



Health and Safety

Water Safety

Reviewed: 09/08/2021 Next Review: Term 3, 2022

Education and care services regulation/s	Regulation 168 (2)(a) Education and care service must have policies and procedures Regulation 274 Swimming Pools Regulation 101 Conduct a risk assessment for excursion
NSW Department of Education policy, procedure or guidelines	The following department policy can be accessed from the department's website ; Excursions Policy PD/2004/0010/V07 – Including Excursions Policy Implementation Procedures
National Quality Standard(s)	Quality Area 2 Children's health and safety 2.1: Health Each child's health needs are supported 2.2 Safety Each child is protected 2.2.1: Supervision At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard 2.2.2 Incident and emergency management Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
Leading and operating a department preschool guidelines	Leading and operating a department preschool guidelines Quality Area 2 Children's Health and Safety Water Safety
School policy or procedure, where applicable	NSW Department of Education: Excursions Policy https://education.nsw.gov.au/policy-library/policies/pd-2004-0010

Introduction

The *Education and Care Services National Regulations* state that a health and safety policy which includes water safety is required by all services and a risk management process undertaken. To provide connectedness with nature and opportunities for exploration and investigation, preschools may choose to have mud and/or water based activities as a part of their learning environments.

Implementation

- Adequate supervision at all times.
- Staff assess the risk to children around water.
- Water containers or water features that could be drowning hazards are appropriately covered or inaccessible to children.

- Water troughs or containers for water play are filled to a safe level. These activities will be supervised at all times and containers or troughs will be emptied onto garden areas after use.
- Children will be discouraged from drinking water used for play.
- Staff First Aid and CPR qualifications and requirements are met at all times.
- Families are provided with community messages regarding safe water practices.
- Buckets used for cleaning are emptied immediately after use. No buckets containing water are left unsupervised in play areas or accessible to children.

Environmental Checklist

- An environmental indoor and outdoor check is conducted each morning by the teacher on duty and before any children arrive at the preschool.
- The dry creek bed is checked each morning and again after outdoor play to ensure it is draining correctly. The drain (located under the boat) is also checked daily to ensure that it is clear of pebbles, leaves, toys and debris.
- After rain all areas of the outdoor environment (especially the dry creek bed) are checked for pooling water. Any areas affected are cordoned off or drained and the children are supervised near these areas.

Drinking water

- Each child accesses their own bottle of water throughout the day as they require. If a drink bottle has not been provided by the family an educator provides them with clean drinking water in a clean preschool drink bottle. The preschool drink bottle is returned to staff at the end of the school day and washed thoroughly.
- Clean drinking water is provided at all times throughout the day if children require additional water. This water is sourced from the kitchen tap. The water is stored in a water jug which is securely sealed. Alternatively educators can refill the childrens drinks bottles from the kitchen tap if required. At the end of each day, any excess water is discarded and the container washed thoroughly in the kitchen sink.

Hot water

- Children are unable to access hot water.
- Hot water taps are located in the laundry room, at the sink and in the shower recess. The laundry room door is latched and children are not allowed access to the laundry.
- A second hot water tap is located in the staff kitchen, at the sink. The kitchen door is latched and children are not allowed access to the staff kitchen.
- Educators do not carry or consume hot drinks where children are present.
- If adults are drinking a hot drink in the preschool, their cup or mug must have a secure lid. A notice is posted above the kettle in the staff kitchen to inform all staff of this procedure.

Risk Management, Monitoring, Evaluation and Review

- A risk assessment will be conducted prior to any excursion taking place. Particular attention will be focused upon water safety where the excursion is near a body of water either natural or manufactured.
- Risk assessments for excursions planned near water identify a higher staff to child ratio to ensure adequate supervision.

- This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps Oak Flats Public School Preschool will review this policy yearly.
- Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- A risk assessment for the Environment Indoor/Outdoor area includes any water hazards and steps to ensure the safety of the children playing with or near them.
- Educators monitor bathroom taps to check they are not left running and bathroom sinks to check they are not blocked and overflowing.
- Educators monitor both indoor and outdoor taps that children have access to for example; bathroom taps, hand washing sink taps, garden taps.
- Inflatable swimming pools are not used in the preschool.

School Principal, Early Childhood Teacher and Educators

The principal is responsible for ensuring:

- the preschool is compliant with legislative standard 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

The preschool educators are responsible for working with leadership to ensure:

- 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 the procedure's review are documented