Kids Ministry Code Pink Policy

Purpose
To keep kids as safe as possible, we will uphold the integrity of security and safety within all secured spaces by following the following "Code Pink" procedures if a child cannot be located.

Code Pink Policy
Code Pink is the phrase and subsequent actions taken to recover a lost or missing child. 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 list number.
   a. Volunteer should recount number of kids in the room.
   b. If child is still lost, notify appropriate volunteer leader and kids staff. Leaders will initiate searches of other rooms to check for the missing child. Instruct all room volunteers to do a very thorough search including bathrooms, cabinets, etc.
   c. Continue to attempt to locate the child. If the child is still not located after 5 minutes of initial notice, page the parents.
   d. Kids staff should meet the parent at the secured entrance to see if they have the child. It is possible the child was picked up or never entered the classroom.
   e. If the parents do NOT have their child, gather a detailed description and initiate Code Pink.

2. PICK UP OCCURRENCE. This is when parents arrive to pick up their child, and the child is missing.
   a. Volunteers should do a very thorough search of the room, including bathrooms, cabinets, etc.
   b. If the child is still missing, notify appropriate volunteer leader and kids staff. Leaders will initiate searches of other rooms to check for the missing child. Instruct all room volunteers to do a very thorough search including bathrooms, cabinets, etc.
   c. Continue attempting to locate the child. Determine the name and description of the missing child and initiate Code Pink.

3. BEFORE OR AFTER PROGRAMMING. This occurrence is when the parents have not yet dropped their child off in kids' programming OR they have already picked up their child. While under the parent's supervision, the child is discovered to be lost.
   a. Alert the kids staff of a missing child.
   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 child is not located within 5 minutes, gather a detailed description and initiate Code Pink.

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Code Pink Initiation and Procedure

Designate an individual to notify the following 3 parties while continuing to look for child within secured area: Facilities Staff, Pastor of Guest Services, and Pastor of Ministry/Campus Pastor. Communicate a Code Pink plus a detailed description of the child 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.
- 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 missing child.
- Equip volunteers with a description, if known, and ask them to help keep people calm.
- Maintain Lobby presence while remaining on high alert

Pastor of Ministry/Campus Pastor will:

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