

Missing Child Procedure

In Center: Designate a staff person to stay with kids, do an initial search of the center if the child is not found, and notify the program director. The program director will notify staff to assist in locating the child. All exits will be monitored and locked.

In Facility: Designate a staff person to stay with kids, do an initial search of the immediate parts of the facility if the child is not found, and notify the program director. The program director will inform administrative staff of the situation, and they will assist in locating the child. All exits will be monitored and/or locked & alarmed.

Off Y grounds: Call the program director immediately. Designate a staff person to stay with the kids, and do an initial search of the immediate area. The director or coordinator will come immediately and help assist in the search and return the rest of the children to the facility.

Directors Role

1. Send a Code Adam to all Admin staff with a picture of the child via text.
(Steps below)
2. Text Admin/Coordinator Group text back & confirm where staff are located.
3. If the child cannot be located within 20 minutes, 1.) contact the police 2.)contact parents

What to say on the phone to parents-

“Hello this is _____, from the YMCA. I am calling to let you know your child is missing. We have contacted the police, they are on their way.”

4. Youth is found, immediately shared with staff included in the search & parents.
5. Write Incident Report

Code Adam steps

These are the steps to follow when an alert is announced that a child is missing.

- **Give a detailed description of the child.** (Name, age, gender, and race. Weight, height, hair and eye color. Describe what the child is wearing, specifically the color and type of clothing including shoe color and style)
- **Report any information about the missing child to staff**
- **Administrative staff and support staff will conduct a search of the building communicating through cell phones.**

Front Desk Staff

1. Secure front entrance doors
2. Do not allow any child to leave even with an adult until the search is over.

Pool Staff

1. Secure Pool Exits (exterior)
2. Do not allow any child to leave even with an adult until the search is over.

Youth Staff

Lead-

1. Notify Program Director
2. Secure Youth Entrance
3. Do not allow any child to leave even with an adult until the search is over.
4. Additional Leads help with search

Assistant-

1. Gather children
2. Head Count
3. Take to a room/back to YMCA
4. Do an activity with the children

Coordinator-

1. Secure Exit doors by old Y entrance
2. Assign staff to secure Exit doors by Kitchen hallway
3. Assign staff to secure Exit doors by Gym 3
4. Assign staff to secure Exit doors across from Liz's Office

Maintenance Staff-

1. Assist with the search both in the facility and grounds.

Health and Wellness Staff-

1. Secure all Health and Wellness exit doors (exterior)
2. Do not allow any child to leave with an adult until the search is over.

Sports Staff-

1. Assist with the search.