

# Oak Flats Public School Preschool



## Water safety – preschool procedure 2025

| National Quality Standard<br>Education and Care Services<br>National Law and National<br>Regulations |  | Associated department policy,<br>procedure or guideline   | Reference document(s) and/or<br>advice from a recognised<br>authority                        |
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| NQS: 2.2<br><br>Regulations: 101   |  | Leading and operating<br>department preschool guidelines<br><br><a href="#">Excursions policy</a> | ACECQA's policy and<br>procedures guidelines – <a href="#">Water<br/>safety [PDF 225 KB]</a> |
| Responsibilities   |  |   |  |



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| <p><b>School principal</b></p>     | <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>  |
| <p><b>Preschool supervisor</b></p> | <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> <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> |

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| <p><b>Preschool teacher(s) and educator(s)</b></p> | <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> |
| <p>Procedure</p>                                   |   |

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| <p><b>Drinking water</b></p> | <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 reusable 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. When the drink bottles are taken outside, they are kept in two caddies on a table under the verandah. The educators ensure that the table is placed out of the sun.</li> </ul> |
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| <p><b>Risk management plan</b></p> | <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> <li>• Permanent water features are included in this risk plan.</li> <li>• The school's frog ponds are covered with mesh or a metal grid slightly below the water surface.</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> <li>• Blow-up swimming pools are not used in the preschool.</li> <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. Minimisation strategies include: <ul style="list-style-type: none"> <li>○ Active supervision,</li> <li>○ Emptying containers after play,</li> <li>○ Staff member remains with activity until its completion,</li> <li>○ Permanent water features are included in this risk plan,</li> <li>○ The daily safety check conducted before children arrive at the preschool includes a check for any pooled rainwater.</li> </ul> </li> <li>• 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.</li> </ul> |
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|  | <ul style="list-style-type: none"><li>• Risk assessments for excursions planned near water identify a higher staff to child ratio to ensure adequate supervision.</li><li>• Families are provided with community messages regarding safe water practices.</li></ul> |
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| <p><b>Supervision</b></p> | <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 is used 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> |
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| <b>Hot water</b> | <ul style="list-style-type: none"> <li>• Children are not able to access hot water.</li> <li>• If adults are drinking a hot drink in the preschool, their drink is made and consumed in the kitchen. Relieving staff are informed of this verbally and through clearly displayed signs.</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>• Visitors are informed of this practice verbally as well as by a clearly displayed notice in the Preschool foyer.</li> <li>• Educators and visitors can only consume hot drinks in the staff kitchen. A notice is displayed in the foyer and in the staff kitchen to inform all staff and visitors of this practice.</li> </ul> |
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## Record of procedure's review

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| <b>Date of review</b>  | 16/5/25   |
| <b>Who was involved</b>  | Amanda Falcon, Alice Wigny, Ellie Turton, Rebecca Cheetham, Elisa Higgs.  |
| <b>Key changes made and reason why</b>   | The team have reviewed this procedure and clarified localised practices.  |
| <b>Record of communication of significant changes to relevant stakeholders</b> | Principal: 22/04/2025<br>Staff: 16/5/25<br>Parents: 2/06/2025<br>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. |

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| <b>Date of review</b>  | 3/7/24   |
| <b>Who was involved</b>  | Amanda Falcon, Alice Wigny, Elisa Higgs  |
| <b>Key changes made and reason why</b>   | Localised practices detailed in relation to the reflective questions provided by Early Learning.   |
| <b>Record of communication of significant changes to relevant stakeholders</b> | <p>Relieving Principal: Alice Wigny emailed on 1/8/24</p> <p>Staff: 1/8/24</p> <p>Parents: 12/8/24</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.