

POLICY: 6.4 Water Safety

Procedure: 6.12 Water Safety

This procedure aims to ensure Educators and staff pay attention to children's safety near any water hazard or water features, including but not limited to nappy buckets, wading pools, spas, fish ponds, and swimming pools.

6.12.1 Linking to Policy

This procedural guidance should be read in conjunction with the Service **6.4 Water Safety Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents/guardians to implement the policy. The procedure covers:

[6.12.2 Roles and Responsibilities](#)

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6.12.2 Roles and Responsibilities

The Nominated Supervisor and/or Coordinator will:

- Provide direction and education to Educators and other staff on the importance of children's safety and supervision in and around water as part of the induction process for staff and Educators. This will include:
 - o Reviewing the assessment of the home safety processes and maintaining standards
 - o Reviewing this policy to ensure all staff and Educators understand their obligations.
- Develop and keep an up-to-date daily safety checklist that can be used by Educators, if required. This will outline the assessment of the Educator's environment to ensure no child is exposed to a body of water unsupervised. Educators will ensure:
 - o No animal water bowls are available in the area where children can have access.
 - o No buckets with water are accessible.
 - o No water is left in the bath during the time education and care is occurring.
 - o No containers that can gather water are left in the outdoor spaces.
 - o Where there is a swimming pool/spa at the residence, the gate is locked at all times and there is no equipment or furniture within 1.5 meters of the fence.

- When making an assessment of the proposed Educator's residence and when undertaking the annual re-assessment, consider any pools, ponds, spas, or water features and consider how these hazards are made inaccessible to children before the Educators are approved to continue to provide education and care with the Service.
- Where a swimming pool is located at the proposed Educator's residence, the Service will require a pool certification for all fencing and (self-latching and lockable) gates separating the pool from the play space children access, and
- This will be renewed at least every two years or if any work is required on the fence adjacent to a swimming pool, and
- Monitor all pool fencing on an Educator's property while undertaking a home monitoring visit by sighting the fence, checking the structure (shake) and ensuring the gate is locked.
 - o The coordinator will document this assessment on the visiting record.
 - o If the fence is unstable, the area will be made inaccessible to children if possible, or
 - o Families will be notified of the concerns and asked to collect their child if the fence can't be made inaccessible to children while the repair is being undertaken;
 - o The coordinator will stay at the home until all children are collected.
 - o A Risk Management Action Plan will be developed outlining:
 - The hazard
 - Risk assessment – noting the risks to children (likelihood and consequences)
 - The control required (actions to address the hazard) and certifications required
 - If children continue to attend the residence, notification to families of the situation, including outlining how children will be protected and the strategy for ensuring children have access to outdoor play spaces with written parental permission
 - Who is responsible, and when this must be completed?
 - The date of the Service assessment of the fence before the play space can be accessed again by children.
- Ensure families are aware there is a swimming pool at the Educator's residence by highlighting this during the enrolment process.
- Ensure Educators are aware that no children enrolled at the Service will access the Educator's swimming pool or any public pool.
- Ensure a Cardiopulmonary Resuscitation (CPR) chart is displayed near any water; and
- Ensure each Educator has a current first aid qualification, a copy of the qualification will be kept on the Educator's file/register at the Service Office.

6.12.3 Pools and Spas

Where an Educator has a pool or spa will:

- Ensure the fencing and other safety requirements are in accordance with local council guidelines and any other regulatory requirements.
- Apply for and provide the Service with a current "Pool Safety Certificate".
- Ensure all fencing must be clear from pots, plants, chairs, toys, and equipment or any object that could be used as a step for children to gain access.
- Ensure **no child** can access a spa or swimming pool at any time.

6.12.4 Wading Pools – Portable

The Service will **only** allow wading pools if the portable pool:

- is incapable of being filled with water to a depth of more than 300 millimeters
- has a volume of less than 2000 litres
- has no filtration system

Educators will

- Have a discussion with both the Coordinator and families before the use of a wading pool. This discussion will include:
 - o The description of the wading pool and how and when this pool is used;
 - o A risk assessment process and identified strategies to maintain the safety of the children.
- The wading pool water is no higher than the knee height of the smallest child in care.
- All children are to be directly supervised at all times when in or around a wading pool.
- Not be distracted by other adults or talking on mobile phones, ensuring their full attention is on what the children are doing.
- Never leave children alone near water and for children under 5 always stay at no more than an arms-length from the child, **always take the child with you** if you need to leave.
- Keep the wading pool clean and disinfected appropriately.
- Empty the wading pool after use and store in a way that prevents the collection of water.
- If a child passes a bowel motion while in a wading pool, all children must be removed immediately, the pool emptied and disinfected.
- Children with diarrhea, upset stomach, open sores or infection will not use the wading pool.
- Ensure all children wear clean bathers and are encouraged to go to the toilet before entering the pool.
- Apply sunscreen to all children at least 20 minutes before swimming and water play and reapply regularly (at least within 2 hours) as required.

6.12.5 Water Containers and Body of Water

The existence of any water hazards, water features or swimming pool, at or near the residence or proposed excursion site, is considered a water hazard and requires a risk management plan to be completed and submitted to the coordination unit BEFORE an excursion occurs.

Educators will:

- Work with a coordinator to identify hazards, consider the risks, identify and implement controls, and reassess the risk to children.
- Ensure that all water containers, such as ponds and nappy buckets, are either fitted with a safety cover, emptied immediately, or made inaccessible to all children.
- Empty the bath immediately after use.
- Ensure any containers that hold or collect water are covered and placed out of reach of children.
- Ensure all ponds (human-made or natural) and water features located at residence, have a guard or barriers in place to protect children from falling into the water.
- Work with the Nominated Supervisor and Coordinators to identify an appropriate guard or barrier that is of a structure which prevents all children from lifting it, getting under it, climbing over it or falling through:
 - o The guard or barrier is of sturdy material such as snake or bird wire which is attached by plastic-covered wire or similar product.
 - o The material used will not have holes greater than 10 centimeters square.
 - o Ensure the guard or barrier doesn't present as a risk to children:
 - There are no sharp edges or points.
 - No rust is present.

6.12.6 Water Activities

Educators will:

- Not provide water experiences directly after any child has been unwell in particular where the child has had diarrhea or upset tummy, open sores, or nasal discharge.
- Ensure all water equipment used to hold a body of water for water play is emptied immediately after use; and
- Ensure water troughs and wading pools are stored in a place where there is no opportunity for this equipment to gather water.
- Apply sunscreen before water play and regularly as required.
- Supervised children at all times.
- Allow children the opportunity to experiment with water, sand and mixing materials plus a place for boats & floating objects to be used with other water play equipment.

- Any water troughs are not used without a stand or, kept off the ground
- Children are discouraged from drinking from water activities.
- Teach children about staying safe in and around water

6.12.7 Water and Excursions

Refer to the 3.2 Excursion Policy and 3.3 Excursion Procedure for guidance

In relation to excursions, Educators will:

- Conduct a risk assessment and management process for the proposed destination. In particular, ascertain if there are any water hazards and in accordance with the requirements outlined in the excursion policy – complete the excursion risk management plan and consider if the excursion is appropriate given any water hazard is a high-risk activity.
- Identify the hazard
- Consider the risk to children – what is the likelihood of the child accessing the water hazard
- Consider the consequences of accessing the water
- Using the risk matrix calculator to identify the overall level rating of the experience
- Consider what controls you can implement to reduce or mitigate the risk to children who are exposed to the hazard

Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

Related Documents

Policies

6.4 Water Safety Policy

Reference

Refer to 6.4 Water Safety Policy

Queensland Government, Department of Housing and Public Works - https://www.hpw.qld.gov.au/_data/assets/pdf_file/0008/41112/guidelinesforpoolownersandpropertyagents.pdf retrieved 20.1.2020

3.3 Swimming pools covered by the legislation

For the full definition of 'swimming pool' refer to Schedule 2 of the BA or section 3.2 of these guidelines. (Note: The following is a summary only and reference should be made to the BA when determining whether an excavation or structure is a swimming pool.) Generally a swimming pool is an excavation or structure that is:

- capable of being filled with water to a depth of 300 millimeters or more
- solely or principally used for swimming, bathing, wading, paddling or some other human aquatic activity despite its current use.

Swimming pools include spa pools, spa baths continually filled with a water depth of more than 300 millimeters and wading pools (other than a portable wading pool). Therefore when purchasing a swimming pool, including above-ground and portable pools, owners should be mindful of their obligations to install a compliant pool barrier.