

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Hollytree Community Pre-school Policies and Procedures

1.7 Safeguarding children, young people and vulnerable adults procedures - 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 DSL/Deputy as soon as possible.
- The DSL/Deputy 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 DSL/Deputy speaks to the parent in an appropriate, confidential manner.
- The DSL/Deputy 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 DSL/Deputy and of the setting's requirement to inform social care of their contact details.
- The chair of committee 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 DSL completes the Safeguarding incident reporting form and if social care were contacted a Confidential safeguarding incident report form is completed. 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 by

Hollytree Community Pre-school

Last review

August 2025

Date to be reviewed

August 2026

Signed on behalf of the provider

J Goldspink

Name of signatory

Jo Goldspink

Role of signatory (e.g. chair, director or owner)

Joint Manager