



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 the “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 situations where a Code Pink may occur. 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 count is still off, notify appropriate Volunteer Leader and Kids Staff and determine which kid is missing. 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, contact the grown-ups by sending a text and/or putting their check-in code on the screens in the adult services.
 - 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 a grown-up arrives 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.
 - c. Continue attempting to locate the kid. Gather the name and description of the missing kid and initiate Code Pink.

3. **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.



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Code Pink Initiation and Procedure

Designate an individual to notify the following parties while continuing to look for the kid within secured area: Pastor of Campus Operations, 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 Services, Parking and Ministry.

Each of these parties will initiate as follows.

Pastor of Campus Operations will:

- Notify any on campus police and Protective Services Volunteers of a 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 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.
- Note: If Campus Pastor is unavailable, the Pastor of Campus Operations is tasked to assign an available Pastor to this role.