



National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.2</p> <p>Regulations: 101</p>	<p>Leading and operating department preschool guidelines</p> <p>Excursions policy</p>	<ul style="list-style-type: none"> ACECQA’s policy and procedures guidelines – Water safety [PDF 225 KB]
<p>Responsibilities</p>		
<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self- assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>	
<p>Preschool supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and the implications for updates to this procedure reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities planning and discussing ways to engage with families and communities, including how changes are communicated developing strategies to induct all staff when procedures are updated to ensure practice is embedded. 	
<p>Preschool teacher(s) and educator(s)</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers they are actively involved in the review of this procedure, as required, or at least annually details of this procedure’s review are documented. 	
<p>Procedure</p>		



Drinking water	<ul style="list-style-type: none"> Each child accesses their own bottle of water throughout the day, as required. If they do not have one, an educator provides them with clean drinking water in a plastic cup. Children’s bottles are refilled if needed using the sink in the kitchen.
Risk management plan	<ul style="list-style-type: none"> The preschool’s environmental risk management plan records the risks of using water in learning experiences and notes minimisation strategies, such as supervision, packing away of water activity once finished and only using utensils that hold a small amount of water. The daily safety check conducted before children arrive at the preschool includes a check for any pooled rainwater. Excursions to a location or venue with a body of water are carefully planned for and considered in the excursion risk management plan. Blow-up swimming pools are not used in the preschool.
Supervision	<ul style="list-style-type: none"> The preschool supervision plan notes that children are supervised more closely around any activities which use water, and all water is emptied from troughs/containers once the activity is completed.
Hot water	<ul style="list-style-type: none"> Children are not able to access hot water. The one hot water tap is situated in the preschool kitchen, all doors are closed to this space when the children are present and there is an additional latched gate to the kitchen which is closed at all times. If adults are drinking a hot drink in the preschool, their cup or mug has a secure lid. We discourage the drinking of hot drinks in the preschool when educators are on the floor.
Record of procedure’s review	
Date of review	August 30, 2024
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	Procedure layout updated to reflect the changes made in the leading and operating department preschool guidelines document.
Record of communication of significant changes to relevant stakeholders	<p>Principal: consultation and email</p> <p>Preschool Staff consultation, discussed at staff meeting and email.</p> <p>Whole School Preschool induction and email</p> <p>Parents: via noticeboard in entrance, school newsletter and seesaw app</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service’s provision of education and care or a family’s ability to use the service.</p>
Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.	