

HARPOLE PRE-SCHOOL

"Kind Hands, Kind Hearts, Fun Learning"



1.8 Incapacitated Parent/Carer Policy & Procedure

Harpole Pre-school has adopted the Pre-school Learning Alliance (PLA) policy Incapacitated parent/carer. The PLA ensure that their policies adhere to statutory guidance and legislative procedure and they provide the pre-school with any updates. All policies and procedures are ratified by the Pre-school Trustees on a rolling programme. The pre-school staff, led by Sharon Matthews, ensure that their practice is in line with the policies and procedures outlined in the PLA guidance.

Policy statement

'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 at Harpole Pre-school is concerned that a parent/carer 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 form '*Safeguarding incident reporting form*'.
- If intervention is required, the designated safeguarding lead speaks to the parent/carer in an appropriate, confidential manner.
- The designated safeguarding lead will, in agreement with the parent/carer, 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 manager and 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/carer takes the child from Harpole 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 /line manager/owners/directors/trustees
- Further updates, notes, conversations and telephone calls are recorded.

This policy was adopted by	Harpole Pre-school	<i>(Name of provider)</i>
On		<i>(date)</i>
Date to be reviewed		<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		
Role of signatory		