



EARLY YEARS MISSING CHILD PROCEDURE

At the British School Tenerife we are committed to provide a safe and secure environment in which children can grow and develop.

The arrival and departure of all children is clearly marked on the register when children arrive or leave so it is always clear which children are present in Early Years. Children are regularly accounted for during the day as staff will make a regular head count checking the numbers especially when children are moving around the school.

In the unlikely event of a child going missing within the nursery the following procedure will be implemented:

- The Early Years Lead should be advised
- A member of staff will be sent directly to the school entrance to make sure the child has not left with an adult; the staff member will remain there until that the child is located.
- All staff present, will be informed and an immediate thorough search of the Early Years department both internally and externally will be made, ensuring that all other children remain supervised throughout.
- A complete search of the Early Years department should be made including all ancillary and storage areas. This should be done calmly and thoroughly without causing disruption to the children.
- If the child is not found and is thought to have wandered off or left the Early Years department a further search should be made of the school grounds and surrounding areas.
- If the child remains missing, the parents will be contacted and kept informed at all times.
- At this point – which would be a maximum of ten minutes - the police will be contacted, and the matter will be treated as an emergency.
- A second search of the premises will be carried out while waiting for the police to arrive.
- Where it is safe to do so, two staff will check the immediate vicinity for the child. They would always have a mobile phone with them.
- Staff will then wait for the police to arrive and follow their instructions.
- Early Years Lead would continue to organise the search whilst awaiting the police.

On an excursion-

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher-than-normal ratios, to ensure the children are safe at all times. The risk assessment will include measures such as having a mobile phone other measures appropriate to the outing.

Please see whole school excursion policy for “a child going missing on an excursion”.

Updated January 2024

To be reviewed in January 2026