Water Safety Procedure

Activities, excursions and incursions involving water, carry an increased risk which needs to be considered beforehand. Some water activities will require a risk assessment form to be completed (see flowchart below), however all water activities should incorporate the following supervision and safety guidelines.

Flowchart for determining whether a risk assessment form is required

1. Is the activity part of the normal preschool program? (E.g. Water trough, buckets and paint brushes)
   - YES – no form to be completed but increased supervision required
   - NO

2. Is the activity part of an incursion or excursion?
   - YES – complete the risk assessment form as part of the planning for the incursion/excursion
   - NO

3. Is the activity an unusual or irregular activity on the preschool premises?
   - YES – risk assessment form to be completed prior to the activity sighted by the Preschool Team Leader and approved by the Principal. Please note a risk assessment needs to be completed every 12 months for this type of activity.
   - NO

General guidelines for supervision and safety
- Ensure the water container is not filled to a dangerous depth. Remember that children can drown in very shallow amounts of water
- Ensure there is no equipment surrounding the water trough or other receptacle that a child could use to climb into the water trough
- Ensure the water activity is within direct eyesight of a staff member at all times