**Ofsted helpline number 0300 123 1231  
Ofsted Notifications (Allegations) 0300 123 4666**

**Children and Families Hub ((8:45-5:30 Mon – Thurs, 8:45-4:30 Fri) 0345 603 7627**

**Out of office number(all other times inc. Bank holidays) 0345 606 1212)**

**Email for emergency out of hours team :** [Emergency.DutyTeamOutOfHours@essex.gov.uk](mailto:Emergency.DutyTeamOutOfHours@essex.gov.uk)

**Non urgent e-mails to Children and Families Hub** [FOH@essex.gcsx.gov.uk](mailto:FOH@essex.gcsx.gov.uk)

**If in danger of imminent harm call the Police – (dial 9 for outside line) 999**

**Local Authority Designated Officer (LADO) 03330 139 797**

**Non urgent e-mails to LADO** [childrens.safeguarding@essex.gov.uk](mailto:childrens.safeguarding@essex.gov.uk)

**Essex Safeguarding Children Board** [www.escb.co.uk](http://www.escb.co.uk/)

**National Society for the Prevention of Cruelty to Children (NSPCC) 0808 800 5000**

**Independent Vetting and Barring Scheme contact centre number 0300 123 1111**

**To ensure information is up to date contact** [workingtogether@essex.gov.uk](mailto:workingtogether@essex.gov.uk)

**Essex Safeguarding Manager – Jo Barclay – 0333 013 1078**[jo.barclay@essex.gov.uk](mailto:jo.barclay@essex.gov.uk)

**Team around the family Safeguarding officer – TAFSO – tafso@essex.gov.uk   
South team – Jo Shea -** [Jo.shea@essex.gov.uk](mailto:Jo.shea@essex.gov.uk)

**Essex Effective support portal – for making non-urgent referrals and for latest guidance** <https://www.essexeffectivesupport.org.uk/home/>

**Essex County Council Provider Portal** <https://eycp.essex.gov.uk/safeguarding/>

**Our Designated Safeguarding Officer is Maggie Catmull**

**The 3 Pre-school Directors are: Maggie Catmull -Overall Manager (Ofsted Nominated person),**

**Sarah Duffy – Setting Manger, Katie Ramsey – SenCo**

06 Safeguarding children, young people and vulnerable adults procedures

**06.6 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 designated person as soon as possible.
* The designated person 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 a 06.01b Safeguarding incident reporting form.
* If intervention is required, the designated person speaks to the parent in an appropriate, confidential manner.
* The designated person 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 designated person and of the setting’s requirement to inform social care of their contact details.
* The Designated Safeguarding Lead(DSL) 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 takes the child from the setting while incapacitated the police are called immediately and a referral is made to social care.

**Recording**

* A record is made on and 06.01b Safeguarding incident reporting form.
* If staff need to be aware of changes to collection procedures for the child this should be recorded on the staff notes sheet and circulated to the team by the designated person.
* If the incident is escalated to Children’s Social care or the LADO then 06.01c Confidential safeguarding incident reporting to the HUB form is completed by the DSL on the same day that the incident occurred.
* Further updates/notes/conversations/ telephone calls are recorded.