Birraleegal Goondi Preschool

Walgett Community College

Our school community is built on **safe, respectful, happy learners,** striving for our motto of **Courage and Excellence.**

Water safety – preschool procedure table

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]

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Responsibilities

School principal	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: • 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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor	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 which includes: • analysing complaints, incidents or issues and what the implications are for the updates to this procedure • 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 teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • 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.

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Procedure

Drinking water	• 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. • Children's bottles are refilled if needed from the bubblers in the covered area and kept cold in the fridge or basket for outdoor activities.
Risk management plan	• 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, such as adequate supervision and program safety routine and rules for the children. • The daily safety check conducted before children arrive at the preschool includes a check for any pooled rainwater. • Excursions with nearby bodies of water are not permitted. • Excursions that are held by the town's levy bank are not permitted. • Blow up swimming pools are not used in the preschool.
Supervision	• The preschool supervision plan notes that children are supervised more closely around any activities which use water. • Water troughs or equipment capable of storing water are emptied at the end of each day.
Hot water	• There is no hot water access in the temporary preschool site. • When hot water service is provided, it will be in an isolated area with childproof gate access. • Adults are not permitted hot drinks when supervising or working in the same areas as children.

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Record of procedure's review

Date of review	3/3/25
Who was involved	Alison Finlayson
Key changes made and reasons why	Wording for water bottles being kept cold in fridges or available in baskets for outdoor access.
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: Steph, Ghata, Barbara and Michelle Parents: No change to parents or children routines Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

Date of review	4/04/2024
Who was involved	Alison Finlayson
Key changes made and reason why	Nil changes - updated template available from Early Learning
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

Copy and paste the section below to the bottom of the table each time a new review is completed.

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Date of review	
Who was involved	
Key changes made and reasons why	
Record of communication of significant changes to relevant stakeholders	Principal: Staff: Parents: Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.

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