

## **Mandatory – Quality Area 2**

### **PURPOSE**

This policy will outline the procedures that apply to managing water safety, including safety during any water-based activities at Goulburn Region Preschool Assoc Inc. centre.

### **POLICY STATEMENT**

#### **1. VALUES**

Goulburn Region Preschool Assoc Inc. is committed to:

- providing opportunities for children to explore their natural environment including through water play.
- ensuring that children are protected from the risks associated with drowning or non-fatal drowning experiences.
- ensuring that curriculum planning incorporates water safety awareness.
- providing information to educators, staff, parents/guardians, volunteers and others at the centre about water safety.

#### **2. SCOPE**

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Goulburn Region Preschool Assoc Inc. services, including during offsite excursions and activities.

#### **3. PROCEDURES**

##### **The Approved Provider is responsible for:**

- ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within
- ensuring that children are adequately supervised (refer to *Definitions*) at all times when near water hazards (refer to *Definitions*)
- ensuring that educator-to-child ratios are maintained at all times (*Education and Care Services National Law Act 2010: Sections 169(1) & (3), Education and Care Services National Regulations 2011: Regulations 123, 355, 357, 360*)
- ensuring that an educator with a current approved first aid qualification (refer to *Definitions*) is in attendance and immediately available at all times children are being educated and cared for by the centre (Regulation 136)
- ensuring that details of current approved first aid qualifications (refer to *Definitions*) are filed with each staff member's record.
- reporting serious incidents (refer to *Definitions*) to DET.
- reporting notifiable incidents (refer to *Definitions*) to WorkSafe Victoria
- ensuring that water safety awareness is embedded in the curriculum.

**All Early Childhood Staff are responsible for:**

- conducting a risk assessment in relation to any water hazards on or near the premises that may be accessible to children.
- ensuring permission is obtained from parents/guardians for an excursion to a location where there is a water hazard (refer to *Excursions and Centre Events Policy*)
- ensuring that water hazards and risks associated with water-based activities are considered in a risk assessment prior to conducting excursions and other offsite events (Regulation 101)
- ensuring increased levels of supervision for an excursion to a location where there is a water hazard (refer to *Supervision of Children Policy*)
- conducting a regular safety check of the centre premises (refer to *Occupational Health and Safety Policy*)
- ensuring any water hazards that are not able to be adequately supervised at all times are isolated from children by a child-resistant barrier or fence (particularly large bodies of water including swimming pools, rivers, ponds etc.)
- providing current information to parents about water safety.
- assisting the Approved Provider to implement the *Water Safety Policy*
- ensuring information on water safety (refer to *Sources*) is incorporated into the educational program.
- ensuring that children are adequately supervised (refer to *Definitions*) and protected from hazards and harm at all times.
- ensuring that water hazards and risks associated with water-based activities are considered in a risk assessment prior to conducting excursions and other offsite events (Regulations 100, 101)
- ensuring that educator with a current approved first aid qualification (refer to *Definitions*) is in attendance and immediately available at all times children are being educated and cared for by the centre as required by the regulations under which the centre is operating at the time.
- ensuring that all educators' current approved first aid qualifications meet the requirements of the National Regulations and are approved by ACECQA (refer to *Administration of First Aid Policy*)
- informing the Approved Provider immediately if any serious or notifiable incidents (refer to *Definitions*) occur at the centre.
- providing adequate supervision (refer to *Definitions*) at all times.
- undertaking a risk assessment prior to an excursion to a location where there is a significant water hazard (refer to *Excursions and Centre Events Policy*)
- adjusting supervision strategies to suit the activities being undertaken (refer to *Supervision of Children Policy*)
- maintaining a current approved first aid qualification (refer to *Definitions*)
- ensuring gates and other barriers restricting access to water hazards are closed at all times and that fences are kept clear at all times.
- ensuring that containers of water (including nappy buckets and cleaning buckets) are sealed with child-proof lids.
- ensuring wading/paddling pools, water play containers and portable water courses are emptied immediately after each use and stored in a manner that prevents the collection of water when not in use.
- checking the outdoor learning environment as required for puddles or filled containers that could pose a potential risk to small children after heavy rain.

- informing the Approved Provider immediately if any serious or notifiable incidents (refer to *Definitions*) occur at the centre.

**Parents/guardians are responsible for:**

- supervising children in their care, including siblings, while attending or assisting at the centre
- ensuring that doors, gates and barriers, including playground gates, are closed after entry or exit to prevent access to water hazards.
- informing themselves about water safety
- ensuring their children understand the risks associated with water.
- recognising when resuscitation is required and obtaining assistance.
- considering undertaking approved first aid qualifications, as resuscitation skills save lives.

**Volunteers and students, while at the centre, are responsible for following this policy and its procedures.**

**EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness.
- monitor the implementation, compliance, complaints and incidents in relation to this policy.
- keep the policy up to date with current legislation, research, policy and best practice.
- revise the policy and procedures as part of the GRPSA policy review cycle, or as required.
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.

**ATTACHMENTS**

Nil

**AUTHORISATION**

This policy was adopted by Goulburn Region Preschool Assoc Inc. in August 2012.

Reviewed and Approved: 24<sup>th</sup> September 2016.

Reviewed and Accepted: August 2020

**REVIEW DATE:** AUGUST 2023