



Y WA

**WATER SAFETY PROCEDURE
FAMILY DAY CARE**

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Business Division Owner	Education Youth and Leisure (EYL)		
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VERSION CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0	First Release	1/11/2012	EM SD
v2.0	Reviewed	1/09/2020	EM SD
v3	Reviewed and updated	14/6/2023	EM EYL
v4	<p>This procedure renumbered from SD FDC-04-03-PROD to EYL-FDC-04-03</p> <p>Reviewed and updated to include fishponds</p> <p>Added new display in venue and residence requirements.</p> <p>Attached ACECQA recommended checklist example.</p>	14/06/2024	EM EYL

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1. PURPOSE

The Y WA Family Day Care service staff and educators will prevent child accidents and illnesses relating to swimming and wading pools, other water hazards, and water-based activities through direct supervision, education, and compliance with current legislative requirements.

Water safety policies and procedures in place at the Y WA are made available for inspection as required and are followed in relation to water hazards and water-based experiences.

2. SCOPE

This procedure applies to service staff, Educators, assistant Educators, regular visitors, usual occupants, volunteers, students, and children.

A water hazard or water feature may include dams, relocatable/paddling or fixed pools, ponds, water fountains, fishponds, large drains or any areas or vessels that retain water, including buckets and tanks.

3. DEFINITION OF TERMS

Term	Definition
FDC educator	Registered and qualified Educators who operate a family day care business from their own home for children aged from birth to 13 years.
Y WA Family Day Care Service	is an approved service provider comprising of a co-ordination unit (Y WA) staffed by qualified and experienced education and care professionals and a network of registered and qualified Educators who operate a family day care business from their own home for children aged from birth to 13 years.
Water features Pool/Water Hazards	All fishponds or similar that collect or fill with water; spas, ponds and water features including but not limited to feature fountains, and water trolleys water features Any water body that poses a potential drowning risk to children

	<p>and could include:</p> <ul style="list-style-type: none"> • large bodies of water, e.g., rivers, creeks, dams, ponds, swimming pools, drains, creeks, lakes, ponds, • smaller bodies of water e.g., jetted bathtubs (or Jacuzzis), in-ground spas, above-ground portable spas (or hot tubs) • any container with poor drainage that allows water to pool e.g., baths, nappy buckets, and pet water containers. water fountains, sinks, and water tanks are also potential drowning hazards.
<p>Hazardous water feature</p>	<p>(See Regulations) At a FDC, means a permanent body of water, the primary purpose for which is not swimming or bathing, that is —</p> <ul style="list-style-type: none"> • situated outdoors; and • more than 300 mm deep; and • accessible to children being educated and cared for at the residence or venue.

4. ROLES AND RESPONSIBILITIES

Role Title	Responsibilities
<p>Educator</p>	<p>Meet the requirements outlined in this procedure.</p> <p>Hold a current First Aid Certificate</p> <p>CPR training must be updated annually and remain valid at all times.</p>
<p>Y WA Family Day Care Manager and Service Staff</p>	<p>Ensure that any swimming pool at a FDC residence or approved FDC venue has a fence that complies with the law that applies to fences around swimming pools in which the residence or venue is located.</p> <p>Work in partnership with Educators and parents to ensure quality care is provided. Oversee the implementation and service compliance with this procedure.</p> <p>Address any instance of non-compliance with this procedure</p>

	<p>and implement strategies to help prevent noncompliance with this procedure.</p> <p>Ensure suitable resources and support systems to enable compliance with this Procedure.</p>
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5. PRINCIPLES

1. From 31 December 2020 the Y WA will no longer approve premises with swimming pools for use as a Family Day Care service.
2. All water-based activities will be adequately supervised, and no child will be left unattended when in proximity to water.
3. All children's play areas that contain water hazards, including dams, drains, creeks, and lakes, will be securely fenced to ensure they are inaccessible to FDC children at all times.
4. Any containers that hold or collect water, such as nappy buckets, must be safely covered and made inaccessible to children at all times.
5. Ponds, spas and water features on the Family Day Care premises must be securely covered with weld mesh which will meet all the following requirements:
 - support the weight of an adult
 - be above and remain above the level of the water at all times; and
 - be fixed in place.
6. Wading pools and other containers must
 - be emptied and cleaned after use and
 - stored so as to prevent collection of water.
 - can only be filled to 30 centimetres maximum.

6. SUPERVISION

The Family Day Care Educator must be directly supervising and in physical proximity to any child in their care who is near a swimming pool, spa or other water feature.

7. POOLS AND SPAS

Swimming pools at the Family Day Care Educator's residence and/or venue must

- not be used at any time that the service is in operation or when there are children or young people being cared for at the service, or when. (This includes use by the Educator's own family members including adults and children),
- comply with Australian Standards and State regulations for pool fencing and gates,
- be registered with the relevant Local Government Authority,
- not have items around the perimeter of the pool that a child can use as climbing aids: for example, tables, chairs, pot plants etc.,
- have a safety device e.g. an alarm designed to alert the Educator of entry to the pool/spa or surrounding area or deter a child from entering the water or area,
- be inspected monthly on support visits and recorded on the Water Hazard Safety Inspection Report.

8. REPORTING INSPECTIONS

Monthly pool inspections can be conducted physically or virtually by the service staff. Only six virtual inspections will be allowed with no more than two of these being consecutive virtual inspections.

Inspections must be recorded on the *Water Hazard Safety Inspection Report* and retained by the Y WA for compliance purposes.

9. DOCUMENTATION

A Water Safety Hazard Inspection will be conducted monthly along with a visit report. A copy of both will be forwarded to the FDC provider.

A copy of the current swimming pool/spa inspection report will be lodged with Y WA by the provider.

Educators will complete a statutory declaration annually declaring that in the event of an emergency, they are fit and able to enter the pool or spa and retrieve a child or young person or adult without aid.

A Water Safety Hazard Inspection audit (as directed by the service and meeting inspection requirements set out in regulations) will be conducted in line with the

quarterly emergency evacuation rehearsal and a copy returned to the FDC provider, and a copy retained by the service.

10. COMMUNICATION

Approved providers must ensure that a diagram is displayed at each residence or approved venue which shows the areas of the residence or venue indicating the areas of the residence or venue suitable for the provision of education and care. The diagram should include the existence of any water hazards, water features or swimming pools at or near the residence or venue.

11. RISK ASSESSMENT

A risk assessment must be completed annually to ensure that all hazards are identified and what actions are taken to minimise the risk.

Risk assessments identifying any water hazards will be completed for all excursions.

12. EXCURSIONS

A risk assessment must be completed and signed by a Y WA Family Day Care Staff member when an excursion is to take place near a body of water. Where there is a water body present on excursions, Educators are to ensure that children are not permitted to enter the water more than ankle depth.

13. LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012 (the Act)
Education and Care Services National Regulations, 2012(the Regulations).
National Quality Standards
Rules for Pools and Spas DEMIRS
Australian Standard AS 1926.1-1993 - Part 1: Fencing for swimming pools
Building Act 2011; and • the Building Regulations 2012

14. SUPPORTING Y WA PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the documents listed below

Document ID	Document Title
SD-FDC-05-07-PROD	Excursions policy
SD-FDC-04-02-PROD	Supervision Procedure
	Premises Risk Assessment.pdf
ELYF-10	Water Hazard Safety Inspection Report.pdf
	Safeguarding children and young people Policy YMCA
SD-FDC-04-14-PROD	The administration of first aid FDC
EYL-FDC-04-15-PROD	Emergency and evacuation FDC policy
EYL-ECHOSHCFDC-04-18-POL	Incident, injury, trauma and illness Policy
SD-FDC-03-09-PROD	Assessment and reassessment of residences and venues for FDC

15. CONSIDERATIONS

Law Section 165(1)	Offence to inadequately supervise children
Law Section 167	Offence relating to protection of children from harm and hazards
Regulation 25C1	Additional information about proposed education and care service premises
Regulation 26(1)(l)	Application for service approval – family day care – swimming pool
Regulation 101	Conduct of risk assessment for an excursion
Regulation 115	Premises designed to facilitate supervision
Regulation 116	Assessments of family day care residences and approved FDC venues
Regulation 116A	Inspection of swimming pools, water features and other

	potential water hazards at family day care residences and approved family day care venues
Regulation 116B	Inspection report
Regulation 116C	Compliance with fencing requirements for swimming pools at family day care residences and approved family day care venues
Regulation 168	Education and care services must have policies and procedures on water safety, including safety during any water-based activities
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 procedure

16. BREACH

Breach of the provisions of this policy will automatically, without notice, result in the termination of the Educators Service Membership and the Y WA grievance policy set out in the FDC policy manual shall not apply.

17. FEEDBACK

Feedback on this procedure must be directed to the EM EYL.

The EM EYL is responsible for maintaining the currency of this document.



THE Y FAMILY DAY CARE
WATER HAZARD SAFETY INSPECTION REPORT
EYLF-10

REQUIRED INFORMATION

FDC residence/venue address: Click or tap here to enter text.
Date of inspection: Click or tap to enter a date.
Time of inspection: Click or tap here to enter text.

Inspector Name: Click or tap here to enter text.

Inspector Signature:

X

FDC Educator Name: Click or tap here to enter text.

FDC Educator Signature:

X

Mode of inspection: Virtual In person

[Building Act 2011](#)
[Building Regulations 2012](#)
[Rules for pools and spas \(commerce.wa.gov.au\)](#)



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ATTACHMENT Water Hazard Safety Inspection Checklist

SAFETY DEVICES (list type and location) tick all that apply

Magna Latch alarm fitted to pool gate,	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ring camera installed near gate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sensor sends off notification to alert via mobile phone	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Magna Latch alarm installed on the gate that exits FDC environment in direction of the pool area	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other please describe	<input type="checkbox"/> Yes <input type="checkbox"/> No

SWIMMING POOL GATE

The gate is in good condition and working properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the gate open outward away from the pool?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the gate close by itself from any open position? (Test at least 3 times; fully open/45 degree angle, 15 degree angle)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the gate latch and stay closed after it returns to the closed position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the gate secured and cannot be pulled open once latched?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is gate secure and doesn't open if a child bounces on the bottom rail of the gate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the gap between the gate and the pool safety barrier less than 100mm?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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Is the gap between the ground and the bottom of the gate/pool safety barrier less than 100mm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the latch release mechanism at least 1.5m from the ground?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SWIMMING POOL SAFETY BARRIER

All fencings are fixed securely in place and in good working order	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the fence at least 1.2m high?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all of the fence panels in place and in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all of the fence panels securely attached and stable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you checked the fence for gaps or holes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all vertical uprights in the fence spaced less than 100mm apart?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the ground below the fence firm, stable and not easily eroded? (i.e., no holes, children or dogs cannot dig underneath the fence)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there at least 90cm between handholds and footholds?	<input type="checkbox"/> Yes <input type="checkbox"/> No

AROUND THE SWIMMING POOL SAFETY BARRIER

The surrounding environment is clear of any climbable objects or items	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are pool aids and toys removed from the pool and stored securely out of view and reach after use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have climbable objects near the pool safety barrier been removed? (eg: barbecues, plant pots, retaining walls, plumbing, toys, furniture, pool pumps, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have trees or shrubs near the pool safety barrier been trimmed so	<input type="checkbox"/> Yes <input type="checkbox"/> No



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that children can't use them to climb the fence?	
No objects within the climbable zone of 1200mm (within a downward arc from the top of fence)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Visible diagrams of pool barrier fence height and dimensions, as well as pool gate and latch height and dimensions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SAFETY DEVICES

Each pool or spa has a safety device that alerts the educator of entry to the pool/spa or surrounding area OR that covers a pool/spa and prevents a child from entering it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the safety device/s in place and operating as designed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

GENERAL

Supervision procedure is available showing educator will always directly supervise and be physically in the proximity to any child in care who is near the pool area.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Also states that no child will be in the outside play area without the presence of an educator.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervision for the educator's pool is noted on the premises risk assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Educator maintains fitness to retrieve a child from the pool in the case of an emergency	<input type="checkbox"/> Yes <input type="checkbox"/> No



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SAFETY ISSUES SUMMARY	
Safety issues identified on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minor safety issue identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rectified immediately?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide a description of the issue and action taken.	
Substantive safety issue/s identified that cannot be rectified immediately.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provide a description of the issue and action taken to make the area safe.	
Describe what remedial action is needed and estimated time frame to fix the issue.	



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If no safety issue is identified, the Y WA will ensure that the person who conducted the inspection provides the approved provider and FDC educator with a written report within 7 days.

If a safety issue is identified, the person who conducted the inspection, must provide written notice of the safety issue to the Y WA FDC Service within 24 hours after conducting the inspection. The Y WA will consider their existing obligations and deem if continued access is appropriate.

NOTIFICATIONS – WHEN A SAFETY ISSUE IS IDENTIFIED

Date report received by Approved Provider:

Date notification of safety issue sent to ECRU:

SAFETY ISSUE RECTIFIED

Date issue was rectified:

Describe action taken to fix the issue:

Details of Approved Provider Representative who has confirmed the issue was rectified

Name and job title:

Signature:

Date:
