

Orange Grove Public School Preschool

Water Safety Procedures

| 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 | Leading and Operating Department Preschool Guidelines Excursions policy |

Pre-reading and reference documents

[ACECQA Template – Excursion risk assessment](#)

Related procedures

Preschool nutrition, food and beverages and dietary requirements
Excursions

Record of procedure's review

Date of review and who was involved

15/03/2023- Lauren Tinslay

Key changes made and reason/s why

- No changes

Record of communication of significant changes to relevant stakeholders

- Communicated to preschool staff and principal on 29/03/23

Staff roles and responsibilities

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|-------------------------|--|
| 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 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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| Staff roles and responsibilities | |
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| 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.</p> <ul style="list-style-type: none"> • 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 including K-6 staff, relief staff and casual staff | <p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • 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, at least annually, or as required • ensuring the details of this procedure's review are documented. • analysing complaints, incidents or issues and what the implications are for the updates to this procedure. |

Drinking water

Each child accesses their own bottle of water throughout the day, as required. Children bring water bottles from home and these are stored in a water bottle tub which is moved to the area where children are playing at the time, i.e. indoors or outdoors. If a child does not bring a water bottle, an educator provides them with clean drinking water in a plastic cup.

Children are encouraged and supported to refill their own water bottles or cups as needed, using the sink in the children's bathrooms. Educators support children by helping them to identify when their bottle is empty, unscrew and rescrew the lid and carry the filled bottle back to the water bottle tub.

Risk management plan

The preschool's environmental risk management plan records the risks of the use of water in learning experiences such as water play, watering the garden, washing toys and the mud kitchen noting minimisation strategies. Strategies include

- removing spilled water immediately to prevent slipping on the floor.
- removing pooled water from mud kitchen tubs after rain.
- closely monitoring children engaged in water play, washing toys or watering the garden.
- discussing with children about water hazards and risk of drowning.
- children do not use the outdoor taps themselves.

The daily safety check conducted before children arrive at the preschool includes a check for any pooled rainwater. Blow up swimming pools are not used in the preschool.

Excursions to a location or venue with a body of water are carefully planned for and considered in the excursion risk management plan.

Supervision

The preschool supervision plan notes that children are supervised more closely around any activities which use water. The supervision plan is displayed on the wall of the preschool and outside.

Water troughs and buckets are covered or emptied when not in use.

Hot water

Children prevented from accessing the preschool office through latches, where hot water could be accessed in the preschool.

Hot drinks are not consumed by adults in the preschool classroom. School staff and educators are informed of this during the preschool induction. A sign in the classroom near the working directly with children register reminds staff, educators and visitors that hot drinks are not permitted in the preschool classroom. Educators are informed that they need to keep their hot drinks in the preschool office.

| Record of previous procedure reviews | |
|---|--|
| Date of review and who was involved | |
| 09/03/2022- Lauren Tinslay | |
| Key changes made and reason/s why | |
| - No changes | |
| Record of communication of significant changes to relevant stakeholders | |
| 15/03/22- Kylie Pearse (educator), Scott McBain (Preschool supervisor) | |
| 29/04/22- Kasey Heness (Nominated Supervisor) | |
| 09/05/22- communicated to the school Parents and Citizens association | |