


POLICY

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|  | Policy: | CODE ADAM ALERT – MISSING CHILD POLICY | | |
| | Department: | Parks, Facilities, Recreation and Culture | | |
| | Division: | Recreation Services | By-Law No.: | N/A |
| | Administered By: | Manager of Recreation Services | Approval Date: | May 13, 2019 |
| | Replaces: | N/A | | |
| | Attachment(s): | N/A | | |

1. POLICY STATEMENT

- 1.1. The Corporation of the Town of Amherstburg is committed to providing and hosting enjoyable, inclusive programming and sporting events for families and children within the Libro facility and at off-site staff organized field trips.
- 1.2. The Town has adopted the CODE ADAM missing child safety program recognized throughout North America and used to respond quickly and effectively to situations involving a missing child.

2. PURPOSE

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

3. SCOPE

- 3.1. This policy applies to all employees at the Libro centre.
- 3.2. The policy applies to staff facilitated programs and classes whether on-site at the Libro Centre, or at off-site locations (organized field trips).
- 3.3. This policy shall be reviewed annually from the date it becomes effective, and/or sooner at the discretion of the CAO or designate.

4. DEFINITIONS

- 4.1. **CODE ADAM** is a missing child safety program with a defined procedure for employees to follow when someone reports a lost or missing child.
- 4.2. **De-brief** means a detailed discussion and questions in order to obtain useful information.
- 4.3. **Documentation** means official and correct paperwork.
- 4.4. **Head count** is the act of counting people to determine exact number.
- 4.5. **On-site** for the purpose of this policy on-site refers to the Libro Credit Union Centre and surrounding property.
- 4.6. **Off-site** for the purpose of this policy off-site refers to organized programming and field trips held outside of the Libro Credit Union Centre.
- 4.7. **Missing** in this policy means a child who cannot be located or accounted for.
- 4.8. **Risk Assessment** is the process of evaluating the potential risks that may be involved in a projected activity or undertaking.
- 4.9. **Security** means the protection of a person or building against harm.
- 4.10. **Well-being** for this policy means the state of feeling safe and comfortable.

Other common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage or the Town (T:) drive.

5. **INTERPRETATIONS**

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. **GENERAL CONDITIONS**

This Policy will address two (2) scenarios where the CODE ADAM Alert would be executed.

1. When a child is reported missing by a parent or guardian at the Libro Credit Union Centre which serves as the hub for activities in Amherstburg.
See 6.1 **Libro Centre**.
2. When a child enrolled in a class or program operated through the Libro Credit Union Centre has been reported missing by a staff person.
See 6.2 **Town Recreational Programs and Activities**.

6.1. **Libro Centre**

The Libro Credit Union Centre is considered the hub of recreational activity in the Town Amherstburg.

- 6.1.1. The facility leases space to:
 - 6.1.1.1. Residents for social events such as showers, birthday parties etc.
 - 6.1.1.2. Service groups and organizations for sporting and meeting events.
- 6.1.2. Occasions when a child may go missing:
 - 6.1.2.1. A child attending an event may go to the washroom or the food court unaccompanied and not return to the adult/guardian.
 - 6.1.2.2. A child may wander out of the adult/guardian's line of sight and become lost.
- 6.1.3. Responsible Security Practices And Precautionary Measures
 - 6.1.3.1. The Manager and other designated staff will conduct an annual Risk Assessment to consider all aspects of the programs, activities including the facility and the environment.
 - 6.1.3.2. Staff Training will include:
 - a. A review of the CODE ADAM Alert Policy and Procedure to ensure a thorough understanding of the requirements;
 - b. A study of the physical environment including all entrances and exits in the facility and high risk areas and blind spots such as stairwells, bathrooms, spectator seating in both rinks and food court.
 - c. Health & Safety and other related training requirements.

6.1.4. Missing Child – Code Adam Alert

In the event an adult reports a missing child, staff will follow the detailed steps outlined in the CODE ADAM Alert Procedure. Utilizing the public address system, Guest Services staff will announce a Code Adam and describe the child's physical features and clothing. If the child is not located within 10 minutes, staff will call the Police and provide a detailed description of the child and his/her last known whereabouts. The Manager of Recreation Services and the Director of Parks, Recreation, Culture and Tourism will be notified. The search will continue until the child is found.

6.2. **Town Recreational Programs and Activities**

The Town of Amherstburg provides numerous recreational programs and classes for children and youth that are facilitated through the Libro Centre by Town staff.

6.2.1. Safety and Well-being

The safety and well-being of all children attending or enrolled in Town programs and activities is paramount. Staff will endeavour to know the whereabouts of the children at all times.

6.2.2. Occasions when a child may go missing:

- a. Transitioning from one activity room to another.
- b. Transitioning to or from outdoor activities.
- c. Going to the washroom, or to another room.

6.2.3. Responsible Security Practices And Precautionary Measures:

6.2.3.1. The Manager and other designated staff will conduct an annual Risk Assessment to consider all aspects of the programs, activities including the facility and the environment.

6.2.3.2. Child Instruction and Parent Reminder

- a. Every child in attendance will be instructed in general safety and security rules. All parents/guardians responsible for dropping off or picking up children will be reminded of the daily sign in/out requirement including photo identification.

6.2.3.3. Staff Training:

- a. A review of the CODE ADAM Alert Policy and Procedure to ensure a thorough understanding of the requirements;
- b. A study of the physical environment including all entrances and exits in the facility and high risk areas and blind spots such as stairwells, bathrooms, spectator seating in both rinks and food court.
- c. Health & Safety and other related training requirements.

6.2.4. On-Site (Libro Centre) and Off-Site Programming (Field Trips)

Most recreational activities are held at the Libro Credit Union Centre. Occasionally an off-site field trip is planned to explore, discover and enhance the child's knowledge of their surrounding community. The CODE ADAM Alert Policy and Procedure applies in both situations.

6.2.5. Missing Child

In the event a child is unaccounted for and presumed missing, staff will follow the detailed steps outlined in the CODE ADAM Alert Procedure. Staff will immediately engage in the assistance of all staff and other available resources in the effort to locate the missing child. For off-site activities and where possible, the venues' administration and security personnel will be advised in order to assist in the search.

6.2.6. **CODE ADAM Alert**

The search will be expanded to the outdoor surrounding area and the parent will be notified. Designated staff will call Police and provide a detailed description of the child and his/her last known whereabouts. The Manager of Recreation Services and the Director of Parks, Recreation, Culture and Tourism will be notified. The search will continue until the child is found.

6.3. **After Care and Reporting Requirements**

Once the child is located, staff will ensure he or she is free from harm and returned to the accompanying adult. If possible, staff will determine the reason the child was missing and complete a detailed incident report.

6.4. **De-Brief Occurrence and Review of Related Policies and Procedures**

The Manager may arrange a meeting with all staff and parties involved to review the incident report, related safety policies and procedures and determine if improvements could be made. The Manager will implement the recommendations in an effort to prevent a future occurrence.

7. RESPONSIBILITIES

7.1. The **Director of Parks, Facilities, Recreation and Culture** has the authority and responsibility to:

7.1.1. Ensure implementation and compliance of this Policy and Procedure.

7.2. The **Manager of Recreation Services** has the authority and responsibility to:

7.2.1. Ensure that all staff is provided with appropriate training with respect to this Policy and Procedure.

7.3. **Staff** have the authority and responsibility to:

7.3.1. Comply with all provisions outlined in the Policy.

7.3.2. Participate in all training and assessments required in order to eliminate and mitigate the potential risk of a child going missing.

8. REFERENCES AND RELATED DOCUMENTS

8.1. **Code Adam Missing Kids**

8.2. **Amber Alert Missing Kids**