

WATER SAFETY POLICY



TABLE OF CONTENTS

Legislative Requirements	3
Principles	6
Key Terms	7
Links to Other Policies and Documents	10
Induction and Ongoing Training	11
Monitoring, Evaluation and Review	11

POLICY STATEMENT

We are committed to having policies and procedures in place to keep children safe in and around water and support children’s learning in a safe environment. Children’s safety and wellbeing will be protected in and around water through supervision and education.

BACKGROUND

The Education and Care Services National Regulations require policies and procedures in place for managing water safety, including safety during any water-based activities.

Policy Sponsor: Governance and Performance

Document Type: Policy

Applicable To: Catholic Early EdCare

Approved By: Director, Catholic Early EdCare

Last Updated: 08/08/2025

Due for Review: 08/08/2028

Version No. 2025.1

LEGISLATIVE REQUIREMENTS

<u>Education and Care Services National Regulations</u>	
Section 165	Offence to inadequately supervise children
Section 167	Offence relating to protection of children from harm and hazards
Reg 25(1)(c)	Additional information about proposed education and care service premises
Reg 78(2)(a)	Food and beverages – ensure that children being educated have access to safe drinking water at all times.
Reg 100	Risk Assessment must be conducted before excursion
Reg 101	Conduct of risk assessment for excursion
Reg 102	Authorisation for excursions
Reg 115	Premises designed to facilitate supervision
Reg 136	First Aid Qualifications
Reg 168(2) (a)(i)	Education and care service must have policies and procedures – nutrition, food and beverages, dietary requirements
Reg 168(2) (a)(iii)	Education and care service must have policies and procedures – Water safety, including safety during any water-based activities
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures

Work Health and Safety Act 2011

Work Health and Safety - Codes of Practice

- **Managing the work environment and facilities (2021)**
- **How to manage work health and safety risks (2021)**

National Quality Standard		
Quality Area 2	Children's Health and Safety	
Standard 2.1	Health	Each child's health and physical activity is supported and promoted
Element 2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
Element 2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
Standard 2.2	Safety	Each child is protected.
Element 2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
Element 2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
Quality Area 3	Staffing Physical Environment	
Standard 3.1	Design	The design of the facilities is appropriate for the operation of a service.
Quality Area 4	Staffing Arrangements	
Standard 4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
Element 4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.

Quality Area 7		Governance and Leadership
Standard 7.1	Governance	Governance supports the operation of a quality service.
Element 7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Element 7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
Standard 7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
Element 7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.



PRINCIPLES

- We are committed to the health, safety and wellbeing of children as our number one priority. All water-based activities will be adequately supervised, and no child will be left unattended when in proximity to water.
- We value the importance of water-based play to children's healthy growth, learning, wellbeing and development. Our educators will ensure that all precautions are employed to safeguard children during these experiences.
- We create opportunities for children to learn and develop. This includes incorporating water safety awareness into the educational program.
- We recognise Kidsafe as the national authority on the prevention of injuries in children; they note drowning continues to be one of the main causes of fatalities of Australian children with the most common factor in childhood drowning being a lack of supervision. Educators will be conscious of all water hazards that are potential drowning hazards.
- We support Service Leaders, educators and staff with policies, procedures, and guidelines which clearly outline their roles and responsibilities in relation to water safety, with a focus on health, safety, wellbeing and quality outcomes for children.
- We ensure we meet all legislative requirements and obligations under the Education and Care Services National Law and National Regulations for managing water safety, including safety during any water-based activities.
- We embrace the learnings from Catholic Social Teachings and support families in kind and respectful ways when resolving understandings and compliance with our policies and procedures.

KEY TERMS

Term	Meaning	Source
ACECQA	Australian Children's Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	
Adequate Supervision	Means: <ul style="list-style-type: none"> Knowing where children are at all times and monitoring their activities actively and diligently; and An educator can respond immediately, particularly when a child is distressed or in a hazardous situation. 	Guide to the NQF
Approved First Aid Qualifications	A qualification that includes training in the matters set out below, that relates to and is appropriate to children and has been approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website. Matters are likely to include emergency life support and cardio-pulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.	National Regulations (Regulation 136)
Approved Provider	Approved Provider is a person who holds a provider approval. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.	Childcare Provider Handbook
Educator	An individual who provides education and care for children as part of an education and care service.	Guide to the NQF
Hazard	Situations or things that have the potential to harm a person.	Safe Work Australia
Nominated Supervisor	A person who is nominated by the approved provider of the service to be a nominated supervisor of that service and, unless the individual is the approved provider, has provided written consent to that nomination	Guide to the NQF
Potable Water	Water that is fit for consumption/suitable for drinking, cooking and personal bathing.	WorkSafe QLD

Term	Meaning	Source
Responsible Person	<p>An individual who is physically present and is responsible for the operation of a centre-based service for an agreed period of time. A responsible person must be present at all times that the approved service operates and can be:</p> <ul style="list-style-type: none"> • The approved provider or a person with management or control of the service; • A nominated supervisor of the service; or • A person placed in day-to-day charge of the service in accordance with the National Regulations 	Guide to the NQF
Risk Assessment	A systematic process of evaluating the potential likelihood and consequences of risks that may be involved in a projected activity or undertaking.	Unison
Serious Incident	<p>For the purposes of the definition of serious incident in section 5(1) of the Law, each of the following is prescribed as a serious incident:</p> <p>a) The death of a child:</p> <ul style="list-style-type: none"> • i) while that child is being educated and cared for by an education and care service; or • ii) following an incident occurring while that child was being educated and cared for by an education and care service; <p>b) Any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service:</p> <ul style="list-style-type: none"> • i) which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or • ii) for which the child attended, or ought reasonably to have attended, a hospital; <p>Example: <i>A broken limb.</i></p> <p>c) Any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital;</p> <p>Example: <i>Severe asthma attack, seizure or anaphylaxis reaction.</i></p> <p>d) Any emergency for which emergency services attended;</p> <p>e) Any circumstance where a child being educated and cared for by an education and care service –</p> <ul style="list-style-type: none"> • i) appears to be missing or cannot be accounted for; or • ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or • iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises. 	National Regulations (Regulation 12)

Term	Meaning	Source
Staff Member	Any individual (other than a nominated supervisor or a volunteer) employed, appointed or engaged to work in or as part of an education and care service.	Guide to the NQF
Water Hazard	<p>Any water body that poses a potential drowning risk to children and could include:</p> <ul style="list-style-type: none">• Large bodies of water, such as rivers, creeks, dams, ponds, swimming pools, jetted bathtubs (or jacuzzis), in-ground spas, above ground portable spas (or hot tubs) or any container with poor drainage that allows water to pool• Smaller bodies of water, such as baths, nappy buckets and pet water containers.	ACECQA



LINKS TO OTHER POLICIES AND DOCUMENTS

- Water Safety Procedure
- Dealing with Medical Conditions in Children Policy
- Dealing with Medical Conditions in Children Procedure
- Archdiocese Of Brisbane Health and Safety Policy
- [Providing a Child Safe Environment Policy](#)
- [Providing a Child Safe Environment Procedure](#)
- [Administration of First Aid to Children Policy](#)
- [Administration of First Aid to Children Procedure](#)
- [Emergency Management Policy](#)
- [Emergency Management Procedure](#)
- Supervision Policy
- Supervision Procedure
- Sun Protection Policy
- Sun Protection Procedure
- Food and Nutrition Policy
- Food Safety Procedure
- Nutrition Procedure
- Death of a Child in Care
- Incident, Injury, Trauma and Illness Policy
- Incident, Injury, Trauma and Illness Procedure
- [Incursion, Excursion, and Regular Outings Policy](#)
- [Incursion, Excursion, and Regular Outings Procedure](#)
- [Australian Water Safety Strategy 2030: Towards a nation free from drowning](#)
- [Keeping Pets and Animals in Education and Care Services](#)

INDUCTION AND **ONGOING TRAINING**

This policy will be available on the Archdiocesan Intranet (AI) and the Catholic Early EdCare website. Service Leaders and Managers are responsible for ensuring staff are able to access policies and supporting documents. All staff are responsible for understanding and complying with this policy. Educators and families are able to access this policy on the Catholic Early EdCare website.

- Educators and families will be invited to participate in the review of this policy.
- Families will be able to access a copy of this policy during the enrolment process.
- Summary information will be included in the CEEC information handbooks
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for educators will be provided using a range of learning platforms.

Please contact the Policy Sponsor for further interpretation of this policy.

MONITORING **EVALUATION AND REVIEW**

Monitoring of compliance with this policy and the related procedure will be completed by the Governance and Performance team.

The review process for this policy will begin 8 (eight) weeks prior to the stated review date and include a consultation period with families, educators, Catholic Early EdCare team and any other relevant stakeholders and will be facilitated by the Research and Policy Officer.

Communication about any changes in or review of the policy, procedure or related supporting documents will be provided to Catholic Early EdCare team, Service Leaders, educators and families once finalised.

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

