



## Water Safety Policy and Procedures

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<b>National Law and Regulations</b>	National Law Sections 165, 167, 174 National Regulations 12, 101, 102, 103, 115, 136, 168, 170-172, 176
<b>National Quality Standard</b>	Quality Areas 2 and 7
<b>EYLF</b>	Learning Outcome 1: Children feel safe, secure, and supported

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### Policy Statement

Heritage Early Childhood Centre (Heritage) recognises that water activities, both at the service and on excursions, are an important part of young children's healthy growth, learning, wellbeing, and development. They provide open-ended learning and sensory experiences for children. As children feel, grasp, measure, pour and experiment with water, they not only develop their fine motor skills, but also their curiosity and imagination, literacy, and numeracy skills, and participate in scientific discovery and environmental awareness. However, Heritage also recognises that any activity where children play with or near water poses a high safety risk. Nappy buckets, water containers, sinks, toilets, pet water bowls and poor drainage which allows water to collect, are also recognized as hazardous for young children.

According to Kidsafe:

- Drowning is the leading cause of death for children aged 1-4 years in Australia and is preventable.
- Most drowning occurs in backyard swimming pools however a child can drown silently in as little as a 5cm of water in less than 2 minutes.
- The relative risk of drowning for children 0-4 years of age is six times that of children aged 5-14 years of age.
- Non-fatal drowning incidents may cause brain damage and disability.

This policy has been developed to meet or exceed all legal obligations and quality standards, and ensure that management, educators, families, students, and volunteers at Heritage are aware of their roles and responsibilities in relation to water safety. All practicable precautions are employed to actively supervise and safeguard children during water experiences and water safety awareness is incorporated into the educational program. The service has a duty of care and legal responsibility to ensure the health, safety and wellbeing of enrolled children, and to protect them as far as practicable from hazards likely to cause harm or injury (National Law 167). In addition, National Regulation 168 requires services to have policies and procedures in place for managing water safety including safety during any water-based activities. Under National Quality Standard Area 2: Children's Health and Safety, reasonable precautions and adequate supervision must be taken to ensure children are protected from harm and hazard.

Heritage is guided by the [Keep Watch education program](#) of the Royal Life Saving Society Australia, that aims to prevent the drowning deaths of children under 5 years of age in all aquatic locations. The service recognises that the most common factor in childhood drowning is inadequate supervision. Safety and supervision of children in and around water is of the highest priority at Heritage. Educators are required to employ constant vigilant supervision when children are near any body of water and to position themselves in close proximity to the children (at least a safe rescue distance) at all times. No child may be left unattended when near water and no educators may leave their supervision positions unless replaced by another educator/ competent adult, including on excursions and regular outings.<sup>1</sup>

In addition, Heritage prioritises regular assessment of the water safety practices in order to maintain and improve educator's awareness of their duty of care and to continuously improve supervision procedures.

Heritage recognises that water safety also relates to the availability of safe drinking water for children, and the avoidance of scalding from hot water from taps or hot drinks.<sup>2</sup>

### Policy Aims

This policy aims to provide educators with guidance on how to provide quality supervision for children in order to:

- Meet the duty of care of the service and legislative requirements to provide a safe and secure environment for all enrolled children.

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<sup>1</sup> Refer to: Supervision Policy and Procedures

<sup>2</sup> Refer to: Nutrition and Oral Hygiene Policy; Dangerous Products Policy; Work Health and Safety Policy



- Provide enrolled children with opportunities to explore the natural environment through water play, while minimising the risk of injury, incidents, drowning and non-fatal drowning incidents.
- Ensure the educational program incorporates water safety awareness.
- Ensure information about water safety is provided to the Heritage community.

## Scope

It is understood that there is a shared legal responsibility and accountability between, and a commitment by, the Heritage Committee, Director, educators, other staff, students on placement, family volunteers, parents/guardians and all others attending the programs and activities of Heritage, including during offsite excursions, to implement this policy as a matter of high priority given the potential risks to health and safety of children from poor supervision.

## Definitions

The following definitions are used in this policy:

**Adequate supervision:** Adequate supervision entails all children (individuals and groups) in all areas of the service, being in sight and/or hearing of an educator at all times, including during toileting, sleep, rest and transition routines and the educator is consistent, active and present in their engagement with the children. Adequate supervision contributes to protecting children from hazards that may emerge during play and ensures educators are able to respond immediately when a child is distressed or in a hazardous situation. Specifically, it means:

- Complying with the legislative requirements for educator-to-child ratios at all times and being responsive to the variables affecting supervision levels including:
  - Number, age and abilities of children.
  - Number and positioning of staff.
  - Current activity of each child.
  - Areas in which the children are engaged in an activity (visibility and accessibility).
  - Developmental profile of each child and of the group of children.
  - Experience, knowledge and skill of each staff.
  - The need for staff to move between areas (effective communication strategies).
- Employing flexible supervision strategies to meet the individual children's needs. This involves being conscious of the variables listed above as well as the physical environment (weather, time of day, natural resources in play areas, play equipment etc), being attuned to the needs of individual children and undertaking risk-benefit assessments to determine the level of supervision required for situations.
  - Activities that involve high risk, such as travelling on transport, walking near roads or in a carpark, or **water play, require constant [active and vigilant supervision](#)**.
  - If children are participating in low-risk activities, the educator can focus their attention on engaging with children.
  - Educators must also balance potential benefits against assessed risks. Allowing a child to engage in independent exploration and appropriate risk taking provides opportunities for the child to make responsible decisions about their play and develop confidence.

**Constant vigilant supervision:** Educators employ constant visual contact with the children and remain in close proximity all times during high-risk experiences such as **near water**.

**Duty of Care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable, foreseeable risk of injury.

**Hazard:** A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

**Incident, Injury, Trauma, and Illness Records:** A record made of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the service. It must be made as soon as practicable and no more than 24 hours after the occurrence.

**Notifiable Incident:** An incident involving workplace health and safety that is required by law to be reported to WorkSafe ACT. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences.

**Serious Incident:** An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is

sought or should have been sought ([r12](#)). Serious incidents include if a child goes missing on an excursion near a body of water or a child drowning. They must be documented as soon as possible and within 24 hours of the incident and CECA must be notified within 24 hours of a serious incident occurring at the service ([r176\(2\)\(a\)](#)).

**Water Hazard:** In relation to this policy, a water hazard includes any body of water that can lead to drowning or non-fatal drowning incidences. Drowning hazards include swimming pools, rivers, creeks, dams and ponds. Smaller bodies of water can also present drowning hazards for young children including water play equipment, paddling pools, nappy buckets, water containers, pet water bowls and poor drainage, which allows water to collect. In addition, Heritage recognises that scalding from hot water from taps/drinks are potential water hazards.

## Rationale

Heritage has a duty of care to provide each individual on the premises with a safe and healthy physical and psychological environment ([ACT Work Safety ACT 2011](#)). In addition, the Supervision and Water Safety Policy has been developed to comply with the:

- [Education and Care Services National Law Act 2010 \(ACT\)](#) (amended 2023)
- [Education and Care Services National Regulations 2011 \(ACT\)](#) (amended 2023)
- [The National Quality Standard for Early Childhood Education and Care \(2012\)](#)
- [Early Years Learning Framework for Australia](#) (Version 2, 2022).
- The Heritage Work Health and Safety Policy and Procedures

Relevant Education and Care National Law and Regulations	
<a href="#">S 165</a>	<b>Offence to inadequately supervise children</b>
<a href="#">S 167</a>	<b>Offence relating to protection of children from harm and hazards</b>
<a href="#">S 174</a>	<b>Time to notify certain circumstances to Regulatory Authority</b>
<a href="#">R 12</a>	<b>Meaning of Serious Incident</b>
<a href="#">R 168</a>	<b>Policies and procedures are required</b> in relation to health and safety, including matters relating to: (2)(a)(iii) water safety and safety during any water-based activities
<a href="#">R 100</a> & <a href="#">R 101</a>	<b>Risk assessment must be conducted before excursions.</b> (2) Without limiting subregulation (1), a risk assessment must consider-- (b) any water hazards; (c) any risks associated with water-based activities; (f) given the risks, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required; life-saving skills.
<a href="#">R 102</a>	<b>Authorisations required for excursions.</b>
<a href="#">R 103</a>	<b>Premises, furniture and equipment to be safe, clean and in good repair</b>
<a href="#">R 115</a>	<b>Premises designed to facilitate supervision</b>
<a href="#">R 136</a>	<b>First aid qualifications are required</b>
<a href="#">R 170</a>	<b>Reasonable steps must be taken to ensure policies and procedures are followed</b>
<a href="#">R 171</a>	<b>Policies and procedures to be kept available</b>
<a href="#">R 172</a>	<b>Notification of change to policies or procedure</b>
<a href="#">R 176</a>	<b>Time to notify certain information to Regulatory Authority</b>
National Quality Standard	
<a href="#">Quality Area 2</a>	<b>Standard 2.2. Safety.</b> Each child is protected. <b>Element 2.2.1. Supervision.</b> At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. <b>Element 2.2.2. Incident and emergency management.</b> Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
<a href="#">Quality</a>	<b>Standard 7.1. Governance. Element 7.1.2 Management Systems:</b> Systems are in

<b>Area 7</b>	<p>place to manage risk and enable the effective management and operation of a quality service.</p> <p><b>Element 7.1.2 Roles and responsibilities.</b> Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.</p>
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### Summary of Key Roles and Responsibilities

Role	Responsible for ensuring:
Management Committee	<ul style="list-style-type: none"> <li>This policy and related procedures are easily accessible, regularly reviewed and updated in consultation with educators and families to reflect current legislation and best practice recommendations.</li> <li>This policy clearly sets out the roles and responsibilities of the service management, educators, and other in the Heritage community.</li> <li>Reasonable steps are taken to ensure this policy and procedures are followed.</li> <li>The Director is supported to notify the ACT Regulatory Authority (CECA) within 24 hours of a serious incident,<sup>3</sup> including if a child goes missing on an excursion near a body of water or a child drowning.</li> <li>The Director is supported to report Notifiable Incidents<sup>4</sup> to WorkSafe ACT.</li> </ul>
Director/ Nominated Supervisor	<ul style="list-style-type: none"> <li>Children are protected, as far as practicable, from hazards that may cause harm or injury, at all times.</li> <li>Reasonable steps are taken to ensure this policy is up to date, regularly updated in consultation with educators and families and readily available to the Heritage community.</li> <li>Water safety practices are clear and easy to read.</li> <li>Guidance, support, and advice is provided to educators, to ensure adherence to this policy and procedures as far as practicable.</li> <li>Information on water safety is incorporated into the educational program and available to families (Attachment 1).</li> <li>All qualified permanent educators have up to date First Aid certificates including CPR, drowning, emergency asthma and anaphylaxis, <del>and water safety</del> (exceeding the requirements under <a href="#">r136.</a>)</li> <li>Safety checks of the indoor/outdoor learning environments occur at the beginning and middle of each day. This includes checking after rainfall for puddles or filled containers that could pose a potential risk.</li> <li>The risks of water play and excursions/regular outings near bodies of water are identified and strategies implemented to ensure children’s safety including increasing ratios above regulatory requirements as required.<sup>5</sup></li> <li>Written parental permission is obtained for an excursion or regular outing to a location where a water hazard has been identified.</li> <li>Clean drinking water is available at all times.<sup>6</sup></li> <li>Hot water is tempered to below 43.5°C and checked monthly.<sup>7</sup></li> <li>Hot drinks are prepared and consumed in areas inaccessible to children such as the staff room, kitchen areas or the main office, and great care taken when walking from the staff room to the main office carrying hot drinks, preferably when children are outside.<sup>8</sup></li> <li>Regular family volunteers, visitors and any other persons participating in the program are informed of the of the hot drink procedures.</li> <li>The Management Committee is informed immediately when any Serious/ Notifiable Incidents occur at the service.</li> </ul>

<sup>3</sup> Refer to: Definitions

<sup>4</sup> Refer to: Definitions

<sup>5</sup> Refer to: Work Health and Safety Policy; Excursions and In-House Extra Activities Policy and Procedures

<sup>6</sup> Refer to: Nutrition and Oral Hygiene Policy

<sup>7</sup> Refer to: Dangerous Products Policy

<sup>8</sup> Refer to: Dangerous Products Policy

	<ul style="list-style-type: none"> <li>• The ACT Regulatory Authority, CECA, is notified within 24 hours of any serious incident related to water safety or a complaint alleging that the health, safety or wellbeing of a child has been compromised or that the law has been breached.</li> <li>• Parents/guardians of a serious incident involving their child as soon as practicable, but not more than 24 hours after the occurrence.</li> <li>• Notifiable incidents are reported to WorkSafe ACT as required.<sup>9</sup></li> <li>• Water safety practises are evaluated regularly in consultation with stakeholders.</li> </ul>
<p><b>Educators</b></p>	<ul style="list-style-type: none"> <li>• They are familiar with and comply with this policy and procedures at all times.</li> <li>• Water play is only planned when risk management strategies are in place including ensuring paddling pools, water troughs or containers for water play are filled to a safe level, emptied immediately after use.</li> <li>• They are in close proximity to all children (at least a safe rescue distance) and employ constant vigilant supervision at all times near a body of water.</li> <li>• No child is left unattended at any time with any body of water.</li> <li>• If educators need to move away from the water activity, they are immediately replaced by another educator, or the activity is discontinued.</li> <li>• They adhere to procedures to ensure that all children are accounted for including by referring to attendance records at various times throughout the day, both before and after outdoor activities and on excursions.<sup>10</sup></li> <li>• Gates and other barriers restricting access to water hazards are closed at all times and fences are kept clear at all times.</li> <li>• Water safety messages are embedded into the children’s education program.</li> <li>• Daily safety checks are conducted of the environment to remove any water hazards.</li> <li>• Pet water containers are inaccessible to children unless under supervision.</li> <li>• Water troughs or containers are only filled by an educator.</li> <li>• Water play equipment is supervised at all times or immediately emptied and stored correctly after use.</li> <li>• Containers of water (including nappy buckets and cleaning buckets) are sealed with child-proof lids or locked in the laundry.</li> <li>• Buckets used for cleaning are emptied immediately after use.</li> <li>• No cleaning buckets are left in areas accessible to children.</li> <li>• Hot drinks are prepared and consumed in areas inaccessible to children such as the staff room, kitchen areas or the main office, and great care is taken when walking from the staff room to the main office carrying hot drinks, preferably when children are outside or by using a lidded cup.<sup>11</sup></li> <li>• Regular family volunteers and visitors and any other persons participating in the program are informed of the of the hot drink procedures.</li> <li>• Clean drinking water is available to all children at all times.</li> <li>• Children are discouraged from drinking grey water.</li> <li>• The Director is notified as soon as practicable in the event of a serious incident occurring at the service or of a complaint being made alleging the health, safety or wellbeing of a child has been compromised.</li> </ul>
<p><b>Families</b></p>	<ul style="list-style-type: none"> <li>• They read the Family Handbook and are familiar with all service policies and related procedures, available on the website and in the Main Entrance.</li> <li>• They provide authorisations for excursions and regular outings to a location where a water hazard has been identified.</li> <li>• All instructions from educators regarding water safety are followed.</li> <li>• Safety messages are enforced at home, including water safety practises, with their children at home. <b>See:</b> Appendix 1: Water Safety Fact Sheet.</li> </ul>

<sup>9</sup> Refer to: Work Health and Safety Policy

<sup>10</sup> Refer to: Delivery and Collection of Children Policy; Excursions and Incursions Policy

<sup>11</sup> Refer to: Dangerous Products Policy



### Students and Regular Volunteers

- This policy and related procedures are followed while at the service.
- The Relief Educator Handbook is read and signed.
- All instructions from senior educators regarding supervision strategies and water safety are followed.
- Water safety practices are encouraged and reinforced at all times.

## Strategies and Procedures

### Keep Watch Strategy

- Heritage is guided by the [Keep Watch education program](#) of the Royal Life Saving Society Australia, that aims to prevent the drowning deaths of children under 5 years of age in all aquatic locations.
- The program has four key actions to prevent young children from drowning which Heritage has adapted to suit the early learning environment.
  1. Eliminate the hazard where appropriate including by utilising environmental measures to restrict access to water hazards such as using child-proof barriers and fences.
  2. Supervise children constantly around bodies of water.
  3. Educate and provide of water awareness training for children.
  4. Understand that resuscitation saves lives and ensure all qualified educators have current first aid certificates.

### Risk Management at the Service and on Excursions

The Director/Nominated Supervisor must ensure:

- A thorough risk management process is in place to identify water hazards at the service and on excursions/regular outings as high-risk activities.
- Strategies are implemented to mitigate risks and ensure children's safety including increasing adult-to-child ratios above regulatory requirements as required.
- Procedures are developed for each excursion to ensure that all children are accounted for including by referring to attendance records at various times throughout the excursion.
- Educators and adult family volunteers on excursions understand their duty of care to stay in close proximity to the children (a safe rescue distance) at all times near a body of water.
- Educators and adult family volunteers provide constant vigilant supervision near bodies of water and do not leave their position unless replaced by another competent adult.
- An educator qualified in First Aid, including CPR and drowning, is in attendance on excursions and regular outings.<sup>12</sup>

### First Aid Qualifications

- The Director/Nominated Supervisor will ensure that all permanent educators hold current approved first aid qualifications that include CPR, water safety/rescue, and approved anaphylaxis management training and approved emergency asthma training.
- This is identified by the service as best practice and a duty of care and exceeds the requirement under r136.<sup>13</sup>

### Safety Checks and Procedures

Educators must ensure:

- Doors and gates are closed at all times to prevent children from leaving the service unaccompanied or from accessing unsafe areas of the service, including water hazards.
- Daily safety checks are undertaken of the premises, including checking for areas of poor drainage and after wet weather, where water may accumulate.<sup>14</sup>
- Water play equipment is age appropriate and actively supervised when being used.
- Water play equipment is filled by an educator to a safe level and emptied and stored appropriately immediately after.

<sup>12</sup> Refer to: Risk Assessments in Work, Health and Safety Policy and Excursions and In-house Extra Activities Policy

<sup>13</sup> Refer to: First Aid for Injury, Trauma and Illness Policy and Procedures

<sup>14</sup> Refer to: Work Health and Safety Policy and Procedures



- All cleaning buckets (including mop and nappy buckets) that contain water are emptied, safely covered with child proof lids or made inaccessible such as locking in laundry, when they are not in use.
- Appropriate manual handling techniques are followed when moving or securing vessels containing water which may be very heavy.
- Pet water containers are refilled regularly, inaccessible to children unless under supervision by an educator and kept in a separate area from the children's play area.<sup>15</sup>
- Children who require washing are bathed using a washcloth and warm water in a trough with an educator not leaving their side. Older children may prefer to use the staff shower and again the educator will not leave their side.
- The thermostat on the hot water system is set to a temperature of 43.5°C or below and checked monthly to ensure children are not able to scald themselves when handwashing.<sup>16</sup>
- Educators are not permitted to consume hot drinks in any area accessible to children.
- When walking through the service with a hot drink, they do so safely such as when the children are outside or use a lidded cup.
- Grey water systems or water tanks are labelled with "do not drink" signage and the children are supervised in this area to make sure they are not accessing this water for drinking.
- Clean drinking water is available to all children at all times.<sup>17</sup>
- Drinking water containers are emptied and cleaned daily.<sup>18</sup>

### Constant Vigilant Supervision at the Service

Educators must ensure:

- Water play, including use of a paddling pool, is only planned if educators are able to provide constant vigilant supervision.
- When introducing water play, educators position themselves in close proximity to the children within a safe rescue distance and to allow constant vigilant supervision.<sup>19</sup>
- If educators need to move away from the water activity, they will be replaced by another educator, or the activity will be discontinued.
- No child is left unsupervised at any stage around any body of water, including water troughs, toilets and nappy buckets at the service.
- Bathrooms are supervised when children are using them.

### Constant Vigilant Supervision Near a Body of Water on an Excursion or Regular Outing

Educators must ensure:

- The adult:child ratios identified in the risk assessment are maintained at all times.
- They position themselves in close proximity to the children at all times, in and near the water as required, and at a safe rescue distance at all times.
- They provide constant, vigilant supervision, and clear communication, and not leave their position unless replaced by another competent adult.<sup>20</sup>

### Hygiene Procedure

Educators must ensure:

- Children are encouraged to thoroughly wash and dry their hands after each water play activity to reduce the risk of cross infection.<sup>21</sup>
- Water play equipment is allowed to dry thoroughly at the end of each water play activity to prevent the build-up of potentially harmful bacteria and mould.
- Drinking water containers are emptied and cleaned daily.

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<sup>15</sup> Refer to: Pets and Animals Policy and Procedures

<sup>16</sup> Refer to: Dangerous Products Policy and Procedures

<sup>17</sup> Refer to: Nutrition and Oral Hygiene Policy and Procedures

<sup>18</sup> Refer to: Hygiene and Infectious Diseases Policy and Procedures

<sup>19</sup> Refer to: Definitions

<sup>20</sup> Refer to: Excursions and Incursions Policy and Procedures

<sup>21</sup> Refer to: Policies: Work, Health and Safety; Hygiene and Infection Control; Sustainability; Clothing and Footwear



Educational Program

Educators must ensure:

- Water safety is discussed with the children as part of the educational program including that water in play activities is for play and not for consumption.
- Families are asked to provide a spare set of clothing for their child when water activities are planned in case their child becomes uncomfortably wet during a session of water play.
- Water waste is minimised and water conservation messages are included in the educational program for the children.<sup>22</sup>

**Communication and Training**

Educators

- The Director/Nominated Supervisor and Room Leaders will discuss water safety strategies during the induction period, at staff meetings and provide on-going support and guidance.
- The Director/Nominated Supervisor will maintain and strengthen the water safety skills and knowledge of educators and relevant training programs will be offered during the year to educators, as required.

Families

- Families will be provided with water safety information such as via the notice board, service newsletter and service handbooks.
- Water safety factsheets may be given to families as appropriate (See References and Attachment 1).

Children

- Heritage educators will communicate the importance of water safety to children by setting an example and modelling safe practices around bodies of water.
- Water safety messages will be incorporated in the educational program.

**Policy Evaluation and Review**

In order to assess whether the values and purposes of the policy have been achieved, the Director in consultation with the Management Committee will:

- Regularly seek feedback from everyone 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 service’s policy review cycle or as required through the identification of practice gaps or following an incident.
- Provide opportunities and encouragement to families and staff, as essential stakeholders, to be involved in the policy review process.
- Notify parents/guardians at least 14 days before making any significant changes to this policy or its procedures (r172).

**Related Policies**

Name of Policy and Procedures Document	Location
Child Safe Environment	Policy and Procedures Manuals in Main Office, Programming Room and Entrance Foyer.
Curriculum and Program Planning	
Dangerous Products	
Emergency and Evacuation	
Excursions and In-House Extra Activities	
First Aid for Injury, Trauma, and Illness	Policies and Procedures

<sup>22</sup> Refer to: Sustainability Policy and Procedures

Hygiene and Infection Control (incl. Toileting)	documents available in Members Section on <a href="#">Website</a> .
Nutrition and Oral Hygiene	
Pets and Animals	Family Handbook and Educator/Relief Educator Handbooks available in Members Area on Website.
Supervision	
Work, Health and Safety Policy and Procedures	

### References and Further Reading

**ACECQA. (2021).** [Water Safety Policy and Procedures Guidelines](#)

**ACECEQA. (2023).** [Active Supervision Information Sheet](#)

**Community Early Learning Australia (CELA). (2021).** *Water Safety Policy Sample*

**University of Melbourne Early Learning Centre. (2014).** *Water Safety Policy.*

### Useful Websites

[Keep Watch Awareness Campaign.](#)

[Kids Alive Do the Five.](#)

[Kidsafe ACT](#)

[Royal Life Saving Society, Australia](#)

[The Royal Children’s Hospital Melbourne Safety Centre](#)

[WorkSafe ACT](#)

### Factsheets

**Royal Life Saving Australia.** [How to Keep Children Safe Around Water](#)

**Kidsafe.** [Water Safety Resources.](#)

**Kidsafe NSW.** [Water Safety.](#)

**Raising Children Network.** [Safe fun with Water.](#)

**Swim Australia.** [Swim Safer.](#)

### Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
1	August 2021	Management Committee	Author: Julia Charters/ Separated Supervision and Water Safety Policy for greater clarity. Updated all resources. Added more detail to Legislative Background and expanded Definitions. Added Summary of Responsibilities to beginning of policy and added more details. Added more detail on Water Safety procedures. Added Attachment: Water Safety Factsheet for Families.
2	December 2023	Management Committee	Author: Julia Charters. Updated all references, hyperlinks, and format. Added: <ul style="list-style-type: none"> <li>• Keep Watch strategy to Policy Statement.</li> <li>• Section on constant vigilant supervision around bodies of water on excursions and regular outings.</li> <li>• Clean drinking water must be available to all children at all times.</li> <li>• Drinking water containers must be emptied and cleaned daily.</li> </ul>



Attachment 1: Water Safety Factsheet for Families



“All child drownings are preventable. Young children are the most vulnerable and almost always drown during lapses in adult supervision. Sadly, just a few moments of inattention can have the most tragic consequences. These tips can help save a life.”

Principal Commissioner, Cheryl Vardon

**SWIMMING POOLS**

- ✓ Maintain your pool fencing and gates
- ✓ Teach your children and family to keep pool gates closed and check they are in working order
- ✓ Always be within arms reach of infants or young children when they are in or near water
- ✓ At parties with children, have a capable adult as ‘Designated Child Supervisor.’ Use a special hat that is passed on when another adult takes over
- ✓ Empty inflatable pools after every use
- ✓ Teach your child to swim
- ✓ Learn CPR – it saves lives!

**Supervisors should be 15 or older, capable and not affected by alcohol.**

**BATH TIME**

- ✓ Have a bath time routine. It’s a special time to be together
- ✓ Get everything you need ready first
- ✓ Be present or keep the bathroom door closed when you’re filling up the bath tub
- ✓ Use the least amount of water you need so that it is not too deep
- ✓ If you must leave the room, take your child/children with you

- Never**
- ✗ Prop pool gates open
  - ✗ Leave furniture or toys near the pool fence – children love to climb!
  - ✗ Leave a young child in the bath or shower unattended to answer the door or prepare dinner
  - ✗ Rely on other children to supervise
  - ✗ Relax your pool rules – rules keep kids safe!

**AROUND THE HOUSE**

- ✓ Empty buckets, eskies and anything else that holds water or other liquids

**MOVING HOUSE**

- ✓ Be especially vigilant of swimming pools and water hazards in the first months in a new property, including neighbourhood pools

**ACREAGE AND RURAL PROPERTIES**

- ✓ Have a fenced play area and be very clear with your children about where it is safe to play
- ✓ Teach your children about ‘no go’ areas, explain the dangers and be consistent in never letting them play nearby
- ✓ Set up barriers to prevent access to unsafe areas, like dams or creeks

**AT THE BEACH OR RIVER**

- ✓ Always swim between the flags
- ✓ Be close or hold young children
- ✓ Keep your eyes on older children in the surf
- ✓ Use life jackets or personal flotation devices (PFDs) when children are on boats, kayaks or other watercraft

**IF A YOUNG CHILD IS MISSING**

- ✓ Always check the pool and nearby water hazards first. Seconds count!

**A child drowns silently. There won’t be screams. There won’t be splashing.**



For more tips and information, visit [www.talkingfamilies.qld.gov.au/secondscount](http://www.talkingfamilies.qld.gov.au/secondscount)  
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