

# NSK and NCC OSHC Water Safety Policy

<b>Purpose:</b>	The purpose of this policy is to help protect children at Next Steps Kindy and Northside Christian College Outside School Hours Care from potential hazards posed by water	
<b>Scope:</b>	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Approved	<b>Supersedes:</b> NSK Physical Environment (Workplace Safety, Learning and Administrations) Policy.
<b>Authorised by:</b>	NSK and NCC OSHC Board	<b>Date of Authorisation:</b> 13 Jun 2018
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Education and Care Services National Law Act 2010</a></li> <li>• <a href="#">Education and Care Services National Regulations 2011</a>: Regulations 167, 168(2)(a)(iii), 170, 171, 172</li> <li>• <a href="#">National Quality Standard</a>: Quality Area 2 – Standard 2.3.2</li> <li>• <a href="#">Next Steps Kindy and Northside Christian College Outside School Hours Care Work Health and Safety Policy</a></li> <li>• <a href="#">Next Steps Kindy and Northside Christian College Outside School Hours Care Incident Reporting Form</a></li> <li>• <a href="#">Next Steps Kindy and Northside Christian College Outside School Hours Care Incident, Injury and Trauma Policy</a></li> <li>• <a href="#">Next Steps Kindy and Northside Christian College Outside School Hours Care Supervision Policy</a></li> <li>• <a href="#">Next Steps Kindy and Northside Christian College Outside School Hours Care Child Risk Management Strategy</a></li> <li>• <a href="#">Next Steps Kindy and Northside Christian College Outside School Hours Care Excursions Policy</a></li> <li>• Next Steps Kindy and Northside Christian College Outside School Hours Care First Aid Policy</li> <li>• Next Steps Kindy and Northside Christian College Outside School Hours Care Facility Check Procedure</li> </ul>	
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> 2020
<b>Policy Owner:</b>	Emma Thomas and Rachel Moore	

## Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care is committed to taking all reasonable steps to protect children attending the service from potential hazards posed by water. Hazards caused by water may be due to hazards created by water-based learning activities, water hazards on service premises and water hazards at excursion locations.

In order to effectively manage and mitigate against water hazards, Next Steps Kindy and Northside Christian College Outside School Hours Care will act in accordance with its Work Health and Safety Policy and utilise the Next Steps Kindy and Northside Christian College Outside School Hours Care Risk Management Framework or other risk assessment tools to conduct a risk assessment of all water hazards. In accordance with each risk assessment, Next Steps Kindy and Northside Christian College Outside School Hours Care will implement and utilise appropriate controls and treatments to mitigate identified risks. Specifically, risk assessments will be carried out for all:

- Water-based learning activities, such as water play containers; and
- Excursions with water hazards, such as beaches, pools and theme parks.

Dependent upon each specific risk assessment, Next Steps Kindy and Northside Christian College Outside School Hours Care risk controls may include the following:

- Maintaining appropriate educator-to-child ratios at all times, see the Next Steps Kindy and Northside Christian College Outside School Hours Care Supervision Policy
- Adequately supervising children at all times, see the Next Steps Kindy and Northside Christian College Outside School Hours Care Supervision Policy
- Appropriately planning and carrying out excursions, see the Next Steps Kindy and Northside Christian College Outside School Hours Care Excursion Policy
- Maintaining appropriate numbers of first aiders at all times, see the Next Steps Kindy and Northside Christian College Outside School Hours Care First Aid Policy
- Undertaking checks of the outdoor learning environment at the start and end of each day for water hazards, see Next Steps Kindy and Northside Christian College Outside School Hours Care Facility Safety Check Procedure
- Providing appropriate water safety training, include hazard identification, risk assessment, controls and treatments to employees

Additional appropriate risk treatments may be implemented following the risk assessment for each water hazard.

## Definitions

**Definitions relevant to this policy include:**

**Water hazards** – 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

## **Responsibilities**

Next Steps Kindy and Northside Christian College Outside School Hours Care

Next Steps Kindy and Northside Christian College Outside School Hours Care has the following role and responsibilities:

- Take all reasonable steps to protect children attending the service from potential hazards posed by water
- Conduct a risk assessment of all water hazards that children may be exposed to whilst attending the service
- Implement appropriate controls and treatments to mitigate identified water hazard risks

## **Employees**

Employees of Next Steps Kindy and Northside Christian College Outside School Hours Care have the following role and responsibilities:

- Be aware of and act in accordance with Next Steps Kindy and Northside Christian College Outside School Hours Care Water Safety Policy
- Report awareness or identification of any water hazards
- Assist with risk assessments as appropriate
- Assist with the implementation of risk controls and treatments as appropriate

## **Families**

Families at Next Steps Kindy and Northside Christian College Outside School Hours Care have the following role and responsibilities:

- Be aware of and act in accordance with Next Steps Kindy and Northside Christian College Outside School Hours Care Water Safety Policy
- Report awareness or identification of any water hazards
- Assist with the implementation of risk controls and treatments as appropriate

## **Implementation**

- Awareness - raise awareness of the importance of water safety, including the development and implementation of this Policy;
- Training – provide employees with access to appropriate training in water hazard identification, controls and treatments; and
- Record keeping, monitoring, reporting – keep appropriate records, monitor and report on water hazards, risk assessments, controls and treatments as well as any water safety incidents in line with the service's Work Health and Safety, Incident, Injury and Trauma, First Aid, Privacy and Record Retention Policies.

## **Compliance and Monitoring**

In line with the *Education and Care Service National Regulations 2011*, Next Steps Kindy and Northside Christian College Outside School Hours Care will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and

- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service.