



## *Water safety – preschool procedure*

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
<b>NQS: 2.2</b>  <b>Regulations: 101</b>	Leading and operating department preschool guidelines  <a href="#">Excursions policy</a>	ACECQA's policy and procedures guidelines – <a href="#">Water safety [PDF 225 KB]</a>

## Responsibilities

<b>School principal</b>	<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"> <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> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
-------------------------	---

<b>Preschool supervisor</b>	<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"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> </ul>
-----------------------------	---

	<ul style="list-style-type: none"> <li>reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>all staff in the preschool and daily practices comply with this procedure</li> <li>this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>they are actively involved in the review of this procedure, as required, or at least annually</li> <li>details of this procedure's review are documented.</li> </ul>

## Procedure

<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 clean drink 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 using water in learning experiences and notes minimisation strategies.</li> </ul> <p>Strategies include:</p> <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>
-----------------------------	---

	<ul style="list-style-type: none"> <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> <li>Blow-up swimming pools are not used in the preschool.</li> </ul>
<b>Supervision</b>	<ul style="list-style-type: none"> <li>The preschool supervision plan notes that children are supervised more closely around any activities which use water.</li> <li>Water troughs are emptied when not in use.</li> </ul>
<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>

## Record of procedure's review

<b>Date of review</b>	13/03/24
<b>Who was involved</b>	Preschool educators, Principal, Preschool Supervisor, and preschool families.
<b>Key changes made and reason why</b>	Moved to template provided in the update Department Guidelines
<b>Record of</b>	<p>Principal: Lesley Mills communicated at Staff meeting</p> <p>Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell</p> <p>Parents: Copy for all Parents placed on communication board and in the Localised</p>

	Procedures folder in foyer.
--	-----------------------------

<b>Date of review</b>	30/04/2025
<b>Who was involved</b>	Preschool educators, Principal, Preschool Supervisor, and preschool families.
<b>Key changes made and reason why</b>	No significant changes made.
<b>Record of</b>	<p>Principal: Lesley Mills communicated at Staff meeting</p> <p>Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell</p> <p>Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.</p>

<b>communication of significant changes to relevant stakeholders</b>	<p>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.</p>
--	---

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











<b>communication of significant changes to relevant stakeholders</b>	<p>Staff:</p> <p>Parents:</p> <p>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.</p>
--	---

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