

Orange Grove Public School Preschool

Water Safety Procedures

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]

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 educators, supervisor and principal on 20/03/24

Staff roles and 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 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. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>

Staff roles and responsibilities	
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 <p>reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities</p> <ul style="list-style-type: none"> • 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>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.

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, pooled rainwater watering the garden, washing toys and the digging patch noting minimisation strategies. Strategies include

- removing spilled water immediately to prevent slipping on the floor.
- removing pooled water from digging patch 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
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
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