



IRRAWANG PUBLIC SCHOOL

PRESCHOOL

Water Safety Procedure

(including supervision during any water – based activities)

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
NQS: 2.2 Regulations: 101	Leading and operating department preschool guidelines Excursions policy	ACECQA's policy and procedures guidelines – Water safety [PDF 225 KB]

Responsibilities

School principal	<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">the preschool is compliant with legislative standards related to this procedure at all timesall staff involved in the preschool are familiar with and implement this procedureall procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
Preschool supervisor	<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">analysing complaints, incidents or issues and the implications for updates to this procedure

	<ul style="list-style-type: none"> • reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure's review are documented.

Procedure

Drinking water	<ul style="list-style-type: none"> • Each child accesses their own bottle of water throughout the day, as required. • A water bottle count is checked in the morning. If a child does not have a water bottle, a reusable one will be provided to them by the preschool for the day, filled with clean drinking water. • Children's bottles are refilled as required throughout the day. Children have access to clean drinking water that is in a water dispenser, located on a trolley next to their lockers, that they can use to refill their drink bottles. • Children are not to use the water in their drinking bottles for play. Water bottles must be returned to the drink bottle crate located in the mobile trolley after use. • The water dispenser, with the children's individual drink bottles, are moved when children transition to either the indoor or outdoor environment. • The water dispenser is washed up at the end of each day and refilled with an added ice brick to ensure the water is cool for drinking.
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Risk management plan	<ul style="list-style-type: none"> ● The preschool's General <i>Environmental</i> Management Plans record the risks of the use of water in learning experiences (e.g. water troughs, containers, watering the garden) and notes minimisation strategies. These include: <ul style="list-style-type: none"> - Water containers or water features that could be drowning hazards will be appropriately covered or inaccessible to children. - Outdoor taps will be fitted with safety locking devices so children can't turn them on independently. - Educators give children explicit instructions on how water troughs and containers can be used during water play experience, e.g. children are only allowed to place their hands into the trough of water and must not enter the trough of water, containers of water can only be taken away from the water play experience with direct supervision and must be emptied when packing up the water activity. ● Permanent water features (preschool pond, bird bath) are included in the preschool's General <i>Environment</i> Risk Management Plan. <ul style="list-style-type: none"> - Ponds are covered with a mesh or a metal grid slightly above the water's surface. - The boat (not permanent fixture but may collect water) emptied daily as part of a safety check. ● Excursions to a location or venue with a body of water are carefully planned for and considered in the <i>Excursion Risk Management Plan</i>. ● Inflatable water play structures must be directly supervised when in use and have an individual <i>Water Play</i> Risk Assessment and Management Plan.
Supervision	<ul style="list-style-type: none"> ● The Preschool Supervision Plan notes that children are supervised more closely around any activities which use water, including: <ul style="list-style-type: none"> - Educators accessing the lever to the taps to turn on and off for water experiences. - Educators supervising the children using the water tank taps whilst the water tank is turned on. - Educators being in close proximity to children when they are using water in their play or watering the garden. - Educators and children empty any water containers immediately at the end of the play session together, particularly larger trough-style containers. - Educators are to redirect children away from outdoor areas such as the yarning circle, bike track and concrete after wet weather e.g. rain has occurred during the preschool day due to water creating a slippery surface. - Educators check with children prior to water play if they have spare clothes ready prior to participating in water play to ensure the supervision plan is not compromised due to children needing help locating clothing to change.

Hot water	<ul style="list-style-type: none"> • Children are not able to access hot water. The hot water taps are located in the cleaner's storeroom which is locked at all times. A boiling water tap is located in the kitchen which children are not allowed access to. • If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid. Hot drinks must be consumed away from children in the Community Room or in the Kitchen when educators are on allocated lunch breaks during preschool hours. • The use of hot water is communicated to staff and visitors in the preschool induction and visuals displayed in the preschool Kitchen.
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Record of procedure's review

Date of review and who was involved	<p>18/3/21 Alexandra Hay (Preschool SLSO) Michelle Lynch (Pedagogical Leader)</p> <p>27//7/21 Alexandra Hay (Preschool SLSO) Michelle Lynch (Pedagogical Leader)</p> <p>16/8/22 Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p> <p>15/8/23 Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p> <p>15/8/24 Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p> <p>15/8/25 Hylie McEvoy (Preschool Educator) Michelle Lynch (Pedagogical Leader)</p>
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Key changes made and reason why	<p>16/8/22 - Updates made to the procedure in reference to feedback provided by staff and families. Deleted no use of inflatable pools. Inclusion of Inflatable water play structures with RMPlan. Inclusion of use of water in containers with direct supervision. Inclusion of provision of drink bottles for the day if no drink bottles upon arrival.</p> <p>15/8/23 - Inclusion of water bottle count during the morning. Inclusion of Water Play RMPlans to be referred to for direct risks associated with water.</p> <p>15/8/24 - Removal of bird bath. The bird bath has been converted into a fairy garden with soil and plants.</p> <p>15/8/25 - Updated water in drinking bottles not to be used for play. Children to be redirected by Educators from outdoor areas such as the yarning circle, bike track and concrete after wet weather due to slippery surfaces.</p>
Record of communication of significant changes to relevant stakeholders	<p>Principal: Email & Acknowledgement Spreadsheet 15/8/25</p> <p>Staff: Email & Acknowledgement Spreadsheet 15/8/25</p> <p>Parents: Sentral Parent Portal 15/8/25</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>