### 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 |
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| 2.2 | Regulation [101](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div6/reg101?SRTITLE=Education%20and%20Care%20Services%20National%20Regulations&autoquery=(Content%3D((%22excursion%22)))&display=Education%20and%20Care%20Services%20National%20Regulations&dq=Within%20Title%3D%22Educ) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)[Excursions policy](https://education.nsw.gov.au/policy-library/policies/excursions-policy?refid=285776) |
| **Pre-reading and reference documents** |
| [ACECQA Template – Excursion risk assessment](https://www.acecqa.gov.au/search?s=excursions) |
| **Related procedures** |
| Preschool nutrition, food and beverages and dietary requirementsExcursions |
| **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 as part of a continuous cycle of self- assessment.
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| **Preschool supervisor** | 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: * analysing complaints, incidents or issues and what the implications are for the updates to this procedure
* reflecting on how this procedure is informed by relevant recognised 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.
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| **Preschool educators** | 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 this procedure’s review are documented.
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| **Procedure** |
| **Drinking water** | * 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 disposable cup.
* Children’s bottles are refilled if needed, from the kitchen sink.
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| **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. Refer to the environmental risk management plan, in the emergency and risk management folder stored in the cupboard under the staff sign in book.
* Permanent water features are included in this risk plan, however there are none in the preschool other than taps and hoses.
* The daily safety check conducted before children arrive at the preschool includes a check for any pooled rain water.
* Excursions to a location or venue with a body of water are carefully planned for and considered in the excursion risk management plan.
* Blow up swimming pools are not used in the preschool.
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| **Supervision** | * The preschool supervision plan notes that children are supervised more closely around any activities which use water. Water troughs are emptied when the group leaves the area.
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| **Hot water** | * The shower in the bathroom has a hot water tap. It is checked regularly by plumbers as per DoE schedules and limited to a maximum heat of 40 degrees. The tap is turned off tightly after each use, a do not touch sign is displayed below it and the children are explicitly taught not to touch it. There are no hot water taps in areas accessible to children. The only hot water tap available is in the kitchen, which is behind a locked gate.
* If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid and only consumed in the kitchen, which is behind a locked gate. A sign above the staff sign in sheet reminds staff of this practice, and is included in the casual folder. The preschool staff inform new and visiting staff as needed.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 30.7.2021. Sally Egan, Rebecca Donaldson, Jessica Le. |
| **Key changes made and reason/s why** |
| Adopted new template. Created signage to advise staff that hot drinks are only to be consumed in the kitchen area.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Whole school staff to be advised of hot drink restrictions through preschool refresher professional learning.  |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29.7.22. Sally Egan, Rebecca Donaldson. |
| **Key changes made and reason/s why** |
| Annual review – clarified that we have no water fixtures other than hoses and taps.  |
| **Record of communication of significant changes to relevant stakeholders** |
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 2.6.2023. Rebecca Donaldson, Francesca Peterson, Thi Nguyen. |
| **Key changes made and reason/s why** |
| Nil changes – annual review.  |
| **Record of communication of significant changes to relevant stakeholders** |
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| Record of procedure’s review |
| **Date of review and who was involved** |
| 9.4.2024. Sally Egan, Rebecca Donaldson, Thi Nguyen, Shumaila Shoaib.  |
| **Key changes made and reason/s why** |
| Nil changes – annual review.  |
| **Record of communication of significant changes to relevant stakeholders** |
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| Record of procedure’s review |
| **Date of review and who was involved** |
| 18.2.2025. Sally Egan, Rebecca Donaldson, Thi Nguyen, Shumaila Shoaib, Neil Bourke. |
| **Key changes made and reason/s why** |
| Noted that the shower in the bathroom is a hot water source accessible to the children. Listed risk management strategies.  |
| **Record of communication of significant changes to relevant stakeholders** |
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