

## **Kids Ministry Code Pink Policy**

### **Purpose**

Our desire is to keep kids as safe as possible, so we uphold the integrity of security and safety within all secured spaces by following "Code Pink" procedures if a kid cannot be located.

## **Code Pink Policy**

Code Pink is the phrase and subsequent actions taken to recover a lost or missing kid. There are 3 possible occurrences of a Code Pink situation. When any of these situations arise follow the steps listed below;

- 1. **MID SERVICE OCCURRENCE**. This is usually triggered by a physical count that doesn't match the number on the sign in sheet.
  - a. Volunteer should recount number of kids in the room.
  - b. If kid is still lost, notify appropriate Volunteer Leader and Kids Staff. Volunteer Leaders and/or Kids Staff will initiate searches of other rooms to check for the missing kid. Instruct all room volunteers to do a very thorough search including bathrooms, cabinets, etc.
  - c. Continue to attempt to locate the kid. If the kid is still not located after 5 minutes of initial notice, page the grown-ups.
  - d. Kids Staff should meet the grown-up at the secured entrance to see if they have the kid. It is possible the kid was picked up early or never entered the classroom.
  - e. If the grown-ups do NOT have their kid, gather a detailed description and initiate Code Pink.
- 2. PICK UP OCCURRENCE. This is when grown-up arrive to pick up their kid, and the kid is missing.
  - a. Volunteers should do a very thorough search of the room, including bathrooms, cabinets, etc.
  - b. If the kid is still missing, notify appropriate Volunteer Leader and Kids Staff. Volunteer Leaders and/or Kids Staff will initiate searches of other rooms to check for the missing kid. Instruct all Room Volunteers to do a very thorough search including bathrooms, cabinets, etc.
  - Continue attempting to locate the kid. Gather the name and description of the missing kid and initiate Code Pink.
- BEFORE OR AFTER PROGRAMMING. This occurrence is when the grown-ups have not yet dropped their kid off in Kid's Ministry OR they have already picked up their kid. While under the grown-up's supervision, the kid is discovered to be lost.
  - a. Alert the Kids Staff of a missing kid.
  - b. Kids Staff and/or Volunteer Leader will initiate a search of classrooms and hallways in the ministry area, including bathrooms, cabinets, etc.
  - c. If the kid is not located within 5 minutes, gather a detailed description and initiate Code Pink.

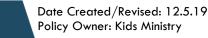
#### **Code Pink Initiation and Procedure**

Designate an individual to notify the following 3 parties while continuing to look for the kid within secured area: Facilities Staff, Pastor of Guest Services, and Campus Pastor. Communicate a Code Pink plus a detailed description of the kid over the two-way radios on Channels: Facilities, Guest, Parking and Ministry.

Each of these parties will initiate as follows.

#### Facilities staff will:

Notify any on campus police and Protective Services Volunteers of possible issue.





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- Send all available Facilities Staff to the kids' area to assist with securing the area and observation.
- Send Protective Services Volunteers to major campus door exits / entrances to monitor people departing.
- Send Parking Volunteers to the vehicle exits / entrances to monitor vehicles departing.
- Assign someone to monitor cameras for unusual behavior.

#### Pastor of Guest Services will:

- Inform all other groups of volunteers to be on high alert for the missing kid.
- Equip volunteers with a description, if known, and ask them to help keep people calm.
- Maintain Lobby presence while remaining on high alert.

## **Campus Pastor will:**

- Escort grown-ups to your designated area and keep them there until kid is located.
- Maintain a calm demeanor while directing and comforting parents during search.
- Initiate a conversation with grown-ups about the time to call 911. Suggest 15 minutes past start of incident.