

## ARMIDALE & DISTRICT FAMILY DAYCARE

### Water Safety Policy & Procedure

<b>Policy/Policies:</b>	Sun Safe, The Administration of First Aid, Emergency Evacuation, Excursions (Includes Motor Vehicle Transport Policy, Incident, Injury, Trauma and Illness, Assessment, Approval and Reassessment of and Educators Premises.
<b>Regulations &amp; Standards:</b>	Quality Area 2 – Children’s Health and Safety NQS – 2.1.2, 2.2, 2.2.1, 2.2.2 Education and Care Services National Regulations – 25(1)(c), 26(1)(l), 101, 115, 116, 116A, 116B, 116C, 168(2)(a)(iii), 169, 170, 171, 172.
<b>Related Procedures:</b>	Providing a Child Safe Environment, Supervision, Bathing Babies and Young Children.
<b>References:</b>	Staying Healthy in Childcare (5 <sup>th</sup> Edition) Kidsafe – FDC Safety Guidelines Health and Safety in FDC Models and Practices – 2 <sup>nd</sup> Edition – Firth, Kambouris, O’Grady
<b>Date Effective:</b>	November 2025
<b>Date for Review:</b>	November 2028
<b>Purpose:</b>	To ensure children are kept 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.
<b>Responsibility:</b>	Approved Provider, Nominated Supervisor, Coordinators, Educators, Educator Assistants, Relief Educators.

#### Key Information:

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for managing water safety, including safety during any water-based activities.

According to Kidsafe (the recognised authority on the prevention of injuries in children), drowning continues to be one of the main causes of fatalities of Australian children. Every year a number of children drown or were in near drowning situations. Non-fatal drowning incidents are also of great concern as they can have potential long-term effects, including brain damage and permanent disability.

The most common factor in childhood drowning is a lack of supervision. A child can drown in as little as a few centimetres of water. A water hazard or water feature may include dams, ponds, water

fountains, large drains or any areas that retain water. Items such as nappy buckets, sinks, pet drinking bowls, ponds, pools, water features and water tanks are also potential drowning hazards.

The health, wellbeing and safety of children is our highest priority. All water-based activities will be adequately supervised, and no child will be left unattended when in proximity to water. Water-based play is an important part of children's wellbeing, development and learning, our Educators and staff ensure that all precautions are taken to safeguard children during these experiences. Water safety awareness is incorporated into the educational programs provided by our Educators.

To ensure all precautions are taken to safeguard the children from any safety risks involving water hazards, clear roles and responsibilities will be outlined for each staff from management to Educators. All staff will be aware of their role and responsibilities in relation to water safety.

### **Roles and Responsibilities**

#### **Approved Provider:**

- Ensure obligations under the Education and Care Services National Law and National Regulations are met.
- Keep a child safe environment.
- Ensure there is adequate supervision provided given the ages and developmental needs of children undertaking water activities (including ratios).
- Ensure that risk assessments are completed for water hazards and risks associated with water-based activities; in a FDC setting.
- Ensure pool safety checklists are undertaken monthly on home visits.
- In a FDC setting, a diagram showing the areas of a FDC residence or approved venue indicating the areas of the residence or venue suitable for the provision of education and care to children. The diagram should include the existence of any water hazards, water features or swimming pools at or near a FDC residence or venue.
- Ensure any swimming pool at a family day care residence or approved family day care venue is fenced in accordance with the requirements for fencing a swimming pool under relevant fencing laws, regulations, and standards in the participating jurisdiction in which the residence or venue is located.
- Take reasonable steps to ensure that the policy and procedures are current, reviewed regularly and communicated to Educators, staff, and stakeholders.
- Take reasonable steps to ensure that Nominated Supervisors, Educators, staff, follow the policy and procedures.
- Ensure copies of the policy and procedures are readily accessible to Nominated Supervisors, Educators and staff and are available for inspection.

#### **Nominated Supervisor**

- Ensure there is adequate supervision provided given the ages and developmental needs of children undertaking water activities (including ratios).
- As per AFDC's excursion policy, any excursion with a water hazard, must maintain the Educator to child ratio of 1:4 (or 1:5 if the Educator has additional child approval).
- In a FDC setting, a diagram showing the areas of a FDC residence or approved venue indicating the areas of the residence or venue suitable for the provision of education and care to children. The diagram should include the existence of any water hazards, water features or swimming pools at or near a FDC residence or venue.

- Ensure any swimming pool at a family day care residence or approved family day care venue is fenced in accordance with the requirements for fencing a swimming pool under relevant fencing laws, regulations, and standards in the participating jurisdiction in which the residence or venue is located.
- Ensure pool safety checklists are undertaken monthly on home visits.
- Inform families about water safety practices at the services.
- Ensure first aid and CPR qualifications and requirements are met at all times.
- Ensure all FDC Educators who are providing education and care to children hold a current approved first aid qualification.
- Ensure Educators complete yearly Water Safety Risk Assessments are completed for risks associated with water-based activities; in a FDC setting.
- Take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to Educators, staff, and stakeholders.
- Take reasonable steps to inform and support Educators and staff of their responsibilities in implementing the policy and procedures at all times.
- Guide and mentor Educators and staff to be able to follow the policy and procedures.
- Sighting a CPR sign near a pool or water hazard. The sign must be in good condition and be able to be read easily from 3 metres. A CPR sign must also be displayed inside of the FDC residence.

### **Coordinators**

- Ensure there is adequate supervision provided given the ages and developmental needs of children undertaking water activities (including ratios).
- Inform families of water safety practices at the services.
- Ensure first aid and CPR qualifications and requirements are met at all times.
- Ensure all FDC Educators who are providing education and care to children hold a current and approved first aid qualification.
- As per AFDC's excursion policy, any excursion with a water hazard, must maintain the Educator to child ratio of 1:4 (or 1:5 if the Educator has additional child approval).
- In a FDC setting, a diagram showing the areas of a FDC residence or approved venue indicating the areas of the residence or venue suitable for the provision of education and care to children. The diagram should include the existence of any water hazards, water features or swimming pools at or near a FDC residence or venue.
- Ensure any swimming pool at a family day care residence or approved family day care venue is fenced in accordance with the requirements for fencing a swimming pool under relevant fencing laws, regulations, and standards in the participating jurisdiction in which the residence or venue is located.
- Ensure pool safety checklists are undertaken monthly on home visits.
- Ensure Educators complete yearly Water Safety Risk Assessments are completed for risks associated with water-based activities; in a FDC setting.
- Take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to Educators, staff, and stakeholders.
- Take reasonable steps to inform and support Educators and staff of their responsibilities in implementing the policy and procedures at all times.
- Guide and mentor Educators and staff to be able to follow the policy and procedures.
- Sighting a CPR sign near a pool or water hazard. The sign must be in good condition and be able to be read easily from 3 metres. A CPR sign must also be displayed inside of the FDC residence.

## Educators

- Educate water safety messages within the children's education program.
- Ensure buckets that contain liquids are not accessible to children.
- Ensure risk assessments are undertaken and risks associated with water hazards (e.g. spa baths, water features, swimming pools and their respectful fencing requirements), water-based activities and excursions are taken into consideration.
- Completing a daily pool safety checklist and undertake a risk-based approach to ensure there is a safe environment for children around swimming pools.
- As per AFDC's excursion policy, any excursion with a water hazard, must maintain the Educator to child ratio of 1:4 (or 1:5 if the Educator has additional child approval).
- Implement management strategies for water hazards and excursions.
- Ensure there is adequate supervision provided given the ages and developmental needs of children undertaking water activities (including ratios).
- Ensure a yearly Water Activity Risk Assessments is completed yearly regarding water activities that are implemented within the program. These must also be signed by a parent and guardian.
- Empty, safely cover or make inaccessible to children all water containers when they are not in use, e.g. mop buckets, nappy buckets, bathtubs, water troughs, pet water containers.
- Ensure water troughs, wading pools or containers for water play will be supervised at all times.
- Ensure wading pools, water troughs or containers are emptied and stored away from the service area, immediately after use.
- Inform families about water safety practices in the FDC residence.
- Hold a current approved first aid qualification.
- Inspecting indoor and outdoor environments for potential water hazards, particularly during and after wet weather.
- In a FDC setting, a diagram showing the areas of a FDC residence or approved venue indicating the areas of the residence or venue suitable for the provision of education and care to children. The diagram should include the existence of any water hazards, water features or swimming pools at or near a FDC residence or venue.
- Ensure any swimming pool at a family day care residence or approved family day care venue is fenced in accordance with the requirements for fencing a swimming pool under relevant fencing laws, regulations, and standards in the participating jurisdiction in which the residence or venue is located.
- Ensure that risk assessments are completed for water hazards and risks associated with water-based activities; in a FDC setting.
- Display a CPR sign inside the FDC residence. Having a CPR sign displayed near a pool or water hazard, the sign must be in good condition and be easily read from 3 metres.

## Water Play

**SUPERVISION IS MANDATORY AT ALL TIMES WHEN ANY WATER PLAY IS OCCURRING. NO CHILD/REN ARE TO BE LEFT ALONE WHILE WATER IS ACCESSIBLE.**

- *AFDC acknowledges that water play provides valuable developmental and learning opportunities for children* and is especially beneficial during the warmer months in our regional area. Therefore, Water play involving wading, paddling or clam shell pools, sprinklers, buckets, cups, and hoses is encouraged for the children, but these activities must have a Water Activity Risk Assessment completed before children engage in the activity, and

these must be signed by a parent or guardian. This can be a yearly water activity risk assessment which covers risks associated with water activities implemented within the program.

- Water activities must be supervised at all times.
- Water troughs and wading, paddling or calm shell pools can be used for water play but they must only allow for a shallow depth of water. They then must be emptied immediately when the activity is over or if for some reason the Educator is not able to adequately supervise the activity. They then must be removed from the outdoor area.

## **Water Hazards**

### **WATER HAZARDS NEED TO BE DOCUMENTED ON EACH EDUCATORS POTENTIAL RISK ASSESSMENTS AND MUST BE DOCUMENTED ON THE EMERGENCY EVACUATION PLAN DIAGRAM.**

Any body of water that is accessible to children is considered a water hazard this includes but is not limited to.

- Rivers and Creeks
- Dams and Ponds
- Swimming Pools, in ground spas, portable above ground spas

Ponds and similar water hazards need to be covered with secured steel mesh to eliminate the risk of drowning.

## **Ponds**

Ponds that hold less than 30 centimetres of water

- Must be covered with secure steel mesh.
- The mesh must be able to hold the weight of an adult.
- The water in the pond is not to meet or rise over the steel mesh.
- Children are to be supervised at all times when near the pond.
- A CPR chart must be displayed near the pond, it must be visible from 3 metres away and be in good repair (not faded).
- A daily water hazard checklist will be completed by educators, ensuring safety requirements are being met.
- Once a month the coordination team will complete a water hazard inspection, ensuring safety requirements are being met.

Ponds that hold 30 centimetres or more of water

- Must be fenced in accordance with NSW Pool Fencing Regulations.
- The fence must be self-closing, self-latching and have a child resistant lock.
- The fence must be in good repair and maintained.
- There are to be no climbable or scalable objects near the pond fence.
- A daily water hazard checklist will be completed daily by educators.
- Once a month the coordination team will complete a water hazard inspection, ensuring safety requirements are being met.

## **Pools & Spas**

**POOLS AND SPAS NEED TO BE Registered WITH THE NSW GOVERNMENT POOL REGISTER AND BE DEEMED COMPLIANT BY LOCAL COUNCIL AUTHORITIES.**

Pools and spas must

- Be fenced in accordance with NSW Pool Fencing Regulations.
- The fence must be self-closing, self-latching and have a child resistant lock.
- The fence must be in good repair and maintained.
- There are to be no climbable or scalable items near the pool fence.
- Not be accessed or used by any persons whilst children enrolled in the service are in care.
- Pool/spa filters are to be inaccessible to children.
- A CPR must be displayed near the pool/spa, it must be in good repair (not faded) and be easily read from 3 metres away.
- A daily water hazard checklist will be completed by educators.
- Once a month the coordination team will complete a water hazard inspection report, ensuring safety requirements are being met.