



Eldene Pre-School & Toddlers

06 Safeguarding children, young people and vulnerable adults procedures

06.6 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 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 at Eldene Pre-School and Toddlers is concerned that a parent/carers display 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 form 06.1b 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 setting's requirement to inform social care of their contact details.
- The designated officer/line manager/trustees are informed of the situation as soon as possible and provide 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/carers takes the child from Eldene Pre-school and Toddlers while incapacitated the police are called immediately and a referral is made to social care.

Recording

- The designated safeguarding lead 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 /line manager/owners/directors/trustees
- Further updates/notes/conversations/ telephone calls are recorded.

This policy was adopted at a meeting with Eldene Pre-School and Toddlers Committee and Management
Held on 10th October 2025. Annual review is due October 2026.

Signed on behalf of Eldene Pre-School and Toddlers.

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A.Cummins Anna Cummins – Vice chair at Eldene Pre-School and Toddlers

N. Timbrell Nicola Timbrell – Manager at Eldene Pre-School and Toddlers