



Water Safety Procedure

Rationale:

This procedure provides instructions in relation to managing water safety, including during water-based activities. A water hazard is defined as anything that can hold 5cm of water and fit a child's nose and mouth.

Water hazards in children's learning environments include:

- sinks, basins, fish tanks, fishbowls, baths
- swimming pools, portable pools, spas
- water courses, ponds, sandpits, clam shells
- water troughs, containers and buckets used for play, animal drinking containers
- pooling water

Supporting Documents:

Please note, this 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](#)
- [Water Safety Risk Assessment](#)
- [Preschool water safety policy](#)
- [Risk Management procedure](#)
- [Risk Management policy](#)
- [Water safety in education and care settings information sheet](#)
- [Outdoor Learning Environments Standard](#)
- [Health Safety Risk Management](#)

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.

Connect to policy and philosophy:

Poonindie ECC implements the Department for Education [Preschool Water Safety Policy](#) to ensure that the safety and supervision of children is paramount when in or around water. As reflected in our Centre Philosophy we provide a safe, secure, inclusive and integrated environment which allows children to learn, take risks and explore. When considering water experiences for and with children these beliefs underpin planning and decision-making prioritising children's safety. Children will be actively supervised during water play experiences.



Procedure: Roles and Responsibilities

Management 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 actively supervised at all times.

Educators/Staff will:

- Always supervise children closely near water, never leaving children alone near any water.
- Educators will keep water based experiences to a minimum of one experience at a time eg: creek pond or water trough - not both. Tough tray of water or water trough not both
- 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 or rectify the associated risks immediately
- 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 gardens 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 and that children remain standing on the ground whilst using water troughs. Put the lid on at group times, empty at end eg day or if a change of staff ratio.
- 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 on the shelf near the storage room door
- 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
Preschool Director	<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 your 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 at Poonindie ECC

Procedure creation and revision record

Version	
Approved by site leader:	Sarah Wormald
Date of Approval:	17 th June 2025



Poonindie Early Childhood Centre

Date endorsed by Governing Council	17 th June 2025
Date of next review:	Sept 2026
Amendments	