

Cable Road Alliance Church – Missing Child Protocol

1. If a church staff/volunteer ministry leader cannot locate a child from their group, they should first consult with other available ministry leaders before deeming the child to be “missing.”
2. Once a child is deemed to be “missing,” a formal search should be instituted, beginning from the location where the child was last seen. All other ministry leaders will be notified of the situation. Other adults or children present should be asked for any relevant information, if appropriate. All other children should be secured in their rooms with at least one ministry leader until the search is complete.

The search should be organized and coordinated by the ministry director, or his/her designate. The search should involve all interior areas of the church as well as the outside grounds. A ministry leader should be posted at each exit and should monitor for the missing child, as well as make every effort to prevent exit from or entrance to the building while the search is in place. If necessary, a car can be used to block access into or out of the parking lot during the search.

3. If the child is not located after 15 minutes, the police will be called (dial 911) and the child’s parent/guardian will be notified by the ministry director, or his/her designate. The missing child’s youth leader should compile a description of the child with any available photos. Church staff and volunteer leaders will make every effort to cooperate with and assist the police in the search effort.
4. A written report of the incident will be created by the ministry director and securely filed in the church office. A follow-up meeting will take place with all involved ministry leaders and responsible church leadership to discuss and evaluate the handling of the incident.