

CapSafe Missing Child Protocol at Mulgrave

A Handout for CapChurch Staff, Parents,
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
 - height, weight, colour of hair,
 - clothes worn that day,
 - 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 area from the annex to the main building and the washrooms in the main building
5. If the child is not found The CapKids Teacher will notify the CapKids Program Director and give the description of the missing child to the CapKids Program Director.
6. The CapKids Program Director will inform the Sunday Morning Administrator; the Administrative Assistant to the Pastors; the Mulgrave custodian and any pastors not engaged in ministry duties of the missing child giving them the description.
 - Using the radios [custodian; CapKids Program Director] the CapKids Program Director will stay informed of the search progress.
 - If at any point the child is found, the CapKids Program Director will inform the Sunday Morning Administrator; the Administrative Assistant to the Pastors; the Mulgrave custodian and any pastors not engaged in ministry duties
 - These people will begin an exterior search of the building.
 - After the first sweep of the exterior they will report back to the CapKids Program Director
 - The CapKids Program Director will do a visual search of the auditorium to see if the child has come into the worship service
 - If the child is not found the CapKids Program Director will initiate a second sweep of the exterior of Mulgrave

- At this point The CapKids Program Director will direct the Sunday Morning Administrator or the Administrative Assistant to the Pastors to call the parents/caregiver of the missing child out of the worship service and inform them of the situation and what is being done.
- The CapKids Coordinator phones 911.
- 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

It is never too early to call 911

7. The CapKids Program Director makes an announcement in the worship service

- Parents (or caregiver) are asked to go to the annex to collect their children and return to the auditorium and remain with their children.
- 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.
- Members of the congregation without responsibilities for children are asked to participate in a broader exterior search of the building in the following manner
 - 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 person designated by the CapKids Program Director for their search area assignment. (This leaves the CapKids Program Director free to speak with the RCMP)
 - A team will be assigned to each of the 8 compass point around Mulgrave [N; NE; E; SE; S; SW; W; NW;
 - Each team leader record the cell number of the CapKids Program Director and leave their cell number with the CapKids Program Director so that teams can call to report and the CapKids Program Director can call them back to Mulgrave when the child is found.
 - 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.
 - If the child has not been found after 30 minutes the CapKids Program Director will, in consultation with the RCMP, decide whether to call off the congregational search or to continue.

8. When the child is found

- The person who locates the missing child will immediately report to the CapKids Program Director and bring the child to the auditorium to the CapKids Program Director who will reunite the child with their parents or caregiver.
- The CapKids Program Director will call off the search or ask the designated the Sunday Morning Administrator or the Administrative Assistant to the Pastors to call off the search and inform all the teams to come in.

9. Follow up

- The CapKids Program Director and a pastor, will call the parents later in the day to see how they are doing
- The CapKids Program Director will complete an incident report and submit it to the pastor. A copy will be kept on file on the church laptop
- The CapKids Program Director will debrief the incident with Pastoral Team at their regular meeting and the CapKids the following Sunday and the Congregation.