

## 2.8 Incapacitated parent/carers (NEW POLICY November 2025)

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 Cheam Baptist Church Pre-school is concerned that a parent/carers 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 the 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 is 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 Cheam Baptist Church Pre-school 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. If police were contacted a Confidential safeguarding incident report form should also be copied to the trustees
- Further updates/notes/conversations/ telephone calls are recorded.

Reviewed November 2025  
To be reviewed March 2026