



Greenways Primary Academy

Risk Assessment for Missing/Absconding Children



This risk assessment should be used in conjunction with the suite of WAT documents, local procedures and relevant DfE guidance.

Assessment conducted by:	Jemma Garside	Job title:	Headteacher	Covered by assessment:	
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Date of assessment:	01.09.2025	Review interval:	Annual/post incident	Date of next review:	31.8.26 (or as required)
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Related Documents	
WAT Documents:	

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L



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Risk Assessment						
Notes	<p><i>The headteacher (or in their absence the deputy headteacher) is responsible for the direction and management of staff when a child goes missing from/within the academy. If the headteacher is off site, they must be informed as soon as practically possible. The Director of Education from Windsor Academy Trust must also be informed as soon as practically possible.</i></p>					
Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Missing Child Site check	Child	Child hiding	<ul style="list-style-type: none"> ● Daily attendance procedures in place ● Regular site checks including perimeter walks to check boundary fencing ● Site security measures in place ● Immediate check carried out of the school including toilets, meeting rooms and classrooms etc. ● Playground and other external areas of the school checked for missing pupil. ● Checks made with office to ensure pupil has not been signed out for an appointment or has a visiting appointment at the school. ● If a child goes missing after being dismissed to parents, staff to support parent with search of the site. ● Headteacher (in their absence the deputy headteacher) must always authorise a search widening to outside of the school gates. 	MED	YES	



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Missing Child Contact of parents and police	Child	Key agencies not aware	<ul style="list-style-type: none"> • The office will contact the police and the child's Parent (or legal Guardian) • All information given to police on description of child and school uniform colour. • Headteacher to liaise with police on next steps to be taken (i.e. extend search outside of school) • Information to be given to police of background information of the child and possible / known triggers of behaviour. 	MED	YES	
Media	School	Lost time finding child	<ul style="list-style-type: none"> • If the child has not been located and in discussion with police and Windsor Academy Trust the media will be contacted to assist with the location of missing child. 	LOW	YES	
Dealing with Parents	Headteacher Trust	Anger Upset	<ul style="list-style-type: none"> • Keep parents up to date with all information gathered and a mobile contact number for parents to call if the child returns back home. 	LOW	YES	
Child Located	Child Parents Police WAT	Physical harm Mental harm	<ul style="list-style-type: none"> • Once the child has been located and a welfare check carried out with the child to determine no physical or psychological harm. • Meeting with parents arranged. • Education work completed with the child in due course. • Debrief with police and other agencies as appropriate. • Confirmation to WAT and follow up reports. 	LOW	YES	
Pupils in school	Pupils Staff	Safeguarding	<ul style="list-style-type: none"> • All pupils will be kept in their classrooms whilst search of child is on-going • Partial lockdown in place. 	LOW	YES	



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Further incidents		Repeat of incident	<ul style="list-style-type: none">• A detailed investigation and findings acted upon immediately.	LOW	YES	
Pupil leaving the school site	Pupils	Injury to child. Missing child	<ul style="list-style-type: none">• All children to be supervised when moving on/off the school site. if a planned trip, all children to wear high vis vests• All staff to carry personal mobile phones with the school/SLT's phone numbers• If a child leaves the class/group, staff supervising to stay with the group and notify a member of SLT/office staff immediately.• Staff to keep a visual of the child for as long as possible from the school site. Staff who are allocated to other children to remain with the majority.• Staff not to follow/chase child who is absconding, but verbal communication can be used to encourage child to return• SLT/Office staff to call the police and parents immediately• Parents to remain/work their way to the family home in case the child absconds to a familiar place• SLT to continue to liaise with the police/parents regarding the child's welfare.	High	YES	