li>• The daily safety check conducted before children arrive at the preschool includes a check for any pooled rainwater.</li> <li>• Excursions to a location or venue with a body of water are carefully planned for and considered in the excursion risk management plan.</li> </ul>
<b>Supervision</b>	<ul style="list-style-type: none"> <li>• The preschool supervision plan notes that children are supervised</li> </ul>

	more closely around any activities which use water. Water troughs are emptied when not in use.
<b>Hot water</b>	<ul style="list-style-type: none"> <li>• Children are not able to access hot water. No hot water taps are in areas accessible to children.</li> <li>• If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid. Signage in the kitchen makes staff aware of cup requirements when drinking hot beverages.</li> </ul>

<b>Record of procedure's review</b>	
<b>Date of review and who was involved</b>	
14/03/2023 Preschool educators, Principal, Preschool Supervisor, and preschool families.	
<b>Key changes made and reason/s why</b>	
Moved to new department template to adhere to Department expectations of what should be included in this localised procedure	
<b>Record of communication of significant changes to relevant stakeholders</b>	
Uploaded onto school website and added to localised procedures folder in foyer.	

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