



Heathside Preparatory School

16 New End Hampstead London NW3 1JA Tel: 020 7794 5857 Fax: 020 7435 6434

MISSING CHILD PROCEDURE

- Upon receipt of a report that a child is missing or cannot be accounted for having been registered at the school, one of the headteachers will be informed immediately.
- If both headteachers are absent or unavailable, the following teachers can be contacted:
 - Sarah Fortna, the deputy designated Child Protection teacher
 - Helen Fayers (Upper School)
 - Alison Smith, Deputy Head (Lower School)
- Enquiries will be made to establish where and when the child was last seen. A check will be made of school buildings and grounds.
- If the child cannot be located, his or her parents will be contacted, and the police informed.
- If a child fails to come to school, and the school has not been informed by the parents that s/he will not be attending, the class teacher will inform the administrator, who will call the parents or carer and check that the child is safe.
- If there is no answer on the parents' or carers' phones, or they do not know where the child is, the police will be informed.