
Bendigo Regional YMCA Children’s Services – Water Safety Policy and Procedures

Mandatory – Quality Area 2

Policy Number	CS 2.12	Version	1
Drafted by	CSM	Approved by CEO on	06.04.2018
Responsible Person	CSM	Scheduled Review date	06.04.2019

1. OBJECTIVE

This policy outlines the procedures that apply to managing water safety, including safety during any water-based activities at BRYMCA Children’s Services.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities.

3. POLICY

BRYMCA is committed to:

- providing opportunities for children to explore their natural environment including through water play
- ensuring that children are protected from the risks associated with drowning or near drowning experiences
- ensuring that curriculum planning incorporates water safety awareness
- providing information to educators, staff, parents/guardians, volunteers and others at the service about water safety.

4. PROCEDURES

BRYMCA is responsible for:

- ensuring that children are adequately supervised at all times when near water hazards
- ensuring that educator-to-child ratios are maintained at all times
- conducting a risk assessment in relation to any water hazards on or near the premises that may be accessible to children and for any water based activities prior to conducting excursions and other offsite events
- ensuring increased levels of supervision for an excursion to a location where there is a water hazard
- conducting a regular safety check of the service premises
- ensuring any water hazards that are not able to be adequately supervised at all times are isolated from children by a child-resistant barrier or fence (particularly large bodies of water including swimming pools, rivers, ponds etc.)

- ensuring that an educator with a current approved first aid qualification is in attendance and immediately available at all times children are being educated and cared for by the service
- ensuring that details of current approved first aid qualifications are filed with each staff member's record
- reporting serious incidents to DET
- reporting notifiable incidents to WorkSafe Victoria
- ensuring that water safety awareness is embedded in the curriculum

The ELC Director, OSHC Coordinator, Occasional Care Supervisor and OSHC Supervisors are responsible for:

- ensuring parents/guardians are informed of the *Water Safety Policy* on enrolment
- ensuring permission is obtained from parents/guardians for an excursion to a location where there is a water hazard
- ensuring information on water safety is incorporated into the educational program
- ensuring that children are adequately supervised and protected from hazards and harm at all times
- ensuring that water hazards and risks associated with water-based activities are considered in a risk assessment prior to conducting excursions and other offsite events
- ensuring increased levels of supervision for an excursion to a location where there is a water hazard
- informing the BRYMCA immediately if any serious or notifiable incidents occur at the service

All Educators are responsible for:

- providing adequate supervision at all times
- understanding the risk assessment prior to an excursion to a location where there is a significant water hazard
- adjusting supervision strategies to suit the activities being undertaken
- maintaining a current approved first aid qualification
- ensuring gates and other barriers restricting access to water hazards are closed at all times and that fences are kept clear at all times
- ensuring that containers of water (including nappy buckets and cleaning buckets) are sealed with child-proof lids
- ensuring wading/paddling pools, water play containers and portable water courses are emptied immediately after each use and stored in a manner that prevents the collection of water when not in use
- checking the outdoor learning environment at the beginning and end of each day for puddles or filled containers that could pose a potential risk to small children after heavy rain
- providing water safety education as a part of the service's program
- informing the Supervisor immediately if any serious or notifiable incidents occur at the service.

5. LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *Child Wellbeing and Safety Act 2005*

6. DEFINITIONS

The terms defined in this section relate specifically to this policy.

Adequate Supervision	(In relation to this policy) Supervision entails all children in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines.
Water Hazard	(in relation to this policy) 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.

7. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Educators, Supervisors, Directors and Coordinators	<ul style="list-style-type: none">• Supervisors, Directors and Coordinators will oversee the implementation and service adherence to this policy• All Educators and Bus Drivers are responsible for the daily implementation of the policy when directly supervising children.
Community Services Manager	<ul style="list-style-type: none">• Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.• Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Seek individual community feedback and facilitate an active consultation process with service users as appropriate.
CEO	<ul style="list-style-type: none">• Policy Approval

8. MONITORING, EVALUATION AND REVIEW

BRYMCA management team is responsible for formally reviewing and updating this policy every twelve months, in consultation with representatives from key stakeholder groups and in accordance with current legislation, research, policy and best practice. Small changes and additions may be made outside of the formal review to ensure the policy remains relevant and current. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.