Neerim South Primary School **Outside School Hours Care Service**
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Phone: 03 5628 1254 | Mobile: 0408 812 072
Email: neerim.south.ps@education.vic.gov.au
Website: https://www.neerimsouthps.vic.edu.au/

OSHC POLICY: WATER SAFETY

HELP FOR THOSE WITH LIMITED ENGLISH LANGUAGE SKILLS

Neerim South Primary School Outside School Hours Care Service offers support to stakeholders who have limited English language skills, including access to interpreting and translation services, to communicate key information about service policies and procedures.
If you need assistance to understand the information in this policy, please contact the Neerim South Primary School OSHC Service Coordinator or the School Administration Office and ask for language assistance.

POLICY STATEMENT & PRINCIPLES

The safety and supervision of children is paramount when in or around water. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the Neerim South Primary School Outside School Hours Care (NSPS OSHC) Service environment.

Knowledge of potential hazards associated with water, and strategies for planning experiences and environments as well as assessing risks will assist educators to provide a safe, stimulating environment for children at NSPS OSHC Service.

In compliance with Child Safe Standard 9, NSPS OSHC Service takes the following steps to promote wellbeing and safety and minimise opportunity for harm:

- We conduct detailed risk assessments to identify all types of risk to children
- We put strategies in place to manage and reduce risks
- We carefully plan our supervision strategy to keep children safe
- We promote a culture of safety

Educators on duty are trained in the administration of first aid and emergency life support, including Cardio Pulmonary Resuscitation as well as recognising and treating burns and scalds , and will respond in the event of a medical emergency.

BACKGROUND & SCOPE

Under the Education and Care Services National Regulations, an approved provider must ensure that policies and procedures are in place for managing water safety, including during any water-based activities (r. 168(2)(a)(iii)) and take reasonable steps to ensure those policies and procedures are followed (r.170).

This policy applies to children, families, staff, educators, Approved Provider (including School Council, School Principal and OSHC Sub-Committee) , nominated supervisor (including OSHC Coordinator), students on practicum placement, and volunteers at NSPS OSHC Service.

PROCEDURES

ACCESS TO SAFE DRINKING WATER

NSPS OSHC Service ensures that all children attending have access to safe drinking water at all times in compliance with the National Law, r.78.

Children have unlimited access to fresh drinking water throughout service delivery times, via the bubbler drinking taps in the outdoor environment, and from the kitchen taps indoors. Children are encouraged to bring water bottles with them when attending the program, and will be supported by Educators to refill these at safe drinking water outlets as needed.

Water that is not safe to drink (e.g. grey water or rain collection tanks) is appropriately labeled with 'do not drink' signage and the children will be supervised in these areas to make sure they are not accessing this water for drinking. Educators will discuss with the children the use of water tank water and how it differs from drinking water with children when the tanks are in use.

MAXIMUM WATER TEMPERATURE & BOILING WATER

Hot water accessible to children will be maintained at the temperature of 45.C° which will be tested annually, in compliance with Australian Standard AS 3498.

Kettles/boilers must only be used in areas where children are not allowed to be without a high level of direct supervision (e.g. kitchen, staff rooms). Kettles/boilers for the children's program will only be available in the kitchen and not be removed from this area. Children are not permitted to access the staff room.

Any water boiled for program activities will be boiled in the kitchen and a high level of direct educators supervision will be provided at all times children are in or near the area.

If boiling water is to be used or supplied as part of an organised event (e.g. science or cooking activities, or as part of mealtime routines) the area where the items are being prepared will be adequately secured to prevent young people accessing the area where possible. Where children are participating in the process, a high level of direct educator support and supervision will be provided, and the number of children participating in the activity will be limited based on an assessment of risk involved.

If the kitchen is to be used by children for program activities that do not involve the use of boiling water, kettles must be emptied and unplugged or put away before such use, and boilers emptied and turned off.

Hot drinks and other hot liquid food items

There is a known risk associated with preparing and drinking hot drinks in areas where there are children. Educators must therefore take all reasonable precautions to avoid the risk of children coming into contact with hot drinks or boiling water to prevent accidents that could result in burns and scalds.

The following basic guidance is provided to prevent accidents that could result in burns and scalds from happening. Should any variation to these procedures be required, Educators will carry out a full and detailed risk assessment to ensure suitable control measures are in place.

- If hot drinks/food items that require boiling water are to be supplied as part of an organised event or mealtime routine (e.g. hot chocolate, soup, ramen noodle bowls etc) the area where the items are made should be adequately secured to prevent young people accessing the area and must be

supervised at all times. A suitable area should be provided for children to consume the drinks and hot liquid food items so they are not wandering around with hot items.

- Children's hot drinks and hot liquid food items will be provided to children in appropriate cups or bowls and at an appropriate temperature.
- A suitable area should be provided for people to consume the drinks so they are not wandering around (particularly if it is busy) with hot items. These drinks should only be consumed within specified areas and children should not be allowed to wander through other program areas while consuming them.
- Educators will need to carry out a risk assessment detailing control measures to prevent scalding accidents relevant to the setting and the age, and capabilities of the children involved.
- Hot drinks consumed by Educators when children are present should only be in suitable lidded (screw on or tightly sealed) insulated cups. This also applies where staff are carrying drinks to other parts of the premises or when arriving/leaving the premises. Staff should ensure lids are properly secured before moving into an area where children could be.
- Children should not be asked or allowed to carry hot drinks for staff in any circumstances.

Educators will provide clear guidelines to parents and visitors, especially during busy periods like drop-off times.

WATER SUPPLY INTERRUPTIONS

In the event of a planned water supply interruption, the service will consider operational implications and advise children and families of the outage times and any alternative arrangements being made for the duration of the outage.

In the event of an unplanned water supply interruption, the OSHC Coordinator (or nominated supervisor)

- Identify the responsible water authority: Neerim South is serviced by Gippsland Water.
- Check for outages and faults in the area: https://www.gippswater.com.au/outage-map
- Call the emergency line: For any urgent issues like a water interruption, a major burst, or a suspected leak, call 1800 057 057.
- Use the online form: If the issue is not an emergency and there is access to the internet, you faults (inclusive of photos) can be reported through the form on the Gippsland Water website.https://www.gippswater.com.au/outages-works-and-projects/outages/report-fault-leak-or-burst
- Provide details: When contacting the responsible water authority, clearly state that the interruption is at Neerim South Primary School and provide as much detail as possible about the situation.

Where a water supply interruption poses risk to the health, safety or wellbeing of a child, a Person with Management Control (PMC) at the school will notify the Regulatory Authority online via the National Quality Agenda IT System (NQA ITS) in compliance with legislative requirements.

WATER HAZARDS

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. A child can drown in as little as a few centimetres of water. Items such as buckets, sinks, pet drinking bowls, ponds, pools, water features, and water tanks are all potential drowning hazards. Non-fatal drowning incidents are also of great concern as they can have potential long-term effects, including brain damage and permanent disability.

The National Regulations make reference to 'water hazards' however the term is not expressly defined. In this policy, a water hazard is defined as anything that can hold 5cm of water and fit a child's nose and mouth and may include large bodies of water (dam, creek, river, beach) swimming pool, portable pools and ponds; pooling water, puddles and floodwater; smaller bodies of water such as buckets and baths; sinks and basins; water features, such as a wishing well; containers for feeding animals; water troughs, containers for paddling (e.g. clam shells).

Identification and reporting of water hazards:

- When a water hazard or potential water hazard is detected, Educators will complete a risk assessment to address any concerns and children may be excluded from the area until the water hazard has been rectified.
- The OSHC Coordinator will discuss any maintenance requests with the School Principal and this will be reported to the School Council via the monthly reporting process.
- Where a water hazard notification report is required by the regulatory authority, the OSHC Coordinator will be supported by the School to ensure this is completed in compliance with the national law, and will notify the School Council via the monthly reporting process

WEATHER EVENTS THAT CREATE WATER-RELATED HAZARDS

NSPS OSHC Service is committed to maintaining a safe environment for educators, children, families and the community during and after weather events that may create water-related hazards. Heavy rainfall, storms, and flooding can result in temporary pooling, fast-moving water, slippery surfaces, blocked drainage, and overflow from gutters, tanks, or nearby waterways. These conditions present increased risks that require proactive management.

Through risk assessment, supervision, and clear communication, NSPS OSHC Service ensures that water-related risks associated with weather events are effectively managed to protect the wellbeing of educators, children, families and the community.

During periods of significant rainfall or severe weather warnings:

- Outdoor areas will be assessed for hazards.
- Access to affected spaces may be restricted.
- Low-lying areas, drainage channels, temporary flood zones, and any standing or flowing water will be clearly identified and, where necessary, cordoned off.
- Children will not be permitted to enter floodwater, drainage areas, or areas of water runoff under any circumstances.

- Staff will actively supervise students during wet conditions and reinforce clear behavioural expectations, including walking (not running) on wet surfaces and keeping away from pooled or moving water.

- Where required, families will be informed of safety measures, altered access points, or changes to school activities or access areas.

Following major weather events, a site inspection will be conducted to identify and address hazards such as erosion, unstable ground, concealed debris, contamination, or infrastructure damage. Play areas will only reopen once deemed safe by service leadership or designated staff.

WATER SAFETY AWARENESS & THE EDUCATIONAL PROGRAM

Water safety education within NSPS OSHC Service is guided by the principles and outcomes of *My Time, Our Place.* We recognise that children learn best through play, real-life experiences, and meaningful conversations. Water safety is embedded into our program in developmentally appropriate, engaging, and practical ways.

- **Outcome 1: Children Have a Strong Sense of Identity**
  Children build confidence and self-awareness by learning to recognise risks and make safe choices around water. Through guided discussions and role-play scenarios, they develop personal responsibility and understand the importance of following safety expectations.

- **Outcome 2: Children Are Connected With and Contribute to Their World**
  Water safety education includes learning about safe behaviours in natural environments such as beaches, rivers, pools, and during wet weather events. Children explore how weather, flooding, and environmental changes can affect safety, fostering respect for water as a powerful natural element.

- **Outcome 3: Children Have a Strong Sense of Wellbeing**
  We promote physical safety and health by explicitly teaching safe practices during water play, including walking near wet surfaces, following instructions, sun safety, hydration, and hygiene. Discussions also address emotional wellbeing, encouraging children to speak up if they feel unsafe.

- **Outcome 4: Children Are Confident and Involved Learners**
  Water-based science experiments, problem-solving activities, and risk assessment discussions encourage children to think critically about safety. Educators model reflective thinking by asking questions such as, “What could make this activity unsafe?” and “How can we reduce that risk?”

- **Outcome 5: Children Are Effective Communicators**
  Children engage in group discussions about rules, signage, and emergency responses. They practice communicating clearly in role-play emergency scenarios, helping them understand how to seek help and respond appropriately.

By aligning water safety education with the My Time, Our Place framework, our program ensures that safety learning is not separate from play, but integrated into everyday experiences. This approach empowers children to develop lifelong awareness, responsibility, and respect for water in a variety of environments.

PLAY AND LEARNING IN THE NATURAL ENVIRONMENT

NSPS OSHC Service is committed to providing enriching learning experiences in natural environments while ensuring the highest standards of children's safety around water. This includes all natural and constructed

water sources on or near school grounds, such as ponds, wetlands, rainwater tanks, drainage areas, temporary pooling after rain, and nearby creeks or waterways accessed during activities.

- All water features within the school environment are subject to risk assessment, appropriate safety controls, and regular inspection managed by Neerim South Primary School. Water features include:
    - The habitat garden is designed to support learning, biodiversity, and environmental responsibility while placing children's safety first. Any water features in the habitat garden (dry creek bed, water pump, bird bath) will be shallow, securely covered, or clearly enclosed to prevent accidents, and children will only access these areas under direct adult supervision.
    - The Frog Ponds are designed to assist children to learn more about the value of natural biodiversity and the importance of maintaining good water quality in the environment.
    - Rainwater harvesting systems have been safely installed and are maintained, with secure lids on all water storage containers to eliminate drowning and contamination risks.
- Water in the natural environment will be maintained to minimise health risks.
- Stagnant water will be monitored for risk, and managed to reduce mosquito breeding and contamination.
- Hygiene practices, including handwashing after contact with natural water sources, will be reinforced.

WATER-BASED PLAY

Water-based play is an important part of children's healthy growth, learning, wellbeing and development. Through age-appropriate education, children at NSPS OSHC Service will be taught to recognise water hazards, understand safe behaviours, and develop respect.

Examples of water-based play at NSPS OSHC Service includes:

- Water Exploration. Shallow water tables with cups, funnels, measuring jugs, and floating objects allow children to explore pouring, volume, and movement. Water levels remain shallow, and educators provide active supervision at all times.
- Sprinkler or Spray Bottle Games. On warm days, children can run through a low-pressure sprinkler or use spray bottles for cooperative games and cooling activities. Clear boundaries are set, surfaces are checked for slip risks, and appropriate sun safety measures are followed.
- Floating and Sinking Experiments Using tubs of shallow water, children test which natural or made objects float or sink. This encourages inquiry-based learning while maintaining controlled water depth and close supervision.
- Water Painting. Children use brushes, rollers, or sponges with buckets of water to "paint" outdoor areas such as pathways, or outdoor walls. This provides creative sensory play with minimal slip risk and no standing water accumulation.
- Slip and slide Children participate in a supervised outdoor water-play activity using a slip-and-slide mat laid out on a grassy area. Children take turns sliding along the mat using running or seated starts, cooling off and engaging in active physical play during warm weather.

By combining proactive risk management, supervision, hazard identification and management, and education, NSPS OSHC Service ensures that engagement with water play remains both safe and meaningful.

EXCURSIONS WHERE THERE IS WATER

From time-to-time excursions or routine outings may take effect in places where there is a body of water (e.g. lake, river or dam). Activities involving water will require prior planning, hazard identification, and adherence to OSHC excursion and risk management procedures., and the following procedures will apply:

- The planning of such excursions is subject to NSPS OSHC Service's Excursions, Routine Outings and Extra-curricular Activities Policy.
- Staff attending the excursion or routine outing will conduct a risk assessment in accordance with the requirements prior to taking children anywhere near water, and will consider any water hazards and any risks associated with water-based activities before an excursion/incursion is approved
- The risk assessment will determine adult-to-child ratios for adequate supervision at a higher ratio for water play and any experiences near a body of water. This will consider the type of water hazard, planned activities, children's abilities and additional needs, educator capacity to adequately supervise as well as swimming abilities that may be required in case of emergency.
- Supervision near a body of water on an excursion is maintained by educators who hold a first aid certificate that includes Cardiopulmonary Resuscitation (CPR).
- Excursion permission forms will clearly state where bodies of water will be present and will include added safety precautions to ensure families are informed about risk assessment procedures, and about community water-safety messages for families to share with their children prior to the excursion.
- Educators will maintain appropriate supervision ratios, establish clear behavioural expectations, and provide explicit instruction on safe conduct near water.

NSPS OSHC Service does not plan for excursions or outings that involve children swimming.

SUPERVISION OF CHILDREN BY EDUCATORS TRAINED IN FIRST AID AND CPR

The safety, health and wellbeing of children is our number one priority. All educators at NSPS OSHC Service are supported to develop an understanding of water risks, and are trained to implement water safety procedures. At least one staff member with current First Aid, CPR, and emergency response certification will be present and immediately accessible during all water-based activities.

All water-based activities will be adequately supervised, and no child will be left unattended when in proximity to water. Supervision strategies include:

- Direct and constant monitoring of children
- Careful and intentional positioning of educators
- Observing play and anticipating behaviour
- Scanning and moving around the environment
- Ensuring higher adult to child ratios
- Ensuring no child is left unattended when in proximity to water

The approved provider nominated supervisor(s) and all educators must ensure that every child at the service is adequately supervised all times, in compliance with the National Law. The Australian Children's Education and Care Quality Authority has the following resources available on the topic of supervision in the National Quality Framework: Information sheet - QA2 Active supervision: Ensuring safety and promoting learning.

PLANNING AND PREVENTION OF WATER RELATED INCIDENTS

Daily safety check, prior to arrival of children.	All staff at NSPS OSHC Service have a responsibility to ensure the service promises (inclusive of the indoor and the outdoor learning environment) are safe, and that children are protected from harm and hazard while attending. Prior to each session, Educators complete a daily safety inspection of premises to ensure that all water hazards onsite are known and minimised. Prior to the after school care session, the nominated supervisor checks in with the school administration team for any water hazard notifications made during school hours that may impact the program.
Conduct thorough risk assessment	The OSHC Coordinator (or nominated supervisor) will complete detailed risk assessments that identify and assess risks associated with water hazards, water-based activities, and accessing environments near water (e.g. habitat garden or on excursions). The goal is to reduce the likelihood and impact of accidents where water hazards are present. Key steps will include: - Identifying hazards (e.g., slips, dehydration, contamination), - Assessing their risk using the matrix, - Implementing controls (like high supervision, safety barriers, reduced water depths, signage or activity modifications) - Recording the findings, and - Regularly reviewing the controls. The OSHC Coordinator (or nominated supervisor) will ensure risk assessments are carried out, reviewed and updated as required, and reported to the school-council via the OSHC Sub-committee as needed. Records of risk assessments will be made and kept by the service, and can be provided on request to the approved provider (school council), the regulatory authority, and families of children enrolled. This is consistent with the requirement under the Education and Care Services National Regulations (Regulation 168) for regularly reviewed health and safety policies and procedures, including water safety and safety during any water-based activities.
Adequate supervision and appropriate staffing ratios.	The National Law & Regulations require that services ensure children's safety and wellbeing through adequate supervision and appropriate staffing ratios (for example, educators working directly with children). Effective supervision greatly reduces the risk of slips, falls, ingestion of water, or unsupervised access to water hazards. Educators ensure that they are positioned to directly supervise children during water play or when water is present.
Implement water safety policies and procedures	Under National Regulations (Regulation 168), approved providers must ensure policies and procedures on water safety, first aid, incidents, emergencies, and maintaining a child safe environment are implemented.
Capacity to	The Approved provider supports the Nominated Supervisor to ensure that educators

administer first aid and emergency life support	understand water risks, and are trained to implement water safety procedures. Where required by regulation or assessed risk, Educators who are trained in water safety and first aid/resuscitation training will be working directly with children who are engaged in water related experiences. A fully stocked, portable first aid kit will be readily available in the activity area, and staff will have immediate access to communication devices to contact emergency services if needed.
Educator knowledge, learning and development	Staff will be familiar with emergency response procedures for incidents including slips and falls, allergic reactions, heat-related illness, water inhalation, and serious incidents including suspected or actual drowning, near-drowning, or hospitalisation following a water-related incident. Learning and development training should cover safe play practices, responding to water-related incidents, and supervising in changing environments (e.g., after rain). This supports requirements for health, safety, emergency response, and staff capability under the NQF and National Law.
Provide a safe environment	Ensure physical environments are designed or prepared to minimise water hazards: - non-slip surfaces where water play occurs, - secure covers or barriers for water tanks or troughs, - regular inspections of play areas after rain or spills, - ensuring natural water sources near OSHC activities are excluded unless part of a supervised excursion. Embedding safety into the service's physical environment aligns with Quality Area 2 – Children's Health and Safety, which focuses on minimising risks and protecting children from harm.
Promote water safety with children	Use everyday interactions to teach children about safe behaviours around water, such as following instructions during activities, knowing not to run on wet surfaces, and understanding boundaries for water access. These practices support the NQF's focus on creating safe, engaging learning environments and help children develop skills to self-manage risk appropriately.
Align practice with the child safe standards	The Child Safe Standards provide a framework to promote child safety culture across organisations. They encourage clear incident reporting processes; accessible and understandable policies,; proactive risk-management in physical environments (including water), and continuous improvement in safety practices. Embedding these standards helps OSHC services go beyond minimum compliance and create environments where children feel safe and valued.

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IN THE EVENT OF A WATER-RELATED SERIOUS INCIDENT

Under the Education and Care Services National Regulations (Reg 12), a "serious incident" in an is defined as any event significantly impacting a child's health, safety, or well-being, including any child death during or following a service incident; injuries or trauma requiring urgent medical attention or hospitalisation (e.g., broken limbs, severe allergic reactions); and any incident attended by emergency services.

To ensure the safety, wellbeing, and appropriate response to any water-related incidents in OSHC, including water play, natural water environments, and excursions involving water. This procedure supports compliance with the Education and Care Services National Law & Regulations, the National Quality Framework (NQF – Quality Area 2: Children's Health and Safety), and the Child Safe Standards.

INCIDENT IN OR NEAR WATER (Pool • Beach • River • Lake • Water Play • Excursion)

IS ANYONE IN IMMEDIATE DANGER? Submersion • Difficulty Breathing • Unconscious • Serious Injury

YES → EMERGENCY RESPONSE • Ensure scene safety and remove other children • Remove child from water if safe • CALL 000 • Provide First Aid / CPR (trained staff only) • Notify Responsible Person / Nominated Supervisor • Contact parents/guardians • Record & notify Regulatory Authority if required • Debrief and review risk controls

NO → NON-EMERGENCY RESPONSE • Remove child from water area • Assess condition and provide first aid if required • Monitor for delayed symptoms • Inform service leadership • Inform parents/guardians • Document incident • Review supervision and risk management

STAFF REMINDERS Active supervision at all times • Maintain educator-to-child ratios • Follow Water Safety, Excursion and Emergency Policies • When unsure, escalate and seek medical advice

Specific Protocol – Unresponsive Child in Water

1. Remove the child safely from the water if possible.
2. Call 000 immediately.
3. Begin CPR or resuscitation following current Australian Resuscitation Council Guidelines
4. Keep all other children under supervision and away from the area.

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REPORT AND REVIEW - AFTER A WATER-RELATED INCIDENT

The Nominated Supervisor must document the incident by completing the *Incident, Injury, Trauma, and Illness Record* immediately after the event. Include

- Date, time, location, staff involved, children involved, witnesses.
- Detailed description of the incident, actions taken, first aid administered, and outcome

TH eNominated Supervisor must report to the School Principal as a representative of the School Council (approved provider), who will assist with reporting serious incidents such as drowning, near-drowning, or hospitalisation to the regulatory authority as required under National Law (Regulation 174 – Serious Incident Notification). Follow all reporting timelines under National (Regulations 12, 85, 86, 176).

THe leadership and management team will support the OSHC Coordinator to review the incident with staff to identify hazards and prevent recurrence, and update risk assessments and procedures as required.

RESPONSIBILITIES

Clear roles and responsibilities ensure that management, educators and other staff are aware of their roles and responsibilities in relation to water safety

Responsibilities of the NSPS School Council as the approved provider:

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Keep a child safe environment.
- Ensure that there is adequate supervision provided given the ages and developmental needs of children undertaking water activities (including ratios)
- Ensure risk assessments are undertaken, and water hazards and risks associated with water based activities are taken into consideration;
- 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 and volunteers follow the policy and procedures.
- Ensure copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection.

Responsibilities of the OSHC Coordinator as the Nominated Supervisory (or in the absence of the OSHC Coordinator, the Responsible person present or person in day-to-day charge):

- Ensure that there is adequate supervision provided given the ages and developmental needs of children undertaking water activities (including ratios).
- Inform families about water safety practices at the service.
- Ensure first aid and CPR qualifications and requirements are met at all times.
- Ensure that at least one educator, staff member or nominated supervisor who holds a current approved first aid qualification is in attendance at all times that children are being educated and cared for by the service.
- Undertake risk assessments for excursions near water and for water-based activities.
- 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.

Responsibilities of Educators (including students on practicum placement and volunteers):

- Reinforce water safety messages within the children's education program
- Make sure water hazards are managed as outlined in your procedure, e.g. water trough is emptied and packed away as soon as play has ended
- Ensure buckets that contain liquids are not accessible to children.
- Empty, safely cover or make inaccessible to children all water containers when they are not in use,
- Ensure water troughs or containers for water play will be supervised at all times and containers or troughs will be emptied after use.
- Inspecting indoor and outdoor environments for potential water hazards, particularly during and after wet weather.

INDUCTION AND ONGOING TRAINING

The NSPS Council acknowledge the important role played by our service leaders, educators and staff. They are provided with the necessary training and support to implement the policies and procedures relating to water safety.

To ensure that all NSPS OSHC service stakeholders are given adequate induction and ongoing support to develop a thorough understanding of these procedures, this policy will be provided in accordance with induction processes for the OSHC Service staff team, and the Nominated SUpervisor will endure that staff are supported to develop water-safety knowledge and skills.

KEY TERMS

TERM	MEANING
Adequate supervision	Means an educator can respond immediately, particularly when a child is distressed or in a hazardous situation; and knowing where children are at all times and monitoring their activities actively and diligently. Source: Guide to the NQF (Operational Requirements – Quality Area 2)
Approved first aid qualifications	A qualification that includes training in the matters set out below, that relates to and is appropriate to children, and has been approved by ACECQA and published on the list of ACECQA's approved first aid qualifications and training. Matters are likely to include: emergency life support and cardiopulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.
Risk Assessment	A systematic process of evaluating the potential likelihood and consequences of risks that may be involved in a projected activity or undertaking.
Serious incident	For the purposes of the definition of serious incident in section 5(1) of the Law, each of the following is prescribed as a serious incident: _ the death of a child while that child is being educated and cared for by the service. _ any incident involving serious injury or trauma to a child while being educated and care for by the service. E.g. broken limb _ any incident involving serious illness of a child occurring while that child is being educated and cared for by the service. E.g. asthma, seizure, anaphylaxis. _ any emergency for which emergency services attended. _ any circumstance where a child being educated and cared for by the service appears to be missing or cannot be accounted for; been taken or removed or mistakenly locked in or locked out of the premises. Source: section 5(1) of the National Law, National Regulations (Regulation 12)
Hazard	Situations or things that have the potential to harm a person.
Water Hazard	A child can drown in as little as a few centimetres of water. A water hazard is any water body that poses a potential drowning risk to children, water feature may include dams, ponds, water fountains, large drains or any areas that retain water.

LINKS TO OTHER POLICIES

In compliance with regulation 171, copies of the current policies and procedures required under regulation 168 (including this policy) are available for inspection at the OSHC Service at all times that the service is operating, or otherwise on request.

Associated NSPS OSHC Service policies and procedures include:

- Providing a child safe environment
- Incident, injury, trauma or Illness
- Excursions
- Emergency and evacuation
- Interactions with children
- Administration of First Aid

SOURCES

Australian Children's Education and Care Quality Authority (February 2024) ***Guide to the National Quality Standard.*** https://www.acecqa.gov.au/national-quality-framework/guide-nqf
Australian Children's Education and Care Quality Authority (2021) ***Risk assessment and management tool*** https://www.acecqa.gov.au/sites/default/files/2021-05/Risk_management_and_management.pdf
Australian Children's Education and Care Quality Authority (2023) ***Policy guidelines – water safety*** https://www.acecqa.gov.au/sites/default/files/2023-08/PolicyGuidelines_WaterSafety.pdf
Standards Australia (2020) ***AS 3498:2020 Safety and public health requirements for plumbing products — Water heaters and hot-water storage tanks***. https://store.standards.org.au/product/as-3498-2020
Commission for Children and Young People (July 2022) ***Child Safe Standards.*** https://ccyp.vic.gov.au/child-safe-standards/
Kid Safe Australia (2024) ***Water Safety*** https://kidsafe.com.au/water-safety/
Victorian Government (2024) ***Excursions and regular outings in early childhood services*** https://www.vic.gov.au/excursions-and-regular-outings-early-childhood-services
Victorian Building and Plumbing Commission (2025) ***Hot water safety.*** https://www.vba.vic.gov.au/consumers/guides/hot-water-safety

NATIONAL QUALITY FRAMEWORK

Education and Care Services National Law https://www.acecqa.gov.au/nqf/national-law-regulations/national-law
The National Quality Framework operates under an applied law system, comprising the Education and Care Services National Law and the Education and Care Services National Regulations. The purpose of the applied law system is to set a national standard for children's education and care across Australia. The following quality areas, standards and elements support the implementation of this policy.

Regulation	Description
Regulation 73	Educational program
Regulation 85	Incident, injury, trauma and illness policies and procedures
Regulation 86	Notification to parents of incident, injury, trauma and illness
Regulation 87	Incident, injury, trauma and illness record
Regulation 100	Risk assessment must be conducted before excursion
Regulation 101	Conduct of risk assessment for excursion
Regulation 113	Outdoor space—natural environment
Regulation 123	Educator to child ratios—centre-based services
Regulation 136	First aid qualifications
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

National Quality Standard https://www.acecqa.gov.au/nqf/national-quality-standard
The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia. The NQS includes 7 quality areas that are important to outcomes for children. NSPS OSHC Service is assessed and rated by the Victorian Government Department of Education against the NQS and given a rating for each of the 7 quality areas and an overall rating based on these results. The following quality areas, standards and elements support the implementation of this policy.

Standard/Element	Item
Element 1.1.3	Program learning opportunities
Standards 2.2	Safety
Element 2.2.1	Supervision
Element 2.2.2	Incident and emergency management
Element 2.2.3	Child protection
Element 3.2.2	Resources support play-based learning
Element 3.2.3	Environmentally responsible
Standard 4.1	Staffing arrangements
Element 5.1.1	Positive educator to child interactions
Element 5.2.1	Collaborative learning
Element 6.2.3	Community engagement
Element 7.1.1	Service philosophy and purpose

Framework for School Age Care in Australia https://www.acecqa.gov.au/sites/default/files/2023-01/MTOP-V2.0.pdf
Under the National Law, services must deliver an educational program to all children being educated and cared for that is based on an approved learning framework, delivered in accordance with that approved learning framework, based on the developmental needs, interests and experiences of each child, and designed to take into account the individual differences of each child. The following principles, practices and learning outcomes support the implementation of this policy.

Principle/Outcome	Description
Principles	Sustainability
Practices	Collaboration with children and young people
	Play leisure and intentionality
	Environments
Learning outcomes	1. Children and young people have a strong sense of identity
	2. Children and young people and connected with and contribute to their world
	3. Children and young people have a strong sense of wellbeing
	4. Children and young people are confident and involved learners
	5. Children and young people are effective communicators

EVALUATION, REVIEW AND DEVELOPMENT

This policy will be reviewed and developed accordingly as part of the NSPS OSHC Service annual review process, or more often if necessary due to changes in regulations, circumstances, or operational matters.

NSPS OSHC Service ensures that all relevant stakeholders are notified at least 14 days before making any change to this policy, unless that notice period would pose a risk to the safety, health or wellbeing of any child enrolled at the service. In this instance, stakeholders will be notified as soon as practicable after making a change in accordance with requirements under the National Law.

Date	Description	Author
30/05/2024	New policy developed	OSHC Sub-Committee
19/09/2025	Prepared for review	OSHC Sub-Committee
15/06/2026	Approved	School Council