



LOCK AREA SCHOOL

WITH HEAD, HEART AND HAND

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Government
of South Australia
Department for Education

LELC Water Safety Procedure

Please note, procedure must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website, including:

- [Water safety for preschools](#)
- [Preschool water safety policy](#)
- [Water safety in education and care settings information sheet](#)
- [Outdoor Learning Environments Standard](#)

Legislative Requirements

The Water Safety Procedure will ensure that the safety, health and wellbeing of children is safeguarded and promoted in line with the *Education and Care Services National Regulations* (National Regulations) and *National Quality Standard* (NQS) for education and care services.

[Education and Care Services National Regulations](#) – relevant references

Reg. 101	Conduct of risk assessment for excursion
Reg. 102C	Conduct of risk assessment for transportation of children by the education and care service
Reg. 168 (2) (a) (iii)	Education and care service must have policies and procedures – water safety including safety during any water-based activities

[National Quality Standard](#) – relevant references

Quality Area 2	Children's health and safety
Standard 2.2	Each child is protected.
Element 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Procedures

Principal (as Nominated Supervisor) will:

- Provide direction and education to Educators, staff and families on the importance of children's safety in and around water.
- Conduct a risk assessment to identify and access risks associated with any water hazards and water-based activities.
- Conduct a risk assessment prior to taking children on an excursion which contains or may contain water.
- Ensure at least one Educator who holds a current approved first aid qualification is in attendance at all times.
- Ensure water hazards are supervised at all times.

Educators/Staff will:

- Always supervise children closely near water, never leaving children alone near any water.
- Complete a daily safety inspection of premises to ensure that all hazards are known and minimised. When a hazard or potential hazard is detected, Educators will complete a risk assessment to address any concerns.
- Remove hazards by emptying water immediately after use and storing containers in a way that prevents them from collecting water when not in use.
- Utilise water activities in appropriate weather. Monitor taps and turn off securely when not in use.

- Be vigilant checking grounds after rain or watering and empty any water that has collected in holes or containers.
- Teach children about staying safe in water and encourage children to use water effectively. Along with staff learn new ways to save and reuse water sustainably.
- Children will always have safe independent access to clean fresh drinking water.
- Ensure water troughs are not used without a stand, keeping them off the ground with sand or weighted objects on the bottom of the trough and that children remain standing on the ground whilst using water troughs.
- Hot water accessible to children will be maintained at a temperature of no more than 43.5°. Laundry and Kitchen areas must be restricted when unattended by adults.

Induction and Training of Educators

To ensure educators and other staff (including casual and relief staff) understand and implement the appropriate water safety procedure, we will:

- have the Procedures in the policy folder easily accessible for all staff (including relief staff) to read and reference when needed and located in the Preschool office.
- implement a thorough induction process for all staff at the commencement of their employment.
- plan a schedule for regularly reviewing this document with the whole staff team.

Roles and Responsibilities

Roles	Responsibilities
Principal, as Nominated Supervisor	<ul style="list-style-type: none"> • Ensure that there is adequate supervision provided given the ages and developmental needs of children undertaking water activities (including ratios). • Inform families about water safety practices at the service. • Ensure First Aid and CPR qualifications and requirements are met at all times. • Ensure that at least one educator, staff member or Nominated Supervisor who holds a current approved First Aid qualification is in attendance at all times that children are being educated and cared for by the service. • Undertake risk assessments for excursions near water and for water-based activities. • Take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff and stakeholders. • Take reasonable steps to inform and support educators and staff of their responsibilities in implementing the policy and procedures at all times. • Guide and mentor educators and staff to be able to follow the policy and procedures
Educators	<ul style="list-style-type: none"> • Reinforce water safety messages within the children's education program. • Make sure water hazards are managed as outlined in our procedure, e.g. water trough is emptied and packed away as soon as play has ended. • Ensure buckets that contain liquids are not accessible to children. • Empty, safely cover or make inaccessible to children all water containers when they are not in use, e.g. mop buckets, nappy buckets, bathtubs, water troughs, pet water containers. • Ensure water troughs or containers for water play will be supervised at all times and containers or troughs will be emptied after use. • Inspecting indoor and outdoor environments for potential water hazards, particularly during and after wet weather.
Parent or authorised nominee named in child's enrolment record	<ul style="list-style-type: none"> • Is aware of the safe water policy and procedures.

Procedure creation and revision record

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