

06 – Safeguarding Children, Young People & Vulnerable Adults Procedures

06.6 – Incapacitated Parent

Our Aim

At Peekaboo Childcare, the children's safety always comes first. Sometimes a parent or carer may arrive in a condition that makes them unable to safely care for their child. This is what we call “incapacitated.”

This could include a parent who is:

- ⊗ Appearing drunk
- ⊗ Under the influence of drugs
- ⊗ Showing angry or threatening behaviour
- ⊗ Acting erratically, unusually or out of control

When this happens, staff follow the steps below to keep everyone safe.

If Staff Are Concerned About a Parent's Behaviour

1. Staff immediately inform the Room leader or senior and Designated Safeguarding Lead (DSL).
2. The DSL assesses the situation to decide what action is needed.

✓ If No Further Action Is Needed

- The staff member records what happened on a Safeguarding Form. (Form found on Google Drive)
- This is uploaded to the child's Family account (Notes section).

⚠ If the DSL Decides Action Is Needed

The DSL will:

💬 1. Speak to the Parent Privately and Calmly

The DSL speaks to the parent confidentially to understand what support may be needed.

2. Arrange for Someone Else to Collect the Child

With the parent's agreement, the DSL will call one of the child's emergency contacts.

- The emergency contact is told what has happened.
- They are also told that social care must be informed that they collected the child.

3. If No Suitable Adult Is Available

If nobody appropriate can collect the child, the DSL will contact social care for support.

4. If Violence Is Threatened

If the parent becomes aggressive or threatens harm:

→ Staff immediately call the police.

5. If the Parent Leaves With the Child While Incapacitated

If the parent insists on taking the child:

→ The police are called immediately.

→ A referral is made to social care.

Recording What Happened

To keep an accurate safeguarding record:

- The staff member involved completes a Safeguarding Form (added to Family Notes).
- The DSL completes a Confidential Safeguarding Incident Report.
- If the police were involved, the DSL also completes form 06.1c.
- Any conversations, phone calls or updates are recorded.

These records are confidential and stored securely.