

Safeguarding children, young people and vulnerable adults procedures

**Incapacitated parent/carer**

Incapacitated refers to a condition which renders a parent/carer 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/carer displays any of the above characteristics, they inform the designated safeguarding lead/pre-school leader as soon as possible.
* The designated safeguarding lead/pre-school leader 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 a Wiltshire Council welfare concern form.
* If intervention is required, the designated safeguarding lead/pre-school leader speaks to the parent/carer in an appropriate, confidential manner.
* The designated safeguarding lead/pre-school leader will, in agreement with the parent/carer, 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/pre-school leader and of the setting’s requirement to inform social care of their contact details.
* The designated safeguarding committee member 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 setting while incapacitated the police are called immediately and a referral is made to social care.

**Recording**

* The designated safeguarding lead/pre-school leader completes a Wiltshire Council welfare concern form and if social care were contacted a Confidential safeguarding incident report form is completed. If police were contacted a Confidential safeguarding incident report form should also be copied to the committee chair.
* Further updates/notes/conversations/ telephone calls are recorded.

This procedure was adopted at a meeting of Thames Pre-school Committee