



Rivers 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:	J Garside	Job title:	Exec Headteacher	Covered by assessment:	
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Date of assessment:	31.8.25	Review interval:	Annual/post incident	Date of next review:	1.9.26 (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	<i>The Exec headteacher (or in their absence the Head of School) is responsible for the direction and management of staff when a child goes missing from/within the academy. If the Exec 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>					
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/ensure no foot holds are close to 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. 	MED	YES	



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			<ul style="list-style-type: none"> Headteacher (in their absence the deputy headteacher) must always authorise a search widening to outside of the school gates. This is to keep a visual eye on the child from inside the school perimeter. No child should be chased by a member of staff. 			
Missing Child Contact of parents, police and Windsor Academy Trust.	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) - the Exec Headteacher/Head of School will contact the police within 3 minutes All information given to police on description of child and school uniform colour. Exec Headteacher/Head of School 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. Windsor Academy Trust to be informed. 	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	



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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 Windsor 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.• If children are outside, they will be made to sit down to make the search of the site easier.• Partial lockdown in place.	LOW	YES	
Further incidents		Repeat of incident	<ul style="list-style-type: none">• A detailed investigation and findings acted upon immediately.• A risk assessment must be completed to prevent further risk of absconding.• Windsor Academy Trust Executive Team must be fully informed of all actions proceeding an absconding child event.	LOW	YES	