

Missing or Lost Child

The safety of all children will be given our highest priority. A missing child should be an extremely rare occurrence. This Policy is designed to be put into place swiftly and effectively in order for actions to be taken to locate any missing child, and to notify and involve parents and the authorities at every point.

If a Child is missing, time is of the essence. Conduct a preliminary search.

1. Senior leadership must be notified immediately and told where and when the child was last seen.
2. Assemble all remaining Children together in a central safe location, enabling as many screened leaders as possible to search for the missing child. Appoint a few screened Personnel to supervise the remaining Children, keeping the children together and providing a low risk activity. This group should wait for further instructions from leadership. Do not send any minors to search for lost children.
3. Remaining Leaders and Volunteers, (as many as possible without putting the remaining Children at risk) will begin by conducting a search of the "hot spots" then move to less immediate areas. Search both inside the building and outside the building. Search inside locations: cupboards, washrooms, closets, stairwells, classrooms, auditorium/sanctuary, baptismal tanks and offices. Search outside locations: beach, river, swimming pool, parking lot, nearby streets, parks, play grounds, and railroad tracks, and ravines, etc.
4. At the 10-15 minute point of searching (maximum 20 minutes), notify the police / emergency officials of the missing Child, their age, physical description, and possible whereabouts in the building / community where the child went missing. If possible provide a photograph of the Child.
5. Notify the Parents / Guardians immediately after notifying the police / emergency officials.
6. Continue search, cooperating with the police and local authorities.
7. Once the missing Child is found, administer first aid as needed.
8. Complete an incident report, and keep the report on file permanently.
9. If media arrives on the scene, only the Executive Director/Senior Leader should speak to media.