*Edit this page to fit your ministry setting. Then remove this note.*

**WHAT TO DO - LOST CHILD**

If a parent comes to the room and his/her child is not present, remain calm, but quickly respond in the following sequence:

1. **Who else has had contact?**

Ask the parent who else might have picked up the child. Could they be contacted by cell phone? Alert the coach or children’s ministry supervisor.

1. **Has the child left the area?**

Ask the adult shepherds if they noticed a child leaving. And if so, who was with the child when he/she left?

1. **Add staffing to exiting points.**

Call additional staff or ministry partners. Describe the child’s features and post people at exit doors to make sure the child does not leave the building.

1. **Alert other classroom leaders.**

Alert other shepherds and coaches as quickly as possible. Describe what the child was wearing.

1. **Team search.**

Have one ministry staff person walk with cell phone or walkie-talkie in hand. Another ministry staff person should walk in another direction, walkie-talkie in hand, while a third staff person stays at the room with a walkie-talkie.

After ten minutes, and the child has not been found, gather the staff for a thorough inspection of the facility from one side to the other.

1. **Telephone family, friends and police.**

Phone other family members or friends of the child to see if a friend or other family member might have taken the child home.

**Call the police once you have exhausted all options.**