



Registered Charity No. 1022409

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

Designated safeguarding Lead (DSL) is: Flora Lau
Deputy DSL is: Caz Schmull
Committee DSL is: Emily Carpenter

1.10 Incapacitated Parent/carers

Incapacitated refers to a condition which renders a parent/carers 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/carers displays any of the above characteristics, they inform the Designated Safeguarding Lead as soon as possible.
- The Designated Safeguarding Lead 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 the Safeguarding incident reporting form.
- If intervention is required, the Designated Safeguarding Lead speaks to the parent/carers in an appropriate, confidential manner.
- The Designated Safeguarding Lead will, in agreement with the parent/carers, 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 Safeguarding Lead and of the preschool's requirement to inform social care of their contact details.
- The Designated Safeguarding Lead 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/carer takes the child from the preschool while incapacitated the police are called immediately and a referral is made to social care.

Recording

- The Designated Safeguarding Lead completes a Safeguarding incident reporting form and if social care were contacted a Confidential safeguarding incident report form is completed by the Designated Safeguarding Lead. If police were contacted the 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 2025

Date to be reviewed 6th September 2026

Signed by committee chairperson

Signed by preschool manager
