

CEEC HS POL WATER SAFETY POLICY

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Related policy documents	Archdiocese Of Brisbane Health And Safety Policy CEEC PP POL Supervision Policy CEEC PP PRO Supervision Procedure CEEC HS POL First Aid Policy CEEC HS POL Sun Protection Policy CEEC HS POL Medical Conditions Policy
Related legislation	Education And Care Services National Law Act 2010 Education And Care Services National Regulations 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework Work Health And Safety Act 2011 Work Health And Safety Regulations 2011 Work Health And Safety - Codes Of Practice

PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane is committed to achieving and maintaining the highest practical standards of workplace health and safety for its workers, visitors and children in the care of Catholic Early EdCare.

This policy has been developed to outline the commitment of Catholic Early EdCare to the promotion, adoption and implementation of water safety practices.

SCOPE

This policy applies to staff members as defined in the Education and Care Services National Law.

1. POLICY STATEMENT

1.1 It is the policy of Catholic Early EdCare that all Services will -

- Comply with –
 - Education and Care Services National Law (section) and Education and Care Services National Regulations (regulation) Standard 4.1 section 169 regulation 121-124, 136, 168 (2) (i)
 - Education and Care Services National Law (section) and Education and Care Services National Regulations (regulation) Standard 2.1 regulation 77 Standards 2.3 section 165, 167 regulation 100,101,102,168,168 (2)(a)
 - Quality Area 4 - Staffing Arrangements
 - Quality Area 2 -Children’s health and safety
- Acknowledge that water activities present a level of risk and require the implementation of both adequate and effective supervision at all times (Refer CEEC PP POL Supervision Policy and CEEC PP PRO Supervision Procedure) to manage the risks and promote the safety and wellbeing of children during all water activities
- Ensure that every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury, including when children are around water or involved in water- based activities.
- Understand that water safety encompasses -
 - Water play
 - All experiences undertaken by Catholic Early EdCare Services in and around water (including incursions and excursions)
 - Hot water
 - Drinking water
 - Hygiene practices with water
- Display cardiopulmonary resuscitation (CPR) guidelines in all area of the Service (inside and outside) where the potential for drowning is present
- Embed water safety messages in the children’s educational programming where appropriate, including during water-based activities such as water play, sand play and play with elements of nature such as mud, creek beds, watering the garden and rain catching
- Ensure Parents/Carers, staff members, volunteers, students and other workers at the Service do not consume hot drinks (e.g. tea or coffee) when they are in the presence of children
- Conduct risk assessments for all water activities and implement risk treatment/control measures to reduce risk
- Ensure all water tanks and grey water systems are labelled with ‘do not drink’ signage and educate children about this hazard
- It is a requirement that hot water taps are inaccessible to children. If a hot water tap is accessible, Services are to ensure the water is tempered to no more than 43 degree Celsius
- Promote water safety to Parents/Carers and children in the care of Catholic Early EdCare

- Provide access to clean drinking water (Refer CEEC HS POL Food Safety and Nutrition Policy, CEEC HS PRO Nutrition Procedure and CEEC HS PRO Food Safety Procedure)
- Implement water hygiene practices to ensure water provided for pets is not shared with children and/or ingested by children
- Change the water provided for pets regularly. Children are to be supervised adequately and effectively at all times when approved to interact with the pet and the water supply
- Ensure an appropriate number of staff members who are competent swimmers are present when activities are conducted near a body of water (swimming pool/beach/river etc.) as identified in the activities risk assessment
- Refrain from organising water based activities including incursions or excursion involving 'swimming' or swimming activities. This may include excursions to the beach, public swimming pools, Wet'N'Wild, Southbank beach, obstacles courses with a water component etc.) where the risk rating is 'high' or above according to the risk matrix utilised by Catholic Early EdCare when completing a risk assessment (or in accordance with a previous risk assessment on the risk database/register)

1.2 Staff members, volunteers and students are required to –

- Acknowledge that 'water' presents a risk of drowning and recognise and understand that a child can drown in water at a depth of only 5 centimetres.
- Understand that water activities are essential to the development and health of children as they assist children to develop their fine motor skills as they learn to grasp, measure, pour, discover the basic concept of water displacement and water energy and experiment with diffusion
- Ensure children are never left alone where water is present and are appropriately supervised at all times through adherence to the requirements for adequate and effective supervision (Refer CEEC PP POL Supervision Policy and CEEC HS PRO Supervision Procedure)
- Educate children about staying safe in and around water
- Ensure children thoroughly wash and dry their hands after each water play activity to reduce the risk of cross infection
- Empty all water receptacles immediately after use and store safely to prevent accidental water collection
- Ensure that troughs and containers for water play are filled to a safe level and all containers etc. are emptied after use
- Identify and apply signage to all sources of non-potable water at the Service and discourage children from drinking non-potable water
- Ensure all water utilised for water play, cooking/dishwashing, drinking and personal washing is potable
- Empty buckets used for cleaning immediately after use. Ensure that no buckets of water are left in the Service and/or accessible to children

- Ensure risks are minimised when water ‘hazards’ are present including swimming pools, rivers, creeks, dams, ponds, flooded areas, pooled water
- Instruct all approved contractors to remove from the Service any buckets or water containing devices following attendance and ensure this requirement is adhered to
- Following rain, ensure any unwanted or ‘pooled’ water that has gathered in outdoor area is emptied

1.3 Parents/Carers are requested to –

- Provide drinking containers for their child that are clean, hygienic, safe, secure and appropriate
- Provide a spare set of clothing for their child in the event that the child becomes uncomfortably wet during a session of water play

SUPPORTING DOCUMENTS

N/A

COMPLIANCE

Breaches of this policy will be dealt with under Centacare’s misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

DEFINITIONS

Staff Member	In relation to an education and care service, means any individual (other than a volunteer) employed, appointed or engaged to work in or as part of an education and care service, whether as an <ul style="list-style-type: none"> ▪ Educator ▪ Director/Coordinator ▪ Nominated Supervisor; ▪ Or otherwise.
Risk Treatment/ Control Measures	Risk treatment involves developing a range of options for mitigating the risk (i.e. control measures) assessing those options, and then preparing and implementing action plans
Supervision	Supervision as the practice of constantly observing and relating to individual children or groups of children in relation to their safety, health and wellbeing.

	Supervision involves more than preventing or responding to potential or actual harm and hazards. Supervision requires the staff member to be actively involved with children and have knowledge of what each child in their care is doing at any given time.
Effective Supervision	Effective supervision requires staff members to be actively involved with children. Effective supervision is not fulfilled by staff members merely 'standing back and watching'. Effective supervision requires the combination of active supervision with the application of risk reduction strategies (i.e. risk treatment or control measures).
Adequate Supervision	Adequate supervision occurs when a staff member can respond immediately, including when a child is distressed or in a hazardous situation.
Potable Water	Water that is fit for consumption/suitable for drinking, cooking and personal bathing.

2. RECORD KEEPING

- 2.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping
- 2.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 2.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 2.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 2.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 2.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.