

# Oak Flats 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
<p>2. Children’s health and safety</p> <p>2.2 Safety</p>	<p>Regulation <a href="#">101</a> Conduct a risk assessment for an excursion</p> <p>Regulation <a href="#">274</a> Swimming Pools</p> <p>Part 4.7 Governance and Leadership <a href="#">Division 2 Policies and Procedures</a></p>	<p><a href="#">Leading and Operating Department Preschool Guidelines</a></p> <p><a href="#">Excursions policy</a></p>
<p><b>Pre-reading and reference documents</b></p>		
<p><a href="#">ACECQA Template – Excursion risk assessment</a></p>		

## Related preschool procedures

- Nutrition, food and beverages and dietary requirements
- Excursions
- Incident, injury, trauma and illness
- Providing a child safe environment
- Administration of first aid
- Staffing

## 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, Oak Flats Public School Preschool chooses to have mud and water/fluid/liquid based activities as a part of their learning environments.

## 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:

- 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 yearly as part of a continuous cycle of self- assessment.

<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 includes:</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. This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool</li><li>● this procedure is stored in the preschool and made accessible to all staff, families, visitors and volunteers. The procedure is stored in the preschool foyer and office in a folder and on the school's website</li><li>● they are actively involved in the review of this procedure, as required, or at least annually</li><li>● the details of the procedure's review are documented at the end of the procedure.</li><li>● all staff involved in the preschool are familiar with and implement this procedure.</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 drink bottle. The preschool drink bottle is returned to staff at the end of the school day and washed thoroughly.</li> <li>● Children's bottles are refilled if needed using either a jug of water from the fridge (filled with water from the kitchen tap) or the kitchen tap whichever is more convenient. At the end of each day, any excess water is discarded and the jug washed thoroughly in the kitchen sink.</li> <li>● Children's drink bottles are stored in the preschool fridge (which the children can access at any time) and taken outside during outdoor play.</li> </ul>
<b>Environmental Checklist</b>	<ul style="list-style-type: none"> <li>● An environmental indoor and outdoor check is for drained and the children are supervised near these areas.</li> <li>● conducted each morning by the teacher on duty and before any children arrive at the preschool.</li> <li>● 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.</li> <li>● After rain all areas of the outdoor environment (especially the dry creek bed) are checked for pooling water. Any areas affected are cordoned off and children are to keep away.</li> </ul>

**Risk  
management  
plan**

- 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. Minimisation strategies include:
  - Active supervision
  - Emptying containers after play
  - Staff member remains with activity until its completion
- 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.
- 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. Excursions to a location or venue with a body of water are carefully planned for.
- Risk assessments for excursions planned near water identify a higher staff to child ratio to ensure adequate supervision.
- Blow up, inflatable swimming pools are not used in the preschool.
- Families are provided with community messages regarding safe water practices.

<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 or containers for water play are filled to a safe level.</li><li>● These activities will be supervised at all times and containers or troughs will be emptied onto garden areas after use.</li><li>● Active supervision at all times.</li><li>● Staff assess the risk to children around water.</li><li>● Water containers or water features that could be drowning hazards are appropriately covered or inaccessible to children.</li><li>● Children will be discouraged from drinking water used for play.</li><li>● Staff First Aid and CPR qualifications and requirements are met at all times.</li><li>● Buckets used for cleaning are emptied immediately after use. No buckets containing water are left unsupervised in play areas or accessible to children.</li><li>● Educators monitor bathroom taps to check they are not left running and bathroom sinks to check they are not blocked and overflowing.</li><li>● Educators monitor both indoor and outdoor taps that children have access to for example; bathroom taps, hand washing sink taps, garden taps.</li></ul>
<b>Hot water</b>	<ul style="list-style-type: none"><li>● Children are not able to access hot water.</li><li>● 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.</li><li>● 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.</li><li>● Educators do not carry or consume hot drinks without a lid 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.</li></ul>

<b>Record of procedure's review</b>
<b>Date of review and who was involved</b>
27th July, 2022 Sarah beesley and Nicole Tate
<b>Key changes made and reason/s why</b>
Annual review of policy. Changed format to align with Department requirements.
<b>Record of communication of significant changes to relevant stakeholders</b>
Sent to Alice Wigny (Relieving Principal) and Vi Angelova (P2O) for review - 27/7/2022 Added to Kinderloop for parents/carers to review - 02/08/2022

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