



WATER SAFETY POLICY



Purpose

At Insight Early Learning, the safety and supervision of children in and around water is paramount. This policy ensures children are protected from water-related risks while also supporting their learning and development through safe water-based play and experiences.

Scope

This policy applies to all children, families, staff, management, the Approved Provider, Nominated Supervisors, students, volunteers, and visitors (including contractors) at Insight Early Learning services.

Legislative Requirements

Relevant Education and Care Services National Regulations	
Section	Description
101	Conduct of risk assessment for excursions
115	Premises designed to facilitate supervision
168(2)(a)(iii)	Education and care service must have policies and procedures in relation to- water safety, including safety during any water-based activities
170	Policies and procedures to be followed
274	Swimming pools (NSW)

Relevant National Quality Standard (NQS) Elements

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Implementation

Insight Early Learning acknowledges the importance of water safety for children in our care. Under the Education and Care Services National Regulations, policies and procedures for managing water safety must be in place, and Insight Early Learning takes reasonable steps to ensure these policies and procedures are followed.

Supervision

Educators will maintain direct sight and hearing of all children near water and anticipate children's behaviour. At least one staff member present must hold current first aid, CPR, and anaphylaxis training.

Water Hazards

A water hazard is anything that can hold 5 cm or more of water and cover a child's nose and mouth (e.g., buckets, troughs, wading pools, baths, sinks, pet bowls, dams, creeks). Risk assessments will be completed for all water hazards

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and activities. Unsupervised access to water hazards will be prevented through fencing, barriers, covers, and restricted access.

Preventing Water Hazards

All taps accessible to children will be securely turned off after use. Buckets, troughs, and wading pools will be emptied immediately and stored upright. Collected rainwater, puddles, or garden water will be monitored and removed. Any hazard identified will be risk-assessed, and children excluded from the area until it is made safe.

Hot Water

Hot water accessible to children will be regulated to a maximum of 37°C and tested annually. Hot water systems and taps accessible to children will remain inaccessible.

Excursions Near Water

A risk assessment (Reg. 101) must be completed for all excursions near water. Children will not play within 10 metres of inland waterways (e.g., creeks, rivers, dams). In the event that Beach Kinder is provide, a full risk assessment and review to be completed and approved for all activities prior to attending. Swimming is not permitted. Excursions will be cancelled if conditions are unsafe (e.g., strong winds, rough surf).

Water Tanks

All tanks will be labelled “Do Not Drink”. Children will not access tank water unsupervised.

Water for Pets

Pet water bowls must be changed daily and be accessible to children only under direct educator supervision. Any fish tanks within the service must have a secure cover, and children must be supervised at all times when near them.

Drinking Water

Safe, cool drinking water will be available to children at all times. Children will have independent access to drinking water in designated safe areas. Educators will check taps regularly to ensure they are clean, functional, and turned off securely.

Hygiene Practices with Water

Children will not drink from water play containers. Buckets for cleaning or soaking toys will be kept out of children’s reach. Staff-only areas (laundry, storage) will be signed and kept inaccessible to children.

Water Conservation

Services will use water-efficient appliances and maintain fixtures to prevent leaks. Educators and children will be encouraged to conserve water (e.g., turning off taps, reusing play water for gardens). Rainwater may be used for non-potable purposes (gardens, cleaning).

Incident & Accident Reporting

Families will be notified of any water-related incident within 24 hours. Serious incidents (including those requiring ambulance response or presenting imminent risk) will be reported to the Regulatory Authority within 24 hours, as per National Law requirements. All incidents will be recorded in the Incident, Injury, Trauma and Illness Record and reviewed to prevent recurrence.

Source

- Australian Children’s Education & Care Quality Authority. (2014).
- ACECQA. (2021). Policy and procedure guidelines- *Water Safety Guidelines*
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2018).

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Education and Care Services National Regulations. (2011)
Guide to the Education and Care Services National Law and National Regulations (2017).
Guide to the National Quality Standard. (2017).
KidSafe (2021). Water Safety. <https://kidsafe.com.au/water-safety/>
National Health and Medical Research Council (NHMRC): www.nhmrc.gov.au
NSW Department of Health: www.health.nsw.gov.au
Revised National Quality Standard. (2018).
Victoria Government. Better Health Channel. Water safety for children.

Review

This policy will be reviewed annually or as legislation, regulations, or best practice changes.

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