



# Blackwood Kindergarten Health and Safety Policy/Procedures

## **PURPOSE**

A guideline to the education and handling of health and safety incidents at our centre.

## **CONTEXT**

All Staff are trained in Red Cross – HLTAID004 Provide an Emergency First Aid Response in Education and Care Setting. This is above NQS requirement of one trained person per site. Certificate HLTAID004 is valid for 3 years from training date, and is updated by staff accordingly. Staff undertake refresher courses for Asthma training and EpiPen training (This includes training for emergency response) as well as Cardio/Pulmonary Resuscitation (CPR) refreshers each year.

All staff, Governing Council members and Volunteers have completed training in Responding to Abuse and Neglect (updated every 3 years)

STAR WHS system is monitored and updated with completed scheduled maintenance and WHS tasks by Director and ECW. All staff are aware of WHS responsibilities.

## **SCOPE**

Staff in partnership with parents and other health care professionals.

- **Administration of First Aid and injury management**
- **Control of Illness and communicable disease**
- **Universal Practices and hygiene**
- **Child Protection /RAN** (see Child Protection Policy)
- **Medical conditions**
- **Administration of medicines**
- **Toileting** (See also, Continence Care plans and toileting policy)
- **Playground and safety audits**
- **Safe play education**
- **Emergency Procedures** (see Emergency Procedures displayed by all exits)
- **Sun Protection** (see Sun Protection Policy)
- **Bush Fire Safety** (see BAP displayed by main exit)
- **Healthy Eating/ Allergy Aware** (see Healthy Eating Policy)
- **Food Handling**
- **Psychological Health and Wellbeing**
- **WHS for staff**
- **Water Safety**

## **OBJECTIVES**

To maintain the good health and safety of all children and adults whilst on site. (Duty of Care)  
To support requirements of NQS Quality Area 2 Children's Health and Safety  
To promote safe practices and educate for the prevention of harm or illness.  
To promote zero work injuries.  
To maintain the 'Information privacy principles' from the DECD Administrative Instructions & Guidelines including the following code of conduct:  
The confidentiality of families and children must at all times be protected.

## **FIRST AID/ INJURY**

### **PROCEDURE DETAILS**

- Staff will maintain up to date training in First Aid i.e. a 3 yearly refresher in a DECD approved course, currently HLTAID004 Provide an Emergency First Aid Response in Education and Care Setting, as well as refresher courses yearly for Asthma, Anaphylaxis and CPR. At all times there must be a person on site (including employed relief staff) who is up to date with First Aid/CPR/ Asthma and EpiPen training.
- First aid will be administered by an "inside" staff person (ECW or teacher) where possible
- Injured party will be supported to remain calm and to feel safe.
- The area adjacent to the kitchen or the bathroom will be used for basic treatment as appropriate if the child/ injured party is mobile/ able to be moved. For serious incident/injury, child/ injured party will be treated in situ if safe, until ambulance arrives.
- Gloves will be worn and universal procedures adhered to for bodily fluids. These will be appropriately disposed of in a sealed bag in a rubbish bin.
- Any spilled bodily fluids will be cleaned up with a hot water/detergent or bleach solution, while maintaining safety of staff and other children. Used towels etc will be placed in laundry bag (e.g. if wrapped around cold pack) or be disposed of in a sealed rubbish bag.
- An injured child/adult will be supervised until recovered sufficiently to return to play/work or has been collected by a parent or an emergency contact, or has left in an ambulance.
- An ambulance if applicable, and a parent, or emergency contact if parent unavailable, will be phoned to collect the child/adult if an injury is requiring medical attention beyond basic first aid, or is a head injury, an injury to genitals or any other condition requiring medical assistance or ongoing observation.
- A record of the injury and treatment as per incident report form will be completed as soon as possible. The comment box must be completed by staff if a parent is phoned, (mandatory for all head injuries etc. as above) any further discussions/ actions taken beyond initial treatment, timed observations of child response etc. to document procedure undertaken. This is viewed and signed by the parent as soon as possible (i.e. at pick up time) and kept in the Incident Record Folder. A copy is offered to parents. This folder is found on the cupboard adjacent to the Office door. The appropriate parent name on the sign in/out sheet is highlighted to alert parents of any incident requiring them to seek information from staff before departure from the centre. In addition, a red First Aid alert notice is placed in mail tube of parent. Parents will be phoned if these communication systems fail.
- In the event of an incident/injury that results or should be expected to result in a visit to a doctor or a serious incident or injury to child/ parents/ volunteers/workers, an IRMS (Incident Response Management System) report is completed on line through DECD Eduportal links as soon as possible by the person in charge, but within 12 hours. Educational Director

Richard Costi (DECD Mt Barker office) is advised, and documentation of the incident and response recorded. These incidents are also reported to ACEQA regulatory board.

- Staff and adult injuries (complete ED155 form) are also documented in the Incident Record folder and an IRMS report completed.
- The first aid kit and emergency asthma kit are kept stocked and reviewed each term by the ECW. A full kit is in the left side of the bathroom cupboard. There is a yearly stocktake and supply by a medical supply service. Children's asthma puffers/ Epipens and Stingose/Antiseptic wipes/Bandaids are in the left hand side bathroom cupboard as per signs.
- Mandated Report regarding abuse or neglect resulting in injury is filed if applicable. Police contacted if applicable.
- Staff and children are debriefed after First Aid incident if necessary. In case of serious incident, counselling is offered to all parties.

## **CONTROL OF ILLNESS or CONTAGIOUS DISEASE**

### **PROCEDURE DETAILS**

- Parents arriving at the centre with children already ill will be asked to take children home.
- If a child becomes fevered or presents with other symptoms of illness e.g. vomiting, headache etc. during a session, the child will be isolated from other children as far as possible e.g. on couch and the child's parent/emergency contact informed to collect the child as soon as possible. Staff will monitor the child until s/he has been collected. Medical advice will be sought or ambulance phoned if necessary. An Incident Report will be completed as above.
- If a child has vomited or had diahorrea, they must have 24 hours clear of symptoms before returning to kindergarten.
- All children are reminded to wash hands thoroughly after toileting and before eating.
- If a parent reports a contagious illness, or head lice, a sign informing parents will be placed on the outside whiteboard without identifying the ill child. (Reg 173(2) Symptoms and treatment guides from National Health & Medical Research Council (2005) Staying Healthy in Childcare: preventing infectious diseases in childcare (4<sup>th</sup> Ed) will be displayed. This folder and laminated sheets re disease notification can be found in the office cupboard 2<sup>nd</sup> door from Right.
- Communicable diseases will be reported to authorities if advised by the above reference.
- Staff will take sick days if ill and the responsibility to find relief staff rests with the person who needs to be replaced. Director will email updated relief staff lists to staff as they become available.
- Parent responsibility lies in keeping sick children home, to inform staff by phone, and to seek medical attention if needed. The child needs to be well before returning to kindergarten.
- Parent responsibility lies in declaring all known allergies or other medical issues to staff so that appropriate care can be taken to support children's health
- As part of induction, all relief staff are to be made aware of any medical conditions and allergies at the centre.
- A list of children's medical conditions with photo ID is updated on enrolment on the kitchen cupboard door and bathroom cupboard to alert staff including relief staff and to facilitate emergency reference. Parents are advised of this procedure and if requiring confidentiality, their child's details will be displayed inside the cupboard door.

## **UNIVERSAL PRACTICES AND HYGIENE**

### **PROCEDURE DETAILS**

- All incidents involving bodily fluids must be dealt with according to Universal Practices. This includes wearing disposable gloves to avoid contamination and the correct disposal of contaminated items such as swabs, and the correct cleaning of surfaces etc e.g. blood spills on the floor. Universal Practice guidelines are displayed above each sink.
- Staff will include in the curriculum the teaching of good hygiene practices. These will be taught to the group and also reinforced in teachable moments such as at fruit time.
- Children will be asked to wash hands when dirty, after toileting or nose blowing, and before eating or cooking.
- Children will be asked to use tissues and to dispose of these in the bin. They will be asked to cough and sneeze into their elbow to reduce airborne/hand borne transfer of germs
- Children will be taught not to touch bodily fluids of others.
- Children will be taught not to share other's bottles, cups, etc.
- Staff will monitor children's behaviour in the bathroom as best they can, and supervise eating to ensure safety and wellbeing.
- Staff will wear gloves for handling toileting/ gastro accidents. Unaffected children will be asked to stay clear of area. The clean-up of all affected surfaces with disinfectant will occur promptly after the child is cleaned up. Soiled underwear and clothing will be bagged/sealed and returned to parent or binned according to arrangements with individual parents. Other staff are informed. Signage re wet floors/ illness will be displayed if needed.
- Staff will wash hands when soiled (e.g. gardening) and before handling any items such as dishes, children's fruit, drink bottle lids etc.
- Gloves, freshly washed hands or tongs etc. will be used when handling food at all times. Bowls, eating implements, cooking implements will be washed in hot soapy water after use. Food spills will be wiped up promptly.
- Parents are advised to provide ice packs for children's lunch boxes. Lunches are stored in the kitchen after children have all arrived. Each child has their own drink bottle. Water bottles are stored indoors. Individual cups are supplied for one use if required.
- The centre will provide adequate supplies of tissues, toilet paper, soap and paper towel, as well as gloves, cleaning implements and cleaning products for adult use.
- The Governing Council will employ a cleaner to maintain hygienic levels of cleanliness. Cleaning of floors, bathrooms, and bins is scheduled Monday to Friday. Other cleaning jobs are on a termly schedule.
- Separate sinks and sponges will be used for cleaning up and for dishes. Dishes are washed after every session. Green sponge is for washing dishes in Kitchen sink. Blue sponges for all surfaces cleaning. Paints etc. are cleaned each afternoon in the art sink.
- Tables will be wiped down after each session or on completion of a messy activity
- Tables/cloths used for lunch or fruit time are wiped down before and after lunch using disinfectant spray.
- Puzzles and other toys will be washed or wiped down with disinfectant solution if obviously soiled or before being returned to storage. There is a termly clean of all furniture including chairs, or more often if warranted.
- Tea towels etc are put into laundry bag daily for weekly washing. Paper towel is used for drying hands.
- Food scraps go into compost bin daily.

- Indoor bins are emptied daily into kerbside bins, and these are emptied weekly.

## **MEDICAL CONDITIONS**

### **PROCEDURE DETAILS**

- On enrolment parents will be asked to provide details of all known medical conditions to staff
- Any child with a medical condition or allergy etc will be required to have a completed individual health care plan and signed by a medical practitioner. These are kept in the folder in the bathroom. All relevant information is detailed on the inside of the kitchen cupboard and passed on to all staff.
- If necessary, support will be requested from DECD Special Services, Novita, Can Do for Kids, Chess or WCH etc
- If necessary an NEP will be written with input from appropriate stakeholders
- If necessary, and approved by parent, other children will be informed of any special care that needs to be taken
- If necessary. Staff will be trained in any procedures e.g. update on Epipen administration
- Anaphylaxis. A notice will be displayed (Reg173 (2) (f)) advising that a child with Anaphylaxis is enrolled at the centre. Known triggers will be avoided or monitored in consultation with child's parents/medical health care plan/staff and kindy community advised.
- Implement Allergy Aware and Anaphylaxis checklist for Education and Children's Services.
- Children will be reminded about dental care including healthy eating, drinking water and tooth brushing at teachable moments.
- Parents will be provided with School Dental Clinic forms in enrolment packs. "Lift the Lip" dental screening service by Dental Clinic will be accessed with parental permission
- Right Bite healthy eating policy endorsed.
- OPAL, Southern Primary Health Services and other healthy eating programs utilised.

## **ALLERGY AWARE**

### **PROCEDURE DETAILS**

- Staff have training in Asthma and Anaphylaxis care and emergency response including Epipen administration and CPR.
- Our kindy is allergy aware. We ask that nuts or any products containing nuts are not brought to kindy. If such items are brought to kindy they will be returned home unopened with a note of explanation
- We have duty of care to all. If a child or staff member has an allergy that results in an anaphylactic reaction, and we have medical advice, then all centre parents will be advised that the specific product e.g. egg, egg cartons etc. will be not be welcome at kindy until the person concerned has permanently left the centre
- Staff will endeavour to do all possible to support children with allergies i.e. replace cooking recipes and ingredients to be inclusive of all.
- Parents will need to provide an individual health care plan signed by a doctor and any medication necessary to support a child with allergies.
- If a child presents with breathing difficulties due to an allergic reaction, we will call an ambulance and administer Ventolin as advised in First Aid Training and Asthma and Anaphylaxis training in the first instance, Administer an Epipen if the child has a health care plan for Anaphylaxis, or administer antihistamine if this is on a child's allergy health

care plan. We will monitor progress and apply CPR if necessary. Child's parent or emergency contact and Education Director Richard Costi will be contacted. An IRMS report will be completed within 12 hours. Debrief (and Counselling if required) for all parties concerned.

## **ADMINISTRATION OF MEDICINES**

### **PROCEDURE DETAILS**

- If a child requires medication e.g. an antibiotic, then an individual medication administration form must be filled out and signed by the parent. These are found in the Health Care Plans folder in the bathroom
- Asthma puffers are kept in the left hand bathroom cupboard labelled with child's name. An individual health plan for asthma, allergy or other medical conditions must be filled out by the GP.
- Other medication must be refrigerated if necessary or kept in the kitchen cupboard above the fridge, out of reach of children and not in a child's bag.
- It is parent responsibility that medication is within use by date. All medication must be labelled by a chemist with child's name and dose to be taken.
- Medication administration by staff must be witnessed by another staff member and signed off.

## **TOILETING**

### **PROCEDURE DETAILS**

- Only staff and the child's own parent/carer are to supervise toileting of children. It is not within a volunteer's job specification to toilet children.
- Volunteers, trades persons etc. are to ask staff to check that the bathroom is clear before using the adult toilet.
- Parents are advised to provide spare clothing in children's bags in case of accidents.
- In case of a toileting accident a child's dignity is preserved and as much privacy as possible provided. Children change in the bathroom.
- Children are encouraged to manage their own toileting and changing of clothes independently while staff are on hand to assist if needed. Children are coached to wipe self if this is a new skill being learnt. The incident is kept positive and matter of fact.
- Staff will use gloves to handle soiled clothes and these will be sealed in a plastic bag to be taken home in the child's kindy bag. Parent will be notified verbally (The child's name on the sign-out sheet is highlighted to alert parent that staff would like to advise them of an incident) or by note/phone call if not collecting their child.
- Children will be reminded to flush toilet (half or full flush) and to wash hands with soap when finished toileting.
- Children are also taught to use one soap squirt and one paper towel for hand washing
- New children are monitored to assist if needed to manage taps etc
- Children are discouraged from playing in the bathroom and to respect others' privacy. "My whole body is private"
- Any spills are mopped promptly and toilet flushing and cleanliness monitored.

- Staff monitor supply of toilet paper, paper towel and soap for replacement, as well as any wetness on floor. Mop and wet floor sign are in bathroom
- Bathroom/toilets/sinks are cleaned nightly by employed Cleaner
- Children in nappies/ just developing toileting self- help may be coached in toilet training according to a continence care plan and with support from parents. Visual schedules or other strategies are used in consultation with parents and other agencies if needed e.g. Down Syndrome Association. Toileting aids such as steps are borrowed from SERU (Special Education Resource Unit) if needed.
- Soiled nappies are bagged and disposed in outside bin. Wipes and gloves are under adult bathroom sink. Plastic bags are in the cloth tube hanging by the large bathroom cupboard. Disinfectant spray for change mat is on the kitchen bench. Disinfectant soap is on adult sink.
- Some spare clothes are in the large bathroom cupboard. There is a diary to record loans.

## **PLAYGROUND AND SAFETY AUDITS**

### **PROCEDURE DETAILS**

- Outside teacher checks for hazards each morning and signs off on the bottom of the sign in sheet. Termly playground safety checks will be done at the beginning of each term by nominated staff member. Risk assessments are completed on any hazards identified and addressed immediately, reported for maintenance or flagged off until dealt with according to assessment. Equipment is checked as it is put out each day. Damaged or unsafe items are binned or put away until repaired.
- Major and minor repairs, site funded works, scheduled servicing and maintenance is done on schedule in consultation with the Facilities Manager from DTEI, according to scheduled maintenance tasks on STAR schedule or at organised working bees.
- Working bees allow parents to contribute some responsibility for children's safety
- Near misses will be recorded on the OHSW notice board sheet, or on the Identified Risk register and reported at staff meeting.
- Risk assessments will be done for new purchases. Kidsafe guidelines are used for outdoor equipment and soft fall guidelines etc
- Tradespeople will be required to adhere to practices which are safe for all e.g. not leaving gates open or tools lying around. Risk assessment matrix in DTAI folder.
- All tradespeople and visitors sign in and report to staff. Staff will monitor and supervise any interactions with children. Induction including Police screening to be completed before beginning work. Asbestos Register etc. to be consulted if relevant.
- Top Eastern gate is kept locked. One entry point through bottom Western gate. Responsible Person in Charge to have gate /building keys on person at all times for emergency.
- Being inside the shed is out of bounds unless children are with a staff member.
- STAR WHS maintenance tasks are monitored e.g. electrical tagging and fire extinguisher checks.
- Any animals visiting are closely supervised and children are taught about safe handling and hand washing afterwards.
- Water troughs and containers are emptied daily. (onto plants if possible)
- Sandpit is inspected and raked regularly for sharp hazards.
- Gardener is employed.

- LPG Gas bottles are secured in locked cage and also turned off for summer.
- Children are encouraged to report anything that makes them feel unsafe.
- Dogs, smoking, illicit drugs and alcohol are not permitted on site.
- Spiders are sprayed for yearly. Vermin traps in sheds.
- Sheds, exits and walkways are kept free of trip hazards etc
- Potentially harmful substances such as WD40, house paint etc. are labelled correctly and kept locked in the steel shed or in the locked storage cupboard behind the kitchen e.g. tools
- Safe Operating Procedures (SOPs) for equipment, and 2 person lifts are displayed where needed.
- STAR WHS system and Chemwatch are accessed by ECW i.e. Material and Safety Data sheets (MSDS) for new products
- Risk assessments are completed for purchases, and for excursions
- Identified hazardous trees/plants are removed. See also BAP (Bushfire Action Plan)
- DECD, Mitcham Council and CFS are consulted as appropriate.
- Paving, hand rails etc are inspected and kept maintained, or installed in consultation with other agencies e.g. Vision SA.

## **SAFE PLAY EDUCATION**

### **PROCEDURE DETAILS**

- Staff supervise children according to Duty of Care and within mandated staff ratios. There is always one staff member inside and one outside when children have free choice play time. An ECW is site funded, above ratio requirements.
- Each term children will be taught about emergency procedures and practice evacuation and evacuation. Practice is recorded and staff evaluate the procedure.
- Children are taught snake safety in Term 1 and this is revised each term.
- Children are taught kindy expectations
  - Rule 1 It is not OK to hurt anyone at kindy with actions or words
  - Rule 2 We look after everything at kindy
  - Rule 3 We are fair
 Safety rules (e.g. keeping sand low, walk inside etc.) are revised on a regular basis and staff also encourage children to contribute their ideas of safe play and rules. Risk taking in play is encouraged, with children supported to do self risk assessments. Boundary training and other safety measures are implemented for play outside the centre. (See risk assessments for Nature Kindy and excursions)
- Child Protection is taught as part of the curriculum. (DECD Child Safe Curriculum). Children are encouraged to be appropriately assertive of their rights and to seek help if feeling unsafe. They are taught to say "Stop I don't like it when you... because.... It makes me feel..." We use restorative justice practices to support children.
- We liaise with Delta Dog, Fire Safety Officers and other agencies to teach safety to children.



## **EMERGENCY PROCEDURES**

### **PROCEDURE DETAILS**

- Emergency procedures are reviewed each term and practiced by staff and children in the first few weeks of each term
- Emergency procedures and BAP are displayed at each exit
- The emergency air horn is located by the Bushfire Phone by the office door
- Emergency Services PH 000 are contacted as needed
- New staff are advised that site is rated 2 (moderate to high risk) for bushfires and advised re BAP
- The kindergarten is a Bushfire Refuge and is equipped with an emergency kit including bottled water and food.
- Parents are reminded re bushfire procedures in term 1 and 4 each year
- Parents are informed by signage if it is a Total Fire Ban Day and advised of Risk Level
- The centre is closed on Catastrophic rated days as advised by DECD
- The Bushfire Action Plan is reviewed each year in term 3 and sent in to DECD Central Office to The Security, Bushfire and Emergency Management Team
- In case of bushfire, children are only released to parents and those adults identified on the bushfire form on enrolment.
- Mitcham Council is advised re any tree branch removal necessary
- Snake Awaay or Adelaide Snake Catchers are contacted if a snake is discovered on site.
- AN IRMS form is completed in case of emergency and Richard Costi Education leader is advised
- Staff or families are debriefed and offered counselling after an emergency if required

## **FOOD HANDLING**

### **PROCEDURE DETAILS**

- Parents will be informed on enrolment that the centre is allergy aware and advised not to bring nuts/nut products on site. Any other triggers for enrolled anaphylactic children will be removed/ banned under medical advice, and families advised.
- Parents are responsible for providing information about any food allergies or intolerances and to complete a health care plan for their child. They will provide any Epipen or antihistamines etc as advised by doctor.
- Staff will protect children according to health care plans per food allergy or intolerance. Cooking activities will be inclusive of all children e.g. egg-free recipes or "NO EGG" egg substitute used with parent approval if there is a child with an egg allergy.
- Staff and children will wash hands with soap before handling food. Staff will wash hands or wear gloves if needing to handle food.
- When cooking, children will be taught and monitored re hygienic practices e.g. no licking fingers or utensils that will continue to be used. These will be washed or replaced. If children touch their nose etc. they will be asked to re-wash their hands before returning to cooking activity.

- Where possible, children will make their own individual serves e.g. their own sandwich, fruit kebab etc. to eat.
- Dishes/utensils are washed in hot soapy water after use.
- Parents will be advised to provide ice packs for children's lunch boxes. Children are monitored at fruit/ lunch time and reminded not to share food at these times.
- Any foods provided by kindy for cooking activities will be freshly purchased or picked, be within use by date and kept refrigerated as needed e.g. dairy products. Remaining ingredients or leftovers will be immediately refrigerated, frozen, composted, or given away as chicken food.
- Foods will be cooked sufficiently, kept heated or refrigerated until consumption according to DECD food handling guidelines. The fridge will be monitored for working order and temperature setting.
- Fruit and vegetables provided by kindy will be washed before use
- Any shared food will be handled with tongs, food handling gloves etc. Food for fundraising e.g. Sausage sizzle, or Cake stall, or provided by parents for social functions must be kept cold or hot, be freshly made/cooked, and must have ingredients listed. It must be kept covered from insects, dust etc. until served. No handling of food and money by the same person when serving.
- Fridge is cleaned out termly. Pantry use-by dates are checked before use and termly. Bushfire supplies checked at end of Term 3 and replaced if out-dated.

## **PSYCHOLOGICAL HEALTH AND WELLBEING**

### **PROCEDURE DETAILS**

- Psychological wellbeing of children and adults is a priority. We work as a team and build a sense of trust and mutual support as a community of learners and colleagues. Children's, parents' and staff achievements and successes are acknowledged in a culture of positive support.
- Staff members are mandated to abide by the DECD Code of Ethics and requested to treat each other with respect. There is no place for undermining, bullying, aggressive tone/action, gossiping or put downs by any staff member, parent. The site Code of Conduct and Grievance Procedure is relevant in guiding the behaviour of everyone on site, children and adults alike.
- Staff members are asked to complete an anonymous psychological health survey Term 4 each year and results are analysed by the director for discussion and action.
- If necessary a Psych Health Action Plan is implemented
- Staff members are advised of counselling services provided by DECD. This information is also on the WHS pin board in the office. "Mental Health" days are supported by the Director as legitimate use of sick leave. Staff members will be supported through Work Cover issues, Counselling etc until the staff member returns to a state of wellbeing. Parents are offered advice re counselling services for themselves or their child regarding grief, trauma etc
- Staff members are encouraged to monitor their own stress levels and to communicate with the Director if work is becoming overwhelming.
- Staff members are encouraged to communicate to the director or other staff if home circumstances/stress is affecting work performance or contributing to any work stress. Confidentiality is to be respected.

- Staff members are encouraged to share good news stories and positive parent feedback at weekly staff meeting. Staff celebrations are an important part of our work culture and time will be made to celebrate successes, end of term, personal achievements etc.
- Professional Development plans will be written end term 4/ beginning term 1 with support of the Director. Plans will be reviewed end term 1/early term 2 and end term 3/early term 4, so that staff can be supported in their professional development within site/Partnership/ DECD goals and in their personal career goals, developing a sense of achievement. Staff development is supported by the Director, the Partnership and through resource allocation.

## **WATER SAFETY POLICY**

For full policy see DECD Preschool Water Safety Procedure #11847/11

### **PROCEDURE DETAILS**

- Children are adequately supervised at all times when having access to any water hazards
- Where a water vessel is used for water play by children, the vessel is emptied after use and stored in a manner to prevent the vessel filling with water e.g. rain when not in use.
- A risk assessment is undertaken for excursions where there is significant water hazard or swimming involved in accordance to requirements of Reg 100 and 101 of the Education and Care Services National Regulations 2011
- Children are to have safe independent access to clean and cool drinking water at all times.
- Fish/Frog ponds and water features which are not able to be supervised at all times or pose an unacceptable risk are to be guarded or have effective barriers in place.

### **MONITORING, EVALUATION AND REVIEW**

This Policy has been ratified by Blackwood Kindergarten Governing Council

Date 27/10/2015

This Policy will be reviewed by Governing Council

Date Nov 2016

Associated Documents	DECD Assessment and Reporting Policy
	EYLF
	NQS