



06 Safeguarding children, young people and vulnerable adults procedures

06.06 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 displays any of the above characteristics, they inform the Designated Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Snr) as soon as possible.
- The Designated Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Snr) 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 06.1b Safeguarding incident reporting form.
- If intervention is required the Designated Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Snr) speaks to the parent in an appropriate, confidential manner.
- The Designated Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Snr) 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 Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Snr) and of the setting's requirement to inform social care of their contact details.
- The Designated Safeguarding Officer (Director) 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 setting while incapacitated the police are called immediately and a referral is made to social care.

Recording

- The Designated Safeguarding Lead (Childcare Manager) or Designated Safeguarding Person (Deputy Manager/Snr) **completes 06.1b Safeguarding incident reporting form** and if social care were contacted **06.1c Confidential safeguarding incident report form** is completed. If police were contacted **06.1c Confidential safeguarding incident report form** should also be copied to the owners/directors/trustees.
- If it is an isolated incident NO referral required to MASH (Multi Agency Safeguarding Hub). If there is an ongoing risk e.g substance misuse, referral to be made to MASH (Multi Agency Safeguarding Hub).
- Further updates/notes/conversations/ telephone calls are recorded.

Document

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Signed	Lily Greenough
Name of signatory	Lily Greenough
Role of signatory	Deputy manager