

# CapSafe Missing Child Protocol

## A Handout for CapChurch Staff, Parents, Hall Monitors and all Volunteer Workers with CapKids

When a child in any of our CapKids programs is missing, lost or reported as missing, the following procedure will be followed:

Don't assume that the missing child is hiding and waiting to be found.

1. The Cap Shepherd will do a head count of all children in the class to confirm that a child is missing.
2. The Cap Shepherd will write down a brief description of the child's
  - 2.1. height, weight, colour of hair,
  - 2.2. clothes worn that day,
  - 2.3. name and age.
3. The Cap Shepherd will remain with the CapKids class and conduct a search of the classroom and the hallway outside of the class room.
4. The CapKids Teacher will take the description of the missing child and search the washrooms, and the cafeteria.
5. If the child is not found The CapKids Teacher will notify the CapKids Coordinator and give the description of the missing child to the CapKids Coordinator.
6. The CapKids Coordinator will inform the Hall Monitor and the Pastoral Assistant on duty (normally Celeste Lee) of the missing child giving them the description.
7. The Pastoral Assistant will secure the two radios and give one to the Hall Monitor and keep the other one.

If at any point the child is found, the CapKids Coordinator and the Pastoral Assistant need to be informed immediately.

8. The Hall monitor (with radio in hand) will recruit 2 helpers to begin an exterior search of the building. The Hall Monitor will contact the Pastoral Assistant after the first sweep of the exterior of the building.
9. The CapKids Coordinator and the Pastoral Assistant will do a visual search of the auditorium to see if the child has come into the worship service.
10. If the child is not found, the Hall Monitor will send the 2 helpers on a second exterior search of the building while he returns to the building and calls all the CapKids classes, teachers, and Shepherds to discontinue classes and return to the Cafeteria.
11. While #10 is in progress, the Pastoral Assistant calls the parents of the missing child out of the worship service or their volunteer service and informs them of the situation and what is being done. The CapKids Coordinator phones 911.
  - 11.1. The 911 call will include the following:
    - The nature of the event—missing child—High Priority call.
    - The name, age and description of the child
    - The location and address where the child was last accounted for

- Estimated time child has been missing.
  - Name and location of contact person (person making the call or the search coordinator)
  - Phone number of contact person
12. The CapKids Coordinator makes an announcement in the worship service
- 12.1. Parents (or caregiver) are asked to go to the cafeteria, nursery, preschool or toddler programs, collect their children and return to the auditorium and remain with their children.
- 12.2. A Pastor and an Elder are asked to go to the family and remain with them until the child is found or the search is called off. The pastor and elder can decide what care the family needs during the remainder of the day and after.
- 12.3. Members of the congregation without responsibilities for children are asked to participate in a broader exterior search of the building in the following manner
- 12.3.1. They will be asked to form in teams of 5 and see that each team has a member with an active cell phone. One person from each team will come to the staff person designated by the CapKids Coordinator for their search area assignment. (This leaves the CapKids Coordinator free to speak with the RCMP)
- 12.3.2. A team will be assigned to each of the 7 zones indicated on the *attached map*.
- 12.3.3. Each team leader will pick up a map with their assigned zone that includes cell phone numbers of CapChurch leaders that teams can call to report. They will also leave their cell phone number so that the search coordinator can call them back to the church when the child is found.
- 12.3.4. Each team will search for up to 20 – 30 minutes and then return to the building. Each team will call in after 10-15 minutes.
- 12.3.5. If the child has not been found after 30 minutes the CapKids Coordinator will, in consultation with the RCMP, decide whether to call off the congregational search or to continue.

It is never too early to call 911
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13. When the Child is found
- 13.1. The person who locates the missing child will immediately report to the CapKids Coordinator and bring the child to the auditorium to the CapKids Coordinator who will reunite the child with their parents or caregiver.
- 13.2. The CapKids Coordinator will call off the search or ask the designated staff person to call off the search and inform all the teams to come in.
14. Follow up
- 14.1. The CapKids Coordinator and pastor, will call the parents later in the day to see how they are doing
- 14.2. The CapKids Coordinator will complete an incident report and submit it to the pastor. A copy will be kept on file in the church office.
- 14.3. The CapKids Coordinator will debrief the incident with
- Staff team at their regular meeting
  - The CapKids the following Sunday
  - The Congregation the following Sunday