

## MISSING CHILD PROCEDURE

### During a church activity:

- When a child is unaccounted for while a ministry activity is in progress, there will be two parties responsible for the search, the Kids ministry team and the Safety team.
  1. The Kids Ministry
    - a. The Kids Director gives command for children's area to change to channel 1.
    - b. Kids Director notifies the safety team over the radio with description of the child.
    - c. Shut and secure all outside doors within Cedarville. The team will then establish an appropriate perimeter around the ministry activity and begin a systematic search for the missing child.\*
    - d. No one should be allowed to enter the area except those participating in the search.
    - e. The Kids Director communicates with police and parents to gather information.
  2. The Safety Team
    - a. Safety Lead will notify police and all other Safety team persons by radio with confirmation.
    - b. Safety team will secure main Cedarville door (C1), Back exit (W2), and both lobby exits (E1&2).
      - \* Police or other staff may be used if needed.
      - i. These door positions will be assigned before every service by the team leader.
    - d. The responsibility of the Safety team is to secure and not to search.
- The search is directed by the Kids Director, the SD and the police. When a search is needed, all persons not securing doors will meet at the children's welcome center to get an area to search.
- Chatter on the radios must be kept at a minimum so that the important information is heard by all.
- The building will remain secure until the police give the all clear or the child is found.
- If the child is not quickly located, the Kids Director or a designated person will contact the parents and apprise them of the situation.
- Search efforts will continue until the child is found or law enforcement authorities take over responsibility for the search.
- Incident report is filled out with Kids Director.
- If there is a missing child outside of the care of Kids Ministry (for instance, in between services a parent loses a child) Safety team will secure doors, notify the Kids staff and police. All others will meet at the kids welcome center to begin a search.
- If the Kids Director is not available for a service, they need to notify DreamTeam and Safety Team who is the point person for Kids.

\*see map for secure doors placement.

## **KID COUNT CHECK PROCEDURE**

- This is an instance when the children's ministry does a Kid Count and discovers that the number of kids is not matching the names on the clipboard. In Kid Check Mode the kids staff will all turn to channel 1 and inform us that we have an unaccounted for child. The child is not missing yet, but we are on a heightened alert. The only info we will have at that time is the age of the child. During this time the kids's staff and volunteers secure their doors and determine if it is more than a miss counted kid. If it is determined that it is more than that, they will inform the safety team. At that time we move to Missing Child Procedures.

Last Revised: Dec 9, 2021

● = Police or Safety Team   ● = Kids staff or volunteer

# WEST TOLEDO CAMPUS MAP

