



Early Years Missing Child Procedure

1. Statement

At The British School of Tenerife, we are committed to providing a safe, secure and well-supervised environment in which all children can learn and develop.

Children in the Early Years are accounted for throughout the day through registers, headcounts and continuous supervision. Staff remain vigilant during all transitions, indoor and outdoor play, and off-site activities.

2. Prevention Measures

To reduce the risk of a child going missing:

- Registers are completed accurately and maintained at all times
- Regular headcounts are carried out throughout the day
- Children are closely supervised during transitions and outdoor play
- Staff are positioned strategically during arrival, departure and play times
- All entry and exit points are monitored

3. Procedure if a Child Goes Missing (On Site)

In the unlikely event that a child cannot be located, the following procedure will be implemented immediately:

Immediate Action:

1. The Early Years Lead must be informed without delay
2. A member of staff will be sent to the main entrance to check that the child has not left the premises
3. All available staff will be informed, and a coordinated search will begin

Search Procedure:

4. A thorough search of all EYFS indoor and outdoor areas will be carried out, including storage and ancillary spaces
5. All other children will remain safely supervised at all times
6. If necessary, a wider search of the school grounds will take place
7. If the child is not located within 10 minutes, the situation will be escalated as an emergency

Escalation:

8. Parents or carers will be contacted immediately and kept fully informed
9. The police will be contacted without delay if the child remains missing
10. A second search of the premises will continue while awaiting emergency services

11. Where safe to do so, two members of staff may search the immediate surrounding area, each carrying a mobile phone
12. Staff will follow all instructions given by emergency services upon arrival

The Early Years Lead will coordinate all actions until the situation is resolved.

4. Procedure on Excursions

When children are off-site:

- A full risk assessment is completed in advance
- Children are supervised with enhanced staff-to-child ratios
- Regular headcounts are carried out throughout the trip
- Children are assigned to specific staff members
- Staff carry mobile phones and appropriate emergency contact information
- Preventative measures are included in all excursion planning

In the event of a child going missing on an excursion, staff will follow the procedures outlined in the Whole School Excursion Policy immediately.

5. Recording and Reporting

Following any missing child incident:

- A full written report will be completed
- The incident will be reviewed by the Early Years Lead and senior leadership
- Any learning outcomes or procedural improvements will be recorded
- The incident will be treated as a safeguarding matter

Written by:	Jenni Garnett		
Agreed Date:	October 2025		
Board of Governors			
	Print Name:	Signed:	Date:
Academic Director:			
	Print Name:	Signed:	Date:
Review Date:	October 2027		