



ASHCROFT PUBLIC SCHOOL

Water Safety Procedure

- including supervision during any water-based activities

Reviewed: 11/2022

To be reviewed: 2023

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
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		
Procedure		
Drinking Water	<ul style="list-style-type: none"> 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 which is labelled with the child's name. Children's bottles are refilled (if needed), using filtered cold water from the kitchen. 	
Risk Management plan	<ul style="list-style-type: none"> 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. The daily safety check conducted before children arrive at the preschool includes a check for any pooled rainwater. Excursions to a location or venue with a body of water are carefully planned for and considered in the excursion risk management plan. Any water containing features brought into the preschool that could be drowning hazards will be appropriately covered or inaccessible to the children. <i>Blow up swimming pools are not used in the preschool.</i> 	
Supervision	<ul style="list-style-type: none"> Water activities will be closely supervised and the reservoir will be at children's standing height only. There will be no climbing equipment near water play activities. Educators will closely supervise children when they are using water in their play or watering the garden. Educators will empty any water containers immediately at the end of the play session, particularly larger trough-style containers. 	
Hot water	<ul style="list-style-type: none"> Children are not able to access hot water. No hot water taps are accessible to children. If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid. All staff are informed of this during induction procedures. 	

Record of procedure's review	
Date of review and who was involved	
03/11/2022	Karen Ali, Sarah Philp, Shayla Rash
Key changes made and reason/s why	
Sections created to make procedure clearer to follow	
Record of communication of significant changes to relevant stakeholders	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

Copy and paste a new table to record each occasion the procedure is reviewed.