

## **Safeguarding**

### **1.7 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 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 a **Safeguarding Incident Reporting form**.
- If intervention is required, the Designated Safeguarding Lead speaks to the parent in an appropriate, confidential manner.
- The Designated Safeguarding Lead 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 and of the setting'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 setting 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 Officer. If police were contacted a **Confidential Safeguarding Incident Report form** should also be copied to the company directors.
- Further updates/notes/conversations/ telephone calls are recorded.

**This policy was reviewed on:** 26/08/25 **and adopted by:** Discovery Vine Ltd

**Date to be reviewed:** August 2026 (or earlier if necessary)

**Signed on behalf of Discovery Vine Ltd:** *Lynda Garbutt*

**Name of signatory:** Lynda Garbutt

**Role of signatory:** Managing Director