### Elermore Vale 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 |
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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 requirements  Excursions | | |
| **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. | |
| **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 includes:   * 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. | |
| **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 | |
| **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 plastic cup. * For hygiene safety the children keep their drink bottles in their own backpacks which are with them all throughout the day. * Children’s bottles are refilled if needed. They are filled from the kitchen sink by an educator. | |
| **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 such as active supervision and access to water. * 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. * 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. | |
| **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. | |
| **Hot water** | * Children are not able to access hot water. This is managed by not having hot water taps in areas accessible to children. * Adults do not drink hot drinks in the preschool when children are present. | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29/04/2022  Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| No new changes |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 1/06/2023  Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*