2.21. WATER SAFETY

QUALITY AREA 2 | VERSION 6.0

Regulatory Policy & Procedure

Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.

Purpose

This policy will outline how to keep everyone safe around water at Wyndham Early Education and Care Services (EECS), including when they are doing water-based activities.

Policy Statement

EECS is committed to:

- the safety, health, and wellbeing of children. Every activity that involves water will be adequately supervised; no child will be left alone near water.
- ensuring everyone in attendance at the service know what their water safety duties are.
- providing opportunities for children to explore their natural environment including through water play.
- ensuring children are safe from the dangers of drowning or near-drowning accidents.
- ensuring water safety education is included in curriculum planning.
- information about water safety is shared with educators, staff, parents/guardians, and volunteers.

Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of EECS, including during offsite excursions and activities.

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure all legislative obligations are met.	✓	✓	✓		✓
Ensure parents/guardians are informed of the Water Safety Policy on enrolment.	✓	✓	✓		✓
Implement the Water Safety Policy.		✓	✓		✓
When planning to add/install any features using water into the service, seek approval from Area Leader prior to completing.		✓	✓		
Complete ***Job Safety Analysis (JSA)*** for the completion of works involving a body of water. *(Appendix 2.21.1: Job Safety Analysis)*		✓	✓		
Ensure ***adequate supervision*** of children undertaking water activities.	✓	✓	✓		✓
Ensure supervision plan considers the ages and developmental needs of children.	✓	✓	✓		✓
Adjust supervision strategies to suit the activities being undertaken. *(refer to Supervision of Children Policy)*		✓	✓		✓
Complete risk assessments to identify ***water hazards*** and risks for water-based activities, both at service and on excursions.	✓	✓	✓		✓
Risk assessments for excursion must be completed prior to the excursion. *(refer to Excursions and Service Events Policy)*	✓	✓	✓		✓
Conduct a risk assessment on any water hazards on or near the service premises that may be accessible to children.	✓	✓	✓		✓
Ensure permission is obtained from parents/guardians for an excursion to a location where there is a water hazard. *(refer to Excursions and Service Events Policy)*	✓	✓	✓		✓
Ensure increased levels of supervision for an excursion to a location where there is a water hazard. *(refer to Supervision of Children Policy)*	✓	✓	✓		✓
Conduct a regular safety check of the service premises. *(refer to Occupational Health and Safety Policy)*	✓	✓	✓		✓
Ensure doors, gates and other barriers restricting access to water hazards are always closed and that fences are always kept clear.	✓	✓	✓	✓	✓
Ensure containers of water (e.g., cleaning buckets) are not accessible to children.	✓	✓	✓		✓
Ensure water play containers and portable water troughs are emptied immediately after each use and stored in a manner that prevents the collection of water when not in use.	✓	✓	✓		✓
Ensure pet water containers are covered with child safe lids and that children cannot access them.	✓	✓	✓		✓
Check 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.	✓	✓	✓		✓
Ensure any water hazards that can't be adequately supervised are isolated from children by a fence or barrier children can't get through.	✓	✓	✓		✓

Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure the following staff are always present and immediately available where children are being educated and cared for by the service: • staff member or nominated supervisor of the service who holds a ***current approved first aid qualification.*** • staff member or nominated supervisor of the service who has undertaken current approved anaphylaxis and emergency asthma management training.	✓	✓	✓		
Ensure all educators' current approved first aid qualifications meet the legislative requirements.	✓	✓			
Ensure first aid training information, and renewal dates are recorded on all ***staff records***.	✓	✓			
Notify DE within 24 hours of a ***serious incident*** occurring at the service.	✓	✓			
Inform Area Leader immediately if any serious or notifiable incidents occur at the service.	✓	✓	✓		✓
Report notifiable workplace incidents in line with Wyndham procedure.	✓	✓			
Provide current information to parents about water safety.		✓	✓		✓
Provide water safety education and information as a part of the service's educational program.		✓	✓		✓

Definitions

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

Adequate supervision: An adult can act immediately when a child is distressed or in an unsafe situation.

Current first aid qualifications: First aid qualifications are taken to be current if:

- CPR qualification was completed within the previous year.
- first aid qualification was completed within the previous three years.
- anaphylaxis management training was completed within the previous three years.
- emergency asthma management was completed within the previous three years.

Hazard: A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Job Safety Analysis (JSA): Systematic and planned way to find and evaluate possible dangers in the workplace. The main purpose of a Job Safety Analysis is to make the workplace safer by breaking down jobs and areas and finding any possible dangers or risks that might be connected to them.

Serious incident: Death of a child while being cared for or educated by the service. Injury or trauma to a child requiring the attention of a registered medical practitioner or admission to a hospital.

Staff records: A record of personal information relating to the employment of teachers, educators, and Nominated Supervisors.

Water hazard: 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 allow water to collect can also present drowning hazards for young children.

Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic)
- 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

Related Appendices & Documents

- Appendix 2.21.1: Job Safety Analysis

Related Policies

- Administration of First Aid
- Emergency and Evacuation
- Excursions and Service Events
- Healthy Eating, Oral Health, and Active Play
- Incident, Injury, Trauma, and Illness
- Occupational Health and Safety
- Providing a Child Safe Environment
- Supervision of Children

Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
3	A2340487	Minor Changes - wording	23/08/2018	KK 22/01/2019	2021
4	A3850295	Addition – Wyndham City's Statement of Commitment – Child Safe Standards Addition of Legislation	29/09/2022	TP	2025
5	A4673371	Minor wording changes as part of policy review. Policy format updated to new format.	Oct, 2023	TP	Oct, 2026
6	A4673371	Updated Wyndham City's Statement of Commitment to a Child Safe Organisation – as per Wyndham City's Child Safe Management page	20/06/2025	TP TPapaicanou	Oct, 2026