



Registered Charity No. 1022409

1 Safeguarding children, young people and vulnerable adults policy and procedures

Designated person/lead for safeguarding is: Flora Lau

Back up Designated person is: Caz Schnull

Designed officer is: Emma George

1.10 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 preschool 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 person as soon as possible.
- The designated person assesses the risk and decides 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 person speaks to the parent in an appropriate, confidential manner.
- The designated person 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 person and of the preschool's requirement to inform social care of their contact details.

- The designated officer is informed of the situation as soon as possible and provides 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 preschool while incapacitated the police are called immediately and a referral is made to social care.

Recording

- The designated person completes Safeguarding incident reporting form and if social care were contacted Confidential safeguarding incident report form is completed the designated officer. If police were contacted Confidential safeguarding incident report form should also be copied to the trustees.
- Further updates/notes/conversations/ telephone calls are recorded.

This policy was adopted on

6th September 2023

Date to be reviewed

6th September 2024

Signed by committee chairperson

Signed by preschool manager
