



Lost Child Protocol

The City of Mauldin continues to update and refine our lost child protocol. This is an important tool for the city which provides all staff with a clear process of any child who may go missing from summer camp or any youth athletic related events.

POLICY

- This policy provides steps to be taken in the event a child is unaccounted for and presumed missing.
- This policy ensures that the protocol for missing children is clear and understood.

CODE ADAM

The City of Mauldin will follow the outline of the nationally recognized “Code Adam”. Enacting a “Code Adam” includes the following steps:

- If an individual reports that a child is missing, staff shall obtain a detailed and accurate description of the child.
- The trained staff uses whatever means of communication (in-house telephone, radio and/or an all-call page) to initiate the Code Adam alert. Staff will describe the child’s physical features and clothing. The alert will indicate to the designated employees to monitor front entrances while other employees begin looking for the child within the building.
- If the child is not found within 10 minutes, call law enforcement.
- If the child is found and appears to have been merely lost, the child shall be reunited with their parent/guardian.
- If the child is found accompanied by someone other than a parent or legal guardian, staff shall attempt to delay their departure without putting the child, staff, or patrons at risk or in harm’s way. Law enforcement should be notified and provided with detailed description of the person accompanying the child.

When approached by a parent/guardian that has become separated from their child, staff should ask the following to obtain a more thorough description of child:

- Gender
- Race



- Age
- Eye and hair color
- Height
- Weight
- Clothes worn (including shoes)
- Any distinguishing characteristics
- Location or area last seen

CITY OF MAULDIN PROGRAMS AND ACTIVITIES

The City of Mauldin provides numerous recreational programs and youth athletic sporting events.

SAFETY AND WELL-BEING

The safety and well-being of all children participating in Mauldin Recreation programs is our top priority. It is of the utmost importance to the staff to always know the whereabouts of the children.

INSTANCES WHERE A CHILD MAY GO MISSING:

- Transitioning from one activity to another (indoor or outdoor)
- Transitioning to or from outdoor activities
- Going to restroom