**Charnwood-Dunlop School**

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Procedure: **Water Safety**

Review Date: **2017**

Related policies and procedures: **Health and Safety Policy ACTED; Excursion and/or Incursion Risk Assessment**

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**

Is the activity part of the normal preschool program? (E.g. Water trough, buckets and paint brushes)

YES – no form to be completed

close supervision of activity

Is the activity an unusual or irregular activity on the preschool premises?

***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

YES – complete the risk assessment form as part of the planning for the incursion/excursion

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

Is the activity part of an incursion or excursion?

NO