



1.7

Safeguarding children, young people and vulnerable adults procedures

Incapacitated parent

Incapacitated refers to a condition which renders a parent unable to take responsibility for their child; this could be at the time of collecting their child from the setting or on arrival. Concerns may include:

- appearing drunk
- appearing under the influence of drugs
- demonstrating angry and threatening behaviour to the child, members of staff or others
- appearing erratic or manic

Informing

- If a member of staff is concerned that a parent displays any of the above characteristics, they inform the designated persons as soon as possible.
- The designated persons assess the risk and decide if further intervention is required.
- If it is decided that no further action is required, a record of the incident is made on form Safeguarding incident reporting form.
- If intervention is required, the designated persons speak to the parent in an appropriate, confidential manner.
- The designated persons will, in agreement with the parent, use emergency contacts listed for the child to ask an alternative adult to collect the child.
- The emergency contact is informed of the situation by the designated persons and of the setting's requirement to inform social care of their contact details.
- The designated persons are informed of the situation as soon as possible and provide advice and assistance as appropriate.
- If there is no one suitable to collect the child social care are informed.
- If violence is threatened towards anybody, the police are called immediately.
- If the parent takes the child from the setting while incapacitated the police are called immediately and a referral is made to social care.

Recording

- The designated persons complete Safeguarding incident reporting form and if social care were contacted Confidential safeguarding incident report form is completed. If police were contacted Confidential safeguarding incident report form should also be copied to the directors/trustees.

- Further updates/notes/conversations/ telephone calls are recorded.

This policy was adopted by

Sunnybank pre-school

Adopted on

01/04/2017

Date reviewed

17/05/2026

Date to be reviewed

May 2027

Signed on behalf of the provider

Cheryl Day

Name of signatory

Role of signatory (e.g. chair, director or owner)