



POLICY AND PROCEDURE

Document Name:	Water Safety
Review Dates:	21.01.2022; 02.04.2025
Review Cycle:	3 years
Approved By:	Director
Approval Date	31.05.2019; 19.11.2021; 02.04.2025

WATER SAFETY

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is committed to:

- Allowing children to explore their natural environment including through water play.
- Managing risks associated with water activities.
- Ensuring programming incorporates water safety awareness, and
- Providing training/information to educators about water safety.

2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

3. RESPONSIBILITIES

Nominated Supervisor Responsibilities:

- Conducting risk assessments for other identified water hazards
- Building water safety messages into the educational program as appropriate

Educators' Responsibilities:

- Identifying and eliminating water hazards as part of the daily inspection
- Following water safety guidelines for the service
- Actively supervising water activities
- Teaching children about staying safe around water
- Reporting water hazards and incidents immediately to the Nominated Supervisor
- Reading, signing and following risk assessments

4. PROCEDURE

Water Safety at services:

Hazard inspection:

As part of the daily indoor/outdoor checklist educators identify and remove any water hazards.

Education:

- Annual WHS Mandatory training
- Risk Assessments

Water carrying containers:

Water carrying containers that can reasonably present a drowning hazard for children (e.g. water troughs, baths, buckets, pet water bowls, tanks, water features). Educators will:

- Fill vessels to a safe level (no more than 15cm)
- Ensure that vessels containing water are never left unattended (including buckets used for cleaning)
- Store containers in a manner to prevent the inadvertent collection of water.
- Allow to dry thoroughly at the end of each water play activity to prevent the build-up of potentially harmful bacteria and mould.

Children will be discouraged from drinking the water during play activities.

Excursions and incursions

CELC does not permit “deep” water excursion activities, with the exception of those undertaken at a swimming pool with Qualified Swim Rescue Persons onsite.

CELC does not permit children to enter the ocean at any time.

Activities that may involve water play include: slip and slides, shallow creeks (less than 30cm for OSHC; less than 15cm for kindergarten and early learning) in nature excursions, general wet play.

Staff should be in arm’s reach and with a 1:5 ratio when children are playing in water.

Active Supervision:

Educators must be interacting with the children when they are in, near or playing with water. Educators should avoid distractions when children are in the presence of water and maintain constant supervision.

5. RELATED DOCUMENTS

- Water Safety Guidelines for Unstructured Aquatic Activities
- <https://www.youtube.com/watch?v=5ATKd5C3844&feature=youtu.be>

6. BREACHING THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual’s personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

7. SEE ALSO

Legislation:

- Work Health & Safety Act & Regulations 2011
- Education and Care Services National Regulations 2011
- Reg 168 2. (a) iii Water Safety
- Reg 101 Conduct of risk assessment for excursion
- Education and Care Services National Law Act 2010
- The National Quality Standards for Early Childhood Education and Care 2018

- Water Safety Guidelines for Unstructured Aquatic Activity – Department of Education and Training NSW

8. ENQUIRIES

Catholic Early Learning and Care Executive Director - admin@cclc.catholic.org.au

9. APPROVAL



Alison Forster
Director
Catholic Early Learning and Care

Date: 02/04/2025