



## **Uncollected Child Policy**

### **Purpose**

At Mighty Minds CIC, the safety and well-being of every child is paramount. This policy outlines the steps to be taken when a child is not collected by their designated pick-up time, ensuring appropriate authorities are contacted when necessary.

### **Scope**

This policy applies to all children enrolled in the home educational provision at Mighty Minds CIC.

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## **Procedure for Uncollected Children**

### **1. Initial Contact**

If a child has not been collected by the designated pick-up time, staff will immediately attempt to contact the child's parent or guardian using the contact details provided on the child's registration form. If the primary contact cannot be reached, staff will attempt to contact the secondary emergency contacts provided.

### **2. Supervision of the Child**

The child will remain under the care and supervision of a staff member in a safe and secure environment until they are collected. Staff will ensure that the child is never left alone and is supported appropriately.

### **3. Late Collection (30 minutes)**

If the child has not been collected within 30 minutes of the agreed collection time and staff have been unable to contact the parent/guardian or emergency contacts, the staff will escalate the situation and notify senior management.

### **4. Contacting Authorities (1 hour)**

If a child remains uncollected after one hour, and no contact has been made with the parent, guardian, or emergency contacts, the following steps will be taken:

- **Brighton and Hove City Council, Front Door for Families:** Staff will contact the Front Door for Families team to inform them of the situation.
  - **Sussex Police:** If no solution is found within a reasonable time, staff may also contact the police for advice and assistance.
5. **Late Collection Fee**  
If a child is consistently collected late, Mighty Minds CIC reserves the right to charge a late collection fee. This fee will cover the additional staffing and administrative costs incurred due to late collection.
6. **Emergency Contacts**  
Parents/guardians must provide at least two emergency contacts who can be called to collect the child if the primary contact is unavailable. These contacts should be reachable at all times during operational hours.
7. **Communication and Updates**  
Parents/guardians are encouraged to notify Mighty Minds CIC as soon as possible if they anticipate being late or need to make alternative arrangements for the child's collection. Timely communication allows staff to make the necessary adjustments and avoid unnecessary delays.
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Mighty Minds CIC is committed to providing a safe and secure environment for all children. The procedures outlined in this policy ensure that any child who is not collected on time is properly cared for and that the appropriate authorities are notified when needed. We ask all parents and guardians to ensure that their contact details are up to date and that they provide reliable emergency contacts.

**Contact Information:**

Mighty Minds CIC

Phone: 01273 950234

Email: [contact@mighty-minds.org](mailto:contact@mighty-minds.org)

**Relevant Authorities**

- **Brighton and Hove City Council, Front Door for Families**
  - Phone: 01273 290400
  - Email: [FrontDoorForFamilies@brighton-hove.gov.uk](mailto:FrontDoorForFamilies@brighton-hove.gov.uk)
  - Address: Whitehawk Community Hub and Library, 179A Whitehawk Road, Brighton, BN2 5FL
  - Website: [www.brighton-hove.gov.uk/front-door-families](http://www.brighton-hove.gov.uk/front-door-families)
- **Sussex Police**
  - In an emergency: 999
  - Non-emergency: 101
  - Website: [www.sussex.police.uk/](http://www.sussex.police.uk/)

- **Brighton & Hove Safeguarding Children Partnership**
  - Phone: 01273 292379
  - Email: BHSCP.admin@brighton-hove.gov.uk
  - Address: Moulsecoomb Hub, North Hodshrove Lane, Brighton, BN2 4SE
  - Website: [www.bhscp.org.uk](http://www.bhscp.org.uk)

This policy will be reviewed annually or as required to ensure it remains relevant and effective in supporting a focused learning environment at Mighty Minds CIC.

**Effective Date:** 1/09/2024

**Review Date:** 01/09/2025

Policy Signed: CW, LB, JBD