

# Water Safety Procedure

Council Early Years Services

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|----------------|--------------------------------------|----------------------|---|
| Policy Number: | D19-111451                           | Directorate:         | Community Services  |
| Approval by:   | Manager Family and Children Services | Responsible Officer: | Team Leader Policy, Learning and Quality  |
| Approval Date: | June 2019                            | Version Number:      | 1   |
| Review Date:   | 3 Years from Approval Date           | Service Type         |     |

## 1. Purpose

The water safety procedure provides guidance in relation to managing the safety and supervision of children around water safety, including water based activities when enrolled in Council Early Years Services.

## 2. Background

Education and Care Services are required to have procedures in place in relation to water safety, including safety during any water based activities to comply with the Education and Care National Regulations (168 (2) (a) (iii)).

## 3. Scope

This procedure applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, families, children and others attending the program and activities of Council Early Years Services.

## 4. Procedure

Council Early Years Services are committed to:

- Providing opportunities for children to explore their natural environment inclusive of water based experiences.
- Providing protection for children from the safety risks associated with water based experiences.
- Incorporating water safety awareness and experiences into the educational program.

Approved Providers, Educators and Staff will:

### 4.1 Water Based Activities

- Actively supervise children when they are participating in or near water-based activities in environments where the education program is taking place, including when children are on an excursion.
- Empty all containers used in children's water activities at the end of each day, and store in a manner that prevents the collection of water when not in use.

### 4.2 Floods, Puddles and Naturally Occurring Water

- Check the outdoor environment at the beginning of the day for large puddles or filled containers that could pose a potential risk to children, particularly if inclement weather has occurred.
- Consider completing a risk assessment when naturally occurring water has gathered in any play space. This may restrict outdoor play in circumstances deemed unsafe.

### 4.3 Domestic Water

- Adequately supervise all wet areas.

- By law, all water systems delivering to hot water taps should be set at a maximum temperature of 50 degrees Celsius.
- Determine a safe and suitable space to make and consume hot drinks away from children.
- Maintain laundry, kitchen and bathroom/toilet areas of the service in a way that does not pose a risk to children.
- Immediately dispose of water used for cleaning after use and store any equipment in a manner that prevents the collection of water when not in use.

#### **4.4 Garden Water**

- Ensure 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 fish pond and frog bogs).
- Supervise birdbaths when children are nearby.
- Remind children that water from water tanks is not drinking water. Hoses and water pumps will be adequately supervised by an adult.

#### **4.5 Drinking Water**

- Educators, staff, students and volunteers will ensure that children have access to safe drinking water at all times.

#### **4.6 Risk Assessment**

- Conduct risk assessments in relation to any water hazards (refer to definition) on or near the service that may be accessible to children.
- Appropriate risk assessments will be conducted before excursions to a location where there is a water hazard. (Regulation 101).
- Educators and staff will give appropriate consideration to permitting outdoor play after any significant weather event involving water. This may result in the need for a risk assessment to be completed before outdoor play is resumed.

#### **4.7. Families will:**

- Supervise children in their care, including siblings, while attending or assisting at the service.
- Ensure that doors, gates and barriers, including playground gates, are closed after entry or exit to prevent access to water hazards.
- Inform themselves about water safety.
- Ensure their children understand the risks associated with water.

## **5. References**

### **5.1 Community & Council Plan 2017-2021**

- We have confidence in decision making

### **5.2 Relevant Legislation**

- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- National Quality Standard, including Quality Area 2: Children's Health and Safety

### **5.3 Charter of Human Rights**

- This policy has been assessed against and complies with the charter of Human Rights.

### **5.4 Related Council Policies & Procedures**

- Nil

### **5.5 Related Family and Children's Services Policies & Procedures**

- Educational Programming Procedure
- Excursions and Incursions Procedure
- Providing a Child Safe Environment Procedure

- Supervision of Children Procedure

All Team Leaders, educators and staff working for Knox City Council Early Years Services are required to read and understand all Knox City Council Early Years Policies and Procedures.

We strongly recommend all families enrolling in Knox City Council Early Years Services read the Knox City Council Early Years Services Policies and Procedures

## 6. Definitions

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| <b>Approved Provider:</b>   | Someone with management or control that will operate the education and care service; this can be an individual, an organisation or a company.   |
| <b>Council:</b>   | means Knox City Council, whether constituted before or after the commencement of this Policy.   |
| <b>Educator:</b>  | These are staff employed to educate and care for children enrolled in Council Early Years Services. This may include but is not limited to an Approved Provider, Responsible Person, Nominated Supervisor, Person in Day-to-Day Charge and Educational Leader.  |
| <b>Early Years Services:</b><br>refers to Preschool, Long Day Care, Occasional Care, Maternal & Child Health, Playgroup and Additional Services unless otherwise specified. | <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <p>4 Yr old Sessional Preschool</p> </div> <div style="text-align: center;"> <p>Long Day Care</p> </div> <div style="text-align: center;"> <p>Occasional Care</p> </div> </div> <hr/> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <p>Maternal &amp; Child Health</p> </div> <div style="text-align: center;"> <p>Playgroup</p> </div> </div> <hr/> <div style="text-align: center;"> <p>Additional Services<br/>(Enhanced MCH, Parenting Centre, Breastfeeding Support, Early Years Consultants)</p> </div> |
| <b>Staff:</b>   | Refers to staff inclusive of but not limited to, Maternal Child Health Nurses, Mental Health Nurses, Parenting Support Workers, Maternal Child Health Students, Supported Playgroups Facilitators, Early Years Consultants, Cooks and Early Years Support Officers.   |
| <b>Parent:</b>  | The term 'parent' includes a child's legal guardian. It does not include a parent who is prohibited by a court order from having contact with the child.  |
| <b>Water Hazard</b>   | Can lead to drowning or non-fatal drowning incidences. Drowning hazards include large bodies of water such as swimming pools, rivers, creeks, dams and fish ponds. Smaller bodies of water, including water containers and poor drainage which allows water to collect.   |

## 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.