

	<p>Drowning hazards include large bodies of water such as swimming pools, rivers, creeks, dams and ponds. Smaller bodies of water, including nappy buckets, water containers, pet water bowls and poor drainage which allows water to collect can also present drowning hazards for young children. Children can drown in as little as a few centimetres of water.</p> <p><i>Watch Around Water</i> is a public education program of Royal Life Saving Society – Australia, aimed at preventing the drowning deaths of children under 5 years of age in all aquatic locations. The program has four key actions:</p> <ul style="list-style-type: none"> • supervise children constantly around water • restrict access to water hazards by using child-proof barriers and fences • provide water awareness training to children • resuscitation saves lives – ensure that staff have completed current first aid training
<p>Definitions:</p>	<p>Adequate supervision: entails all children (individuals and groups) in all areas of the services, being in sight and/or hearing of a staff member at all times, including during toileting, sleep, rest and transition routines. Services are required to comply with the legislative requirements for educator-to-child ratios at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.</p> <p>Adequate Supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary. Variables affecting supervision levels include:</p> <ul style="list-style-type: none"> • number, age and abilities of children • number and positioning of educators • 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 educator • need for educators to move between areas (effective communication strategies). <p>Approved first aid qualification: a list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: www.acecqa.gov.au</p> <p>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.</p> <p>Notifiable incident: an incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the <i>Guide to Incident Notification</i> on the WorkSafe Victoria website: www.worksafe.vic.gov.au</p> <p>Serious incident: a serious incident (<i>Regulation 12</i>) is defined as any of the following</p> <ul style="list-style-type: none"> • the death of a child while being educated and cared for at the service or following an incident at the service

	<ul style="list-style-type: none"> • any incident involving serious injury or trauma while the child is being educated and cared for, which <ul style="list-style-type: none"> – a reasonable person would consider required urgent medical attention from a registered medical practitioner; or – the child attended or ought reasonably to have attended a hospital e.g. a broken limb* • any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis*. <p>*NOTE: In some cases (for example rural and remote locations) a General Practitioner conducts consultation from the hospital site. Only treatment related to serious injury or illness or trauma is required to be notified, not other health matters.</p> <ul style="list-style-type: none"> • any emergency^ for which emergency services attended. <p>^NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person/s at an education and care service. It does not mean an incident where emergency services attended as a precaution.</p> <ul style="list-style-type: none"> • a child appears to be missing or cannot be accounted for at the service • a child appears to have been taken or removed from the service in a manner that contravenes the National Regulations • a child was mistakenly locked in or out of the service premises or any part of the premises. <p>Examples of serious incidents include amputation (e.g. removal of fingers), anaphylactic reaction requiring hospitalisation, asthma requiring hospitalisation, broken bone/fractures, bronchiolitis, burns, diarrhoea requiring hospitalisation, epileptic seizures, head injuries, measles, meningococcal infection, sexual assault, witnessing violence or a frightening event.</p> <p>If the approved provider is not aware that the incident was serious until sometime after the incident, they must notify the Regulatory Authority within 24 hours of becoming aware that the incident was serious.</p> <p>Notifications of serious incidents should be made through the NQA IT System portal (http://www.acecqa.gov.au). If this is not practicable, the notification can be made initially in whatever way is best in the circumstances.</p> <p>Water hazard: can lead to drowning or non-fatal drowning incidences. Drowning hazards include large bodies of water such as swimming pools, rivers, creeks, dams and ponds. Smaller bodies of water, including nappy buckets, water containers, pet water bowls and poor drainage which allows water to collect can also present drowning hazards for young children.</p>
<p>References:</p>	<p>Royal Life Saving Society – Australia: www.royallifesaving.com.au Water Safety Victoria – Water Safety Guide: <i>Play it Safe by the Water</i> www.watersafety.vic.gov.au Kidsafe – Water Safety Fact Sheet: www.kidsafevic.com.au</p>

Related Policies:	<i>Early Years Policy - Administration of First Aid</i> <i>Early Years Policy - Supervision of children</i> <i>Early Years Policy - Emergency and evacuation</i> <i>Early Years Policy - Excursions and Service events</i> <i>Early Years Policy - Nutrition, oral health and active play</i> <i>Early Years Policy - Incident, injury, trauma and illness</i> <i>Occupational Health and Safety policy</i>
Related Legislation:	<i>Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)</i> <i>Education and Care Services National Law Act 2010: Section 167</i> <i>Education and Care Services National Regulations 2011: Regulations 101(2), 168(2)(a)(iii)</i> <i>National Quality Standard, Quality Area 2: Children’s Health and Safety</i> Standard 2.3: Each child is protected Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

WATER SAFETY POLICY

Mandatory- Quality Area 2

RESPONSIBILITIES

The Approved Provider and Person with Management or Control is responsible for:

- ensuring children are adequately supervised (refer to Definitions) at all times when near water hazards (refer to Definitions)
- ensuring educator-to-child ratios are maintained at all times *Education and Care Services National Law Act 2010: Sections 169(1)&(3), Education and Care Services National Regulations 2011: Regulations 123, 355, 357, 360*
- conducting a risk assessment in relation to any water hazards on or near the premises that may be accessible to children
- ensuring permission is obtained from parents/guardians for an excursion to a location where there is a water hazard (refer to *Early Years Policy - Excursions and Service events*)
- ensuring water hazards and risks associated with water-based activities are considered in a risk assessment prior to conducting excursions and other offsite events (*Regulation 101*)
- conducting a regular safety check of the service premises (refer to *Occupational Health and Safety policy*)
- ensuring increased levels of supervision for an excursion to a location where there is a water hazard (refer to *Early Years Policy - Supervision of children*)
- ensuring any water hazards that are not able to be adequately supervised at all times are isolated from children by a child-resistant barrier or fence (particularly large bodies of water including swimming pools, rivers, ponds etc)
- ensuring staff with a current approved first aid qualification are in attendance and immediately available at all times children are being educated and cared for by the Service
- ensuring details of current approved first aid qualifications are filed with each staff member's record
- reporting serious incidents to the Department of Education and Training (DET) (*Refer Definitions*)
- reporting notifiable incidents to WorkSafe Victoria (*refer Definitions*)
- ensuring that water safety awareness is embedded in the curriculum
- providing current information to parents about water safety

The Nominated Supervisor or Persons in Day to Day Control is responsible for:

- assisting the Approved Provider to implement the *Early Years Policy - Water safety*
- ensuring permission is obtained from parents/guardians for an excursion to a location where there is a water hazard (refer to *Early Years Policy - Excursions and Service events*)
- ensuring information on water safety (refer to Sources) is incorporated into the educational program
- ensuring that children are adequately supervised (refer to Definitions) and protected from hazards and harm at all times
- ensuring that water hazards and risks associated with water-based activities are considered in a risk assessment prior to conducting excursions and other offsite events (*Regulations 100, 101*)

- ensuring permission is obtained from parents/guardians for an excursion to a location where there is a water hazard (refer to *Early Years Policy - Excursions and Service events*)
- ensuring increased levels of supervision for an excursion to a location where there is a water hazard (refer to *Early Years Policy - Supervision of children policy*)
- ensuring that all educators' current approved first aid qualifications meet the requirements of the National Regulations and are approved by ACECQA (refer to *Early Years Policy - Administration of First Aid*)
- informing the Approved Provider immediately if any serious or notifiable incidents (refer to Definitions) occur at the service

All staff are responsible for:

- providing adequate supervision (refer to Definitions) at all times
- Obtaining parental permission for an excursion to a location where there is a water hazard (refer to *Early Years Policy - Excursions and Service events*)
- adjusting supervision strategies to suit the activities being undertaken (refer to *Early Years Policy - Supervision of children*)
- ensuring gates and other barriers restricting access to water hazards are closed at all times and that fences are kept clear at all times
- maintaining a current approved first aid qualification (refer to definitions)
- ensuring wading/paddling pools, water play containers and portable water courses are emptied immediately after each use and stored in a manner that prevents the collection of water when not in use
- ensuring that containers of water (including nappy buckets and cleaning buckets) are sealed with child-proof lids
- checking the outdoor learning environment at the beginning and end of each day for puddles or filled containers that could pose a potential risk to small children after heavy rain
- providing water safety education as a part of the service's program
- informing the Approved Provider immediately if any serious or notifiable incidents (refer to Definitions) occur at the service

Parents/guardians are responsible for:

- supervising children in their care, including siblings, while attending or assisting at the service
- ensuring doors, gates and barriers, including playground gates, are closed after entry or exit to prevent access to water hazards
- informing themselves about water safety
- ensuring their children understand the risks associated with water
- recognising when resuscitation is required and obtaining assistance
- considering undertaking approved first aid qualifications, as resuscitation skills save lives

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all 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
- notify parents/guardians at least 14 days before making any change to this policy or its procedures