**Water safety** **procedure**

**Purpose**

Toowoomba Catholic Kindergartens and Care service (TCKC) acknowledges that water activities are an important medium for children to experiment with and explore as part of their learning environment. This procedure describes how TCKC services are to keep children safe when engaging in water activities.

**To whom it applies**

This procedure applies to all TCKC staff, parents, children and visitors.

**Related policies and legislation**

* Education and Care Services National Law Act 2010
* Education and Care Services National Regulations 2011
* Education and Care Services National Amendment 2017
* Work Health & Safety Act 2011
* Work Health & Safety Regulation 2011
* Guide to National Quality Framework
* Family and Child Commission Act 2014
* Sun Protection Procedure
* First Aid and Medical Conditions Procedure
* Inclusion Support Procedures
* Drills, Evacuation and Lockdown Procedures

**Procedure**

1. Water safety includes
2. water play
3. hot water
4. drinking water
5. hygiene practices with water
6. all water experiences in and around the service (including incursions and excursions).
7. Water presents a risk of drowning in a depth of only 5 centimetres therefore TCKC must supervise children when water is present and take the responsibility of reducing potential risks of water hazards where applicable.
8. At least one supervising staff member must have a current first aid qualification that meets the National Regulations and is approved by Australian Children’s Education and Care Quality Authority (ACECQA).
9. Each service is to display cardiopulmonary resuscitation (CPR) guidelines in all areas where the potential for drowning is present.
10. The Responsible person and TCKC staff are to
11. conduct a comprehensive risk assessment prior to and in relation to any water experiences on or near the premises that may be accessible to children
12. ensure permission is obtained from parents/carers for an excursion/incursion to a location where there is water
13. provide current information to parents/carers, visitors and children about water safety
14. ensure that children are adequately supervised at all times when near water
15. ensure that staff-to-child ratios are maintained at all times and increased when necessary including swimming lessons
16. check the outdoor learning environment at the beginning and end of each day for puddles or filled containers that could pose a potential risk to children (ensure all water play areas are emptied after use)
17. remove stagnant water to reduce the risk of drowning and creating breeding habitats for insects and bacteria
18. consider the weather conditions when offering children water play experiences
19. be aware of local council regulations when using sprinklers/hoses
20. ensure children wear hats, protective clothing and sunscreen when water play is in the sun
21. ensure parents, staff and visitors do not consume hot drinks when they are in the presence of children
22. enforce hot water taps are inaccessible to children
23. provide clean drinking water for the children.
24. The responsible person must immediately inform the Senior Manager: Kindergartens and Care who will subsequently notify the Department of Early Education and Care (ECEC) and the Queensland Work Health and Safety regulator if any serious or notifiable incidents occur at the service.

**Version control and change history**

**Effective date**

1/01/2020

**Review date**

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