

## Water Safety Policy

### Scope

This policy applies to children, families, staff, management, approved provider, nominated supervisor, students, volunteers and visitors (including contractors) of the Service.

### Statement

The safety and supervision of children is paramount when in or around water. This relates to managing water safety including any activity involving water play, excursions near water, safety around hot water, and hygiene practices with water in the Service environment. Children will be supervised at all times during water play experiences to help keep children safe in and around water and support children's learning in a safe environment.

### Legislative Requirements

#### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

LEGISLATIVE REQUIREMENTS/EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
Sec. 165	Offence to inadequately supervise children
Sec. 167	Offence relating to protection of children from harm and hazards
25(1)(c)	Additional information about proposed education and care services premises
12	Meaning of a serious incident
101	Conduct of risk assessment for excursions
115	Premises designed to facilitate supervision
122	Educators must be working directly with children to be included in ratios
126	Centre based services-general educator qualifications

168(2)(a)(iii)	Education and care service must have policies and procedures in relation to- Water safety, including safety during any water-based activities
170	Policies and procedures to be followed
176	Time to notify the certain information to the Regulatory Authority
345	Swimming pools prohibition

## Related Policies

Administration of First Aid Policy Child Safe Environment Policy Educational Programme Policy Excursion/Incurion Policy Work Health and Safety Policy	Incident, Injury, Trauma and Illness Policy Nutrition and Food Safety Policy UV Sun Safe Policy Supervision Policy
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## Purpose

To ensure the safety and supervision of children in and around water. This includes water play, excursions near water, hot water, drinking water and hygiene practices with water in the Service environment.

## Strategies

All strategies detailed below will be implemented to the extent reasonably practicable.

## Implementation

Under the Education and Care Services National Regulations, an approved provider must ensure that policies and procedures are in place for managing water safety, including during any water-based activities and take reasonable steps to ensure those policies and procedures are followed.

## The Approved Provider/Nominated Supervisor/ Responsible Person will:

- adhere to all obligations under the *Education and Care National Law and Regulations*
- complete detailed risk assessments that identify and assess risks associated with any water hazards and water-based activities
- ensure adequate supervision is provided when participating in water activities including:
  - direct and constant monitoring of children
  - careful and intentional positioning of educators
  - scanning and moving around the environment
  - observing play and anticipating behaviour
  - ensuring higher adult to child ratios
  - ensuring no child is left unattended when in proximity to water

- provide direction and education to educators, staff and families on the importance of children's safety and supervision in and around water
- ensure health and safety practices incorporate approaches to safe storage of water and water play
- ensure premises adjacent to or providing access to any water hazards that are not able to be adequately supervised at all times (e.g., dams, swimming pool) are to be isolated from children by a child resistant barrier or fence
- ensure there are no items near fencing that children could climb up onto to gain access to a water hazard (pot plants, boxes, chairs)
- conduct a risk assessment in accordance with Regulation 101 prior to taking children on an excursion- consider any water hazards and any risks associated with water-based activities before an excursion/incursion is approved
- ensure at least one educator who holds current approved first aid qualifications is in attendance at the service at all times including emergency life support and cardio pulmonary resuscitation
- display a Cardiopulmonary Resuscitation (CPR) guide near any swimming pool, wading pool, or body of water
- ensure hot water is inaccessible to children, including hot drinks accessed by educators, staff or families
- ensure the regulatory authority is notified within 24 hours of becoming aware of a serious incident.

### Educators will:

- provide active supervision when children are participating in water activities including:
  - supervise children near water at all times
  - never leave children alone near any water
  - direct and constant monitoring of children
  - scanning and moving around the environment
  - observing play and anticipating behaviour
- ensure children in a bath (if required) are
  - directly supervised at all times; and
  - remain within an arm's reach of an educator
- 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 and children will be excluded from the area until the hazard has been rectified.
- utilise water activities in appropriate weather as part of the planned program
- allow the children the opportunity to experiment with water, sand, and mixing materials.

- incorporate water safety awareness into the educational program
- monitor all taps on the premises that children have access to and ensure they are turned off securely when not in use
- safely cover or make inaccessible to children all water containers, e.g., mop buckets,
- check for and empty any water that has collected in holes or containers after rainfall or watering gardens
- ensure water troughs are not used without a stand to keep it off the ground
- ensure children remain standing on the ground whilst using the water trough
- ensure buckets of water for soaking toys or clothing are inaccessible to children
- ensure water troughs or containers for water play are filled to a safe level and emptied into the garden areas after each use
- discourage children from drinking from these water activities (as above)
- ensure laundry, storerooms and educator areas are to have **Staff only** signs on doors to remind adults to close doors behind them
- teach children about staying safe in and around water

#### Families will:

- Provide a clean, sealed bottle that your child can operate independently filled with fresh water each day that their child attends; and
- Familiarise themselves with information disseminated by the Nominated Supervisor and Class Educators in order to reinforce; safe practices around water, the importance of keeping our bodies hydrated with clean drinking water and sustainable practices involving natural resources, such as water, with their children.

#### Operational Safety

- Hot water accessible to children will be maintained at the temperature of 45.C° which will be tested annually. (Australian standard AS 3498)
- Hot drinks are not to be consumed near children by educators, students or visitors

Parents will be notified as soon as practicable but within 24 hours if their child is involved in an incident/accident at the Service or while under Service care. Details of the incident/accident will be recorded on an *Incident, Injury, Trauma and Illness Record*.

Regulation 176: If the incident/accident situation, or event presents imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours. Educators will follow emergency procedures and contact emergency services if a child appears to be missing or unaccounted for or is involved in a serious incident or accident.

## Continuous Improvement/Reflection

Our *Water Safety Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

## Source

Australian Children’s Education & Care Quality Authority. (2014).  
 ACECQA. (2023). [Policy and procedure guidelines- Water Safety Guidelines](#)  
 Early Childhood Australia Code of Ethics. (2016).  
 Education and Care Services National Law Act 2010. (Amended 2023).  
[Education and Care Services National Regulations](#). (Amended 2023)  
 Guide to the National Quality Framework. (Amended 2023).  
 KidSafe (2021). Water Safety. <https://kidsafe.com.au/water-safety/>  
 National Health and Medical Research Council (NHMRC): [www.nhmrc.gov.au](http://www.nhmrc.gov.au)  
 Revised National Quality Standard. (2018).  
 Victoria Government. [Better Health Channel. Water safety for children.](#)  
[Western Australian Education and Care Services National Regulations](#)

## Review

POLICY REVIEWED	MARCH 2024	NEXT REVIEW DATE	SEPTEMBER 2024
MODIFICATIONS	<ul style="list-style-type: none"> <li>regular policy maintenance to ensure compliance and contains up to date ‘best practice’</li> <li>sources updated</li> <li>CCD related resources added</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
SEPTEMBER 2022	<ul style="list-style-type: none"> <li>regular policy maintenance</li> <li>link to Western Australian Education and Care Services National Regulations added in ‘Sources’</li> <li>minor formatting edits within text</li> <li>hyperlinks checked and repaired as required</li> </ul>	SEPTEMBER 2023	
SEPTEMBER 2021	<ul style="list-style-type: none"> <li>Policy reviewed and included suggested guidelines from ACECQA Water Safety Policy Guidelines (June 2021)</li> <li>Additional legislative requirements added</li> <li>Additional related policies</li> <li>Additional information from KidSafe re: water safety included</li> <li>information related to risk assessments for excursions considering water hazards added</li> <li>deleted ‘nappy’ bucket and replaced to ‘mop bucket’</li> </ul>	SEPTEMBER 2022	
SEPTEMBER 2020	<ul style="list-style-type: none"> <li>additional section re: ‘water hazards’</li> <li>risk assessment measures added</li> <li>hot water temperature edited re: Australian Standards</li> <li>minor edits</li> <li>sources checked for currency</li> <li>additional sources added</li> </ul>	SEPTEMBER 2021	

SEPTEMBER 2019	<ul style="list-style-type: none"> <li>• Points unrelated to 'water safety' deleted.</li> <li>• Grammar, punctuation and spelling edited.</li> <li>• Additional information added.</li> <li>• Points added.</li> <li>• Sources/references corrected, updated, and alphabetised.</li> <li>• Related policies alphabetised.</li> </ul>	SEPTEMBER 2020
SEPTEMBER 2018	<ul style="list-style-type: none"> <li>• Added the section displaying related policies on page 1.</li> </ul>	SEPTEMBER 2019
OCTOBER 2017	<ul style="list-style-type: none"> <li>• Updated the references to comply with the revised National Quality Standard</li> </ul>	SEPTEMBER 2018
AUGUST 2017	<ul style="list-style-type: none"> <li>• Minor changes made to policy</li> <li>• Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes.</li> </ul>	SEPTEMBER 2018