



Greenfields School

Child Missing on or Off site

2025-2026

Implemented June 2025	By Whom R.Hill	Last Review March 2026	By Whom R. Redman and C.Singh	Next Review March 2027
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Document History (last 3 versions)			
Date of Issue	Version No.	Person(s) responsible for change	Nature of Change
20/10/25,	2	Creslyn Singh	Review and update
26/11/25	3	Creslyn Singh	Reviewed
12/03/26	4	Creslyn Singh	Reviewed

This policy is overseen by the Proprietor (as required under ISSR Wales) and reviewed annually as part of the school's safeguarding cycle. It follows Wales Safeguarding Procedures (2019), Keeping Learners Safe (2022), Newport Local Authority Missing Children Protocol, and the Independent School Standards (Wales) Regulations 2024.

Mission Statement

We aspire to prepare young people for the future by providing a sustainable outstanding educational experience where all pupils realise, pursue and achieve their full potential, enabling them to thrive as adults.

Managing incidents of Child Missing on or Offsite

Irrespective of the nature of the incident, Greenfields School will exercise its duty of care and will act in such a way as to ensure their health and wellbeing. All adults associated with the school, who have become aware of difficulties and/or incidents involving a child missing on or offsite will:

1. Take steps to secure the immediate safety of the learner and others
2. Inform Senior Leadership (Headteacher Creslyn Singh or Deputy Headteacher Rhys Redman). The response will depend on the individual risk assessment with some situations requiring immediate action. In the case of a child missing, either on or off school site, the adult, or one of the adults, who last had sight on the young person **MUST** make every effort to follow the child and record times, clothing, locations, conversations and sightings from the moment a learner is missing to be recorded as a chronology, if necessary.
3. Should a child go missing during school time whilst under the supervision of staff from the young person's home, staff working at an off-site provision and/or a taxi driver/escort, a designated member of Greenfields school staff should be informed and identified to take the lead. Ideally the lead should be taken by the Headteacher or Deputy Headteacher.
4. The lead person who assumes responsibility is required to direct and clearly communicate to home staff, off-site provision staff and/or taxi driver/escort what they are asked to do. It is the lead person's responsibility to check that this is being done and to report back to school senior leadership if necessary.
5. Clear discussion and communication will need to take place to agree who, and how, home manager or parents/guardians will be notified and informed and communication will be maintained at regular intervals with any updates shared. Communication lines with emergency contacts and/or Operations Manager/Service Director will be made if deemed necessary.



6. Where, and if/when applicable, clear discussion and communication will need to take place to agree who will notify Social Worker via email of current situation explaining that all documentation will be forwarded upon the learners return, home manager should be copied in if necessary.
7. As an independent school in Wales, any significant safeguarding incident involving a missing child will also be notified to Care Inspectorate Wales (CIW) in line with Welsh regulatory requirements.
8. After 20 minutes (depending on individual risk assessment & discussion with parents/guardians) the designated person will, or delegate another person to, report to Gwent Police immediately via 999 where there is risk of harm, or via 101 for non-emergency missing incidents, following Wales Safeguarding Procedures (2019). They will submit a Children's Services Referral Form or contact Newport Duty & Assessment Team, following WSP guidance and share chronological information including clothing, location, conversations and sightings. Further learner information required by 101 to be obtained from admission documentation stored electronically on staff network and/or updated information on BehaviourWatch or in paper files kept in locked cabinet on main reception.
9. In Wales, missing child procedures must follow the Wales Safeguarding Procedures (2019), including immediate risk assessment, multi-agency communication and formal notification to Newport Children's Services.
10. BehaviourWatch log is to be updated.
11. Upon the learner being found, clear communication is to be discussed with/via the lead person and an agreement made on who, and how, 101 and social worker are informed. This is dependant on who has been informed that the young person is found.
12. Greenfields School follows the Newport City Council Missing Children Protocol, including notifying the Children's Services Duty Team as soon as the child is confirmed missing.
13. A post meeting should discuss a way forward depending on the severity of the incident. Learner debrief very important to reflect on moments leading up to them leaving and to build and agree strategies for future use
14. Final documentation will be shared with Social Worker, Home Manager or parent/guardian consisting with information from the BehaviourWatch log.

Procedure When a Child Is Missing on Site

Stage 1: Immediate Response (0–2 minutes)

- Staff member alerts Senior Leader immediately.
- Provide child's name, last known location, and known risks.
- Keep remaining pupils supervised and safe.
- Personal risk information from the learner's Individual Risk Assessment, ALN profile, and Behaviour support Plans will inform the search and escalation process.

Stage 2: Local Area Search (2–5 minutes)

- Search sensory rooms, quiet rooms, toilets, cupboards, behind furniture, outdoor nooks, sheds, and known hiding spots.

Stage 3: Full Site Sweep (5–10 minutes)

- SLT allocates staff to all zones.
- Reception ensures gates remain secure and monitors exits.

Stage 4: High-Risk Escalation (After 10 minutes)

- SLT contacts parents/carers.
- SLT calls emergency services (999) if child is believed to be at immediate risk or may have left the site.

Stage 5: If the Child Has Left Site

- SLT phones 999 immediately.
- Parents informed promptly.
- Staff do not pursue off-site unless risk-assessed and directed by SLT.

7. When the Child Is Found: Recovery & Support

- Approach calmly; avoid confrontation.
- Support regulation and complete welfare checks.
- Review triggers and update risk assessments.
- Log incident details in BehaviourWatch.

8. Record Keeping

Document:

- Times
- Actions taken
- Staff involved
- Condition of the child
- Any escalation actions
- Records are stored in BehaviourWatch and safeguarding files, forming part of the safeguarding audit trail.

9. Post-Incident Review

- Conducted within 48 hours by SLT.
- Review root causes, safeguarding implications, and required changes.
- Learner voice is included in the review process to understand triggers, experiences and emotional needs, supporting trauma-informed responses.

10. Staff Training

Training includes:

- Safeguarding procedures
- SEMH de-escalation strategies
- Awareness of pupil-specific risks
- Emergency communication protocols

Newport Children's Services Contact Points

- Duty & Assessment Team: 0800 328 4432
- Out of Hours: 0800 731 3127

Gwent Police: 999 (immediate risk) / 101 (non-emergency missing report)

When a Missing Incident Becomes a Safeguarding Concern

A missing episode must be treated as a safeguarding concern when:

- the child is at immediate risk of harm
- the child is known to be vulnerable (SEMH, ALN, Looked After status)
- the behaviour is out of character or escalating

- the child is believed to be with unsafe adults
- the child is in possession of items posing risk
- the child has made previous attempts to abscond

In these situations, the Wales Safeguarding Procedures (2019) are followed immediately and Newport Children's Services are contacted without delay.

Reducing Risk of a Missing Child

All security procedures must be reviewed annually by SLT. Every day school personnel must consider the following:

- Are entrances and exits are secure (including the Main School Gate)
- Are windows secure
- How do we challenge and dealing with unauthorized people on the school site
- Are door alarms switched on
- What steps are being taken to ensure the security of valuables and any personal possessions
- Ensure all visitors and contractors logged on site with staff supervision
- Ensure staff to have identification badges
- Ensure all open and close the gates securely when entering or leaving the premises.
- If attending an off-site activity, adults transporting young people to take into consideration how settled the young person is, the potential risks in the area the young person is being taken to, and if other options e.g. returning back to home/back to school is a safer option
- Many Greenfields learners experience SEMH complexity, trauma histories or ALN needs. Staff remain vigilant to emotional triggers that may increase missing-from-site behaviours and take proactive, relational steps to prevent escalation.



This policy relates to the following legislation:

- Children Act 1989
- Police Act 1997
- Police Act 1997 (Criminal Records) Regulations 2002
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012

The following documentation is also related to this policy:

Keeping Learners Safe: Statutory Guidance for Local Authorities and Governing Bodies of Maintained Schools (Welsh Government).

Working Together to Safeguard People: Volume 1 – Introduction and Overview (Welsh Government)

We have a statutory duty to safeguard and promote the welfare of children as described in Section 175 of the Education Act 2002 (Wales). We have due regard to Welsh Government guidance 'Keeping Learners Safe' as the safety and protection of children is of paramount importance to everyone in this school.

Safeguarding and promoting the welfare of children is defined in Welsh Government guidance as:

'Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes'. (Keeping Learners Safe, Welsh Government)

We believe that all children have the right to be safe in our society. Therefore, we recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children.

We believe it is essential to have in place exceptional school security systems to prevent pupils going missing from the school or when they are on an educational visit. The welfare of all of our pupils is our principal responsibility with all school personnel ensuring the safety of pupils at all times.

Responsibility for the Policy and Procedure

Role of the Head teacher and Senior Leadership Team

The Head teacher will:

- ensure that security measures are in place and are effective;
- ensure that all school personnel are aware of security procedures and the roles of school personnel;
- notify parents/carers of school security procedures and the procedures for dealing with a missing child.
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
 - monitoring incidents
 - monitoring records of incidents
 - communicating with police, pupils, school personnel, social workers, home managers, parents/carers, operations manager and/or Director of Service.

Role of School Personnel

All school personnel will:

- be aware of and abide by this policy;
- undertake appropriate training in security procedures;
- inform and remind pupils of security procedures such as the reporting of unidentified school visitors;
- remind pupils that should not leave the school premises or to wander off while on an educational visit;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and to promote rights-based, inclusive and respectful behaviours in line with UNCRC and Welsh Government guidance.;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of the Pupils

Pupils will promote a positive image of the school by:

- be aware of and comply by all security measures that are in place;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;

Role of Guardians

- be aware of and comply with this policy;
- ensure they provide correct and updated contact details;
- be aware of school security procedures especially at the beginning and end of the school day
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Risk Assessments

Risk assessments are:

- in place in the event that a child should go missing on or off site;
- reviewed if a child should go missing
- behaviour Support Plan
- Risk awareness, decision-making and self-regulation strategies are taught through the Greenfields Curriculum, which is values-led,

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with parents/carers such as introductory, transition, parent/carer/teacher consultations and per
- school events
- meetings with school personnel
- communications with home such as school newsletters
- information displays in the main school entrance

Equality

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Senior Leadership Team.

Linked Policies and Documents

▪ Safeguarding & Child Protection	▪ Health & Safety
▪ Behaviour	▪ Health & Safety
▪ Attendance & Punctuality	▪ Risk Assessments

Headteacher:	Creslyn Singh	Date:	22 nd October 2025
Proprietor:	Rob McConomy	Date:	22 nd October 2025