

POLICY/PROCEDURE NAME & REVIEW PROCESS	WATER SAFETY POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
NATIONAL QUALITY STANDARD	QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY 2.1 Health 2.1.2- Health practices and procedures 2.2 Safety 2.2.1- Supervision 2.2.2- Incident and emergency management
NATIONAL LAW AND REGULATIONS	25(1)(c)- additional information about proposed education and care service premises. 101-Conduct of risk assessments for excursions 168-Education and care service must have policies and procedure 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures 274- Swimming pools- NSW only 345- Swimming pool prohibition Section 165- Offence to inadequately supervise children Section 167 -Offence relating to protection of children from harm and hazards
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> Close record Excursion authorisation record Open record Risk assessment record
SCOPE OF POLICY	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding water safety in the service and on excursions for all children who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	<p>The Education and Care Services National Regulations require policies and procedures to be in place, in particular, managing water safety, which includes but is not limited to safety during any water-based activities.</p> <p>The safety of every child in our care is of utmost importance especially around water. Drowning is the number one cause of death for children under five. Drowning can occur quickly and quietly, without any warning noises.</p> <p>Kidsafe (the recognised authority on the prevention of injuries in children), states that drowning continues to be one of the main causes of fatalities of Australian children. Every year a number of children die by drowning and hundreds more are rescued from near drowning situations. Non-fatal drowning incidents can have potential long-term effects, including brain damage and permanent disability.</p> <p>The most common factor in childhood drowning is lack of supervision.</p> <p>Children need constant supervision around water. Young children are especially at risk — they can drown in less than 2 inches (6 centimetres) of water. That means drowning can happen where you'd least expect it — the sink, the toilet bowl, buckets, inflatable pools, or small bodies of standing water, such as ditches filled with rainwater, nappy buckets, pet drinking bowls, baths, ponds, water features, dams, water troughs and water tanks.</p> <p>Water-based play is an important part of our children's healthy growth, learning, wellbeing, and development.</p> <p>The staff and nominated supervisor will ensure that all precautions are employed to safeguard children during these experiences. Each member of our team will play an important role in the management of water play and excursions involving water play.</p>

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Implementation

Safety measures regarding water must be followed by all staff and in the event of an accident the following procedures must be adhered to:

Water play (Trough or container) procedure

- Water must be kept to a minimum.
- Whilst filling water into (e.g., trough) an educator must stay in attendance at all times.
- Trough must be in a designated stand – do not place trough on the ground.
- An educator must always remain with water activity and be within arm's reach of all children.
- Children must be actively supervised constantly and discouraged from drinking water.
- Children who are not taking part in a safe way will be redirected to another activity.
- The educator will discuss safe water play whilst engaging with children.
- If for any reason an educator needs to leave water activity, they must seek a replacement educator before leaving the activity.
- Once activity is completed water must be tipped out – do not leave it for later.

Water excursion procedure

- No child will attend any excursion without an **excursion authorisation record** completed and signed by parent/guardian.
- Ratios of educators to children will be higher than required to ensure maximum safety.
- All educators attending will be qualified minimum certificate iii but there should be a higher ratio of diploma qualified educators and at least one responsible person will be in attendance.
- At least one educator will have first aid qualifications.
- A full **risk assessment record** will have been completed prior to attendance and signed off by the nominated supervisor.
- Educators will have discussed water safety practices with all children prior to attendance of the excursion.
- Educators will engage in active supervision at all times whilst on excursion, constantly scanning the area.
- Educators will assess whether play or environment becomes out of control and pose a threat to the safety of children in our care and end excursion accordingly.
- Rolls will be called at intervals throughout the excursion to ensure all children are accounted for.
- All children will be counted, and cross checked against rolls before departing from excursion and returning to the service.

In the event of an incident involving water and a child procedure.

- Immediately administer first aid by an educator with an approved first aid qualification
- Have an educator inform nominated supervisor or responsible person to call an ambulance.
- Ensure another educator/s removes children away from the area and places them in a safe area where they can be watched.
- As soon as possible, inform the parents of the child about the incident.
- Nominated supervisor/responsible person or educator will travel with child in ambulance if parents have not arrived.
- An incident, injury, trauma, and illness form will be completed as soon as possible after the event.
- Nominated supervisor will inform the approved provider and department via phone and lodge a serious incident on the NQAITS portal within 24 hours.

In the event of child drowning procedure.

- In the event of a child who is unresponsive or not breathing the staff member trained in emergency first aid response will respond immediately administering first aid and commence CPR.
- An ambulance will be called immediately.
- Only a qualified medical practitioner can declare a person is deceased, therefore nominated supervisor should ensure the parents are only advised that the injury is serious and refer them to the hospital where the child has been taken. This information should be provided in a calm and extremely sensitive manner.
- The educator who was administering first aid will give a detailed account of events to the paramedics on their arrival.

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- All educators and staff will follow the direction of the paramedical staff.
- The scene is to be left as it is in the event of an investigation.
- An injury, incident trauma and illness record are to be completed by the educator who found the child.
- Witness statements to be collected from all educators involved in the event.
- Call the police.
- Nominated supervisor should inform the approved provider and department via phone and lodge a serious incident on the NQAITS portal within 24 hours.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure that there is adequate supervision provided given the ages and developmental needs of children undertaking water activities (including ratios)
- Will ensure risk assessments are undertaken and water hazards and risks associated with water-based activities are taken into consideration.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will ensure the roster is checked to ensure that there is an educator on premises with first aid qualification at all times.
- Will always monitor and check the safety of the playground and service, especially when educators are conducting water play by walking around service at regular intervals.
- Will check that staff are completing or assist staff to complete risk assessments regarding water play.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure that staff are completing open and close records on a daily basis to check for any water hazards prior to play.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research, and best practice.
- Conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

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	<p>Educators</p> <ul style="list-style-type: none"> Will complete open and close records on a daily basis to ensure water hazards are minimised. Always supervise children when they are in or around the water ensure that staff are within an arm's reach if a child is under 5. Ensure water troughs or containers for water play are filled to a safe level- that is minimum amounts of water rather than filled to the top. Ensure water trough is in their appropriate stands and not left on ground level when there is water in them. Once water play is over teaching children to empty water from containers or troughs onto garden Will discourage children from drinking from these water activities. Will ensure that any bucket used for cleaning must be emptied immediately after use, don't place in bathrooms or storerooms to be tipped out later do it once the cleaning is completed. At no time must buckets full of water or toys soaking in buckets be accessible to children. Ensure that after storms or heavy rain that play areas are inspected for pooled water and it is removed or emptied before children can enter the play areas. Grey water systems or water tanks will be labelled with "do not drink" signage and the children will be supervised in this area to make sure they are not accessing this water for drinking. Staff will discuss with the children that this water is for the purpose of play and not for consumption. Hot water accessible to children will be maintained at the temperature of 43.5 degrees Celsius. Hot water that is being used for cooking experiences must be in a sealed container. Thermostatic valves to be tested and serviced annually by a plumber. Will not be allowed to take children on any excursion that involves taking children swimming as our staff are not qualified in water safety and rescue procedures. May carry and consume hot drinks only in a thermal cup or mug with a screw lid that prevents spilling. However, they may not be taken into rooms or be left in accessible rooms near children. Water for pets at the setting must be changed regularly and only be accessible to children when adults are present. Will incorporate water safety into the curriculum. Ensure children are always monitored in bathrooms. Ensure that there is never any access to laundries kitchens, staff rooms adult bathrooms. Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. Ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure. Ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 25(1)(c)- additional information about proposed education and care service premises	<p>Approved provider will</p> <ul style="list-style-type: none"> Ensure this policy and its content meets the regulatory requirement regarding having a swimming pool or a water hazard at the service. Ensure that it is reviewed at least annually and seek feedback from stakeholders. Ensure a risk assessment will be in place for any water hazard at a service or in the event that a service has a swimming pool the risk assessment will be detailed and ensure that active supervision is over the requirement for ratio.
In regard to regulation 101- Conduct of risk assessments for excursions	<p>Approved Provider and Nominated Supervisor will.</p> <ul style="list-style-type: none"> Ensure that a risk assessment record is completed prior to any excursion taking place from the service. This risk assessment record will be completed according to the heightened risk involving water safety on an excursion and will include - the plan for excursion, documentation completion, items for excursion and implementation of excursion.

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	<ul style="list-style-type: none"> Ensure all considerations to risk health and safety of the child will be considered when completing the risk assessment record as per risk assessment outlines. Ensure that no child can be taken on an excursion if the parent/guardian has not completed an excursion authorisation record. Alternative plans for the child will be conducted at the service. A risk assessment record will be completed prior to any excursion taking place. Particular attention will be focused upon water safety where the excursion is near a body of water. The excursion destination will be visited prior to completion of the risk assessment record to ensure all aspects of risk and how to minimise risk have been viewed and considered. The risk assessment record will then include a plan to identify how the risk will be managed and include strategies to minimise the risk. The risk assessment will be reviewed at least every 6 months. Excursion will be reviewed, and changes implemented if required including risk assessment. All excursions in and around water will need to be approved and signed off by the nominated supervisor or approved provider. <p>Risk assessment will include the following:</p> <ul style="list-style-type: none"> Ensure there is an increase in the number of educators to children who attend excursion when there is water around that exceed regulatory ratio expectation. Ensure that at least one educator who attends the excursion will have an approved first aid qualification. (National Regulation 136) Ensure all children who attend the excursion will be educated prior to the event to ensure that they have some understanding of the danger of water. This curriculum program leading up to excursion will include safety measures and requirements of the children attending. A list of parents and educators who are attending the excursion. If at any stage there are doubts regarding the safety and wellbeing of the children in relation to an excursion where there is water, it will be cancelled by the approved provider or nominated supervisor. If none of the above criteria can be met, then the same rules will apply, and the excursion will be cancelled. All children who attend any excursion must have a signed excursion authorisation record. There will be no exemption for a child to attend without this.
In regard to regulation 168- Education and care service must have policies and procedures.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that obligations under the Education and Care Services National Law and National Regulations are met. Ensure they 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 regarding their responsibilities in implementing the policy and procedures at all times. Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures. Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection. Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> Affect the fees charged or the way they are collected or Significantly impact the service's education and care of children or Significantly impact the family's ability to utilise the service. Ensure policies and procedures regarding regulatory requirements are in place at the service. Ensure that a suitable Nominated supervisor is in place and will monitor practices and procedures relating to all policies in the service. Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review. Ensure all stakeholders are involved in the review. Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.
In regard to regulation 170- Policies and	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.

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procedures to be followed.	<ul style="list-style-type: none"> Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
In regard to regulation 274 – swimming pools and regulation.	<p>Approved Provider will</p> <p>NSW ONLY - The approved provider of a centre-based education and care service (other than a school-based service) in New South Wales for children preschool age or under must ensure that there is no swimming pool on the service premises unless the swimming pool existed on the premises before 6 November 1996.</p>
In regard to regulation 345 – swimming pool prohibition	<p>Approved Provider will</p> <p>Ensure that there is no swimming pool on the education and care service premises. This applies to all states of Australia except for NSW where an exemption applies under regulation 274.</p>
LAW IMPLEMENTATION	<p>The following laws and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.</p>
In regard to Section 165- Offence to inadequately supervise children.	<p>Approved provider and Nominated supervisor</p> <ul style="list-style-type: none"> Approved Provider will ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in attendance of the service. Penalty: \$11 400, in the case of an individual. \$57 400, in any other case. Nominated supervisor will ensure that all children being educated and cared for by the service are adequately supervised at all times that the children are in attendance of the service. Penalty: \$11 400. <p>Approved provider and Nominated supervisor must ensure the following:</p> <ul style="list-style-type: none"> Educator to child ratios is kept at all times considering the proficiency of staff, ability of staff to respond in a crisis and read cues of children playing. Rostering is crucial in ensuring that there is a balance of competent staff to guide and support less competent staff. Staff are actively involved with children knowing where children are at all times and how many children are in their care.

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	<ul style="list-style-type: none"> Approved provider or nominated supervisor will observe staff abilities to adapt their levels of supervision based on the age of the children in their care. Staff will alert other members of staff if they need to leave the room, playground area or move from a water play activity for any reason and approved provider and nominated supervisor will be responsible for monitoring this process.
In regard to Section 167- Offence relating to protection of children from harm and hazards.	<p>Approved Provider and Nominated Supervisor</p> <ul style="list-style-type: none"> Approved Provider must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. They must have the service must have policies and procedures in place to support the protection of children from harm and hazards, including health and safety matters. Penalty: \$11 400, in the case of an individual, \$57 400, in any other case. Nominated supervisor must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$11 400. <p>All methods of precaution must be implemented in the form of safety checks and recorded and monitored by approved provider or nominated supervisor. Such as the following:</p> <ul style="list-style-type: none"> Daily safety checks of the environment and equipment and regular checking that the checks are being completed. Regular walk throughs from approved provider or nominated supervisor to check on compliance and staff behaviours. Secure storage of hazardous products including chemicals. Thorough maintenance process and implementation of repairs to equipment. Risk assessments for all areas of the service including for excursions, regular transportation and all water play activities. Purchasing products that meets Australian Standards - for example, cots and playground equipment and softfall. Adequate protection from environmental elements such as equipment placement and use of age-appropriate resources, weather, sun protection and adequate supervision. The implementation of ongoing safety should be conducted regularly through the review of risk assessments to identify potential hazards and strategies to protect children. The National Law does not require services to eliminate all risk and challenge from children's play or environments.
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> Conducting regular reviews and updates of this policy with all stakeholders. Actively seeking feedback from children, families, and staff members. Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
KEY TERMS	<ul style="list-style-type: none"> ACECQA – Australian Children's Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children. Active supervision – Means an educator is watching constantly scanning the area so that they can respond immediately if a child is distressed or in a hazardous situation. It is knowing where children are at all times, how many children in your care and monitoring their activities actively and diligently. CPR- cardiopulmonary resuscitation is a first aid technique that can be used if someone is not breathing properly or if their heart has stopped. NQAITS portal – National Quality Agenda It System – is an online portal for approved providers or nominees to lodge changes or alerts to the regulatory authority Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success. Water hazard- Any body of water that poses a potential drowning risk to children and could include large bodies of water, such as rivers, creeks, dams, ponds, swimming pools, jetted bathtubs, inground spas, above ground spas or any container with poor drainage that allows

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	water to pool smaller bodies of water, such as baths, nappy buckets, mop buckets, water troughs for play, animal water containers.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> ▪ Australian Children's Education & Care Quality Authority. ACECQA ▪ Code of Ethics ▪ Education and Care Services National Law Act 2010. ▪ Education and Care Services National Regulations. ▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. ▪ Guide to the National Quality Framework. ▪ https://www.kidsafensw.org/images ▪ Kidsafe Australia ▪ National Quality Standard. ▪ Preschool water safety initiative https://royalns.w.gov.au/EDUCATION/Preschool-Water-SafetyInitiative/Preschool-Water-Safety-Initiative ▪ Queensland government https://www.qld.gov.au/emergency/safety/recreation/water-safety ▪ Risk assessment and management - https://www.acecqa.gov.au/media/29421 ▪ United Convention on the Rights of the Child ▪ Water safety – https://www.qfcc.qld.gov.au/kids/preventing-child-injury-death/water-safety ▪ Water Safety (Kidsafe Victoria) www.kidsafevic.com.au/watersafety/ ▪ Water Safety in Australia www.swimaustralia.org.au/swim-safer ▪ Water Safety www.watersafety.nsw.gov.au/

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