# Instruction Manual for the Child Protection Coordinator (CPC)

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| Step-by-Step Guide for Using SOPs and Tools in Missing Child Drills |
| **Overview** |
| This manual outlines when and how to use the SOPs and tools provided to plan, execute, and assess missing child drills effectively. The primary drill, referred to as the **Safety Sabbath Drill**, will take place on the **fourth Sabbath in March**, coinciding with the church’s broader safety initiatives. Additional training drills should be conducted before this time to ensure team readiness. |

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| **Preparation Phase** |

## Step 1: Assemble and Train the Child Protection Team (CPT)

### **SOP Reference**: Assemble and Train the CPT

### **Tools to Use**: Assessment Questionnaire, Zone Checklists, Church Property Map

**1. Recruit Team Members:**

* Screen volunteers using the Sterling Volunteers Platform as per the SOP.

**Assign roles:**

* Zone Searchers: Conduct systematic searches.
* Parent Liaison: Interacts with parents.
* Communication Coordinator: Tracks and relays progress.
* Child Safety Drill Leader: Oversees execution.

**2. Conduct Training:**

* Share the Communication Protocols SOP and review its code phrases and hierarchy.
* Use the Church Property Map and Zone Checklists to conduct walkthroughs of search zones.
* Conduct at least one training drill before Safety Sabbath to familiarize the team with the process.

**3. Evaluate Readiness:**

* Post-training, use the Assessment Questionnaire to identify gaps in understanding and ensure all team members are prepared.

## Step 2: Organize the Church Property

### **SOP Reference:** Organize and Use the Church Property Map

### **Tools to Use:** Church Property Map, Zone Checklists

**1. Prepare the Property Map:**

* Ensure the map includes:
* Clearly labeled zones (e.g., Zone A, Zone B).
* High-risk areas highlighted (e.g., bathrooms, closets).
* Emergency access points.

**2. Develop Zone Checklists:**

* Create checklists for each zone, listing specific areas to search and precautions needed.

**3. Review with the Team:**

* Distribute printed or digital copies of the map and checklists during training sessions.
* Ensure team members are familiar with high-risk zones and how to navigate them.

## Step 3: Develop Scenarios and Schedule Drills

### **SOP Reference**: Scenario Development and Drill Execution

### **Tools to Use**: Drill Scenario Template, Congregation Feedback Form

**1. Create Realistic Scenarios:**

* Use the Drill Scenario Template to define the scenario, including:
* Description of the “missing” child.
* Last known location and challenges.

**2. Schedule Training Drills:**

* Conduct at least one training drill before Safety Sabbath to refine the CPT’s skills.
* Use training drills to test individual roles and team coordination.

**3. Plan the Safety Sabbath Drill:**

* The main drill will take place on the fourth Sabbath in March during Safety Sabbath.
* Announce the Safety Sabbath Drill to the congregation at least two weeks in advance, emphasizing its purpose as a practice exercise.

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| **Execution Phase** |

## Step 4: Execute the Drill on Safety Sabbath

### **SOP Reference**: Scenario Development and Drill Execution

### **Tools to Use**: Real-Time Log, Church Property Map, Zone Checklists

1. **Initiate the Drill**:

* Use the designated code phrase (e.g., “Code Amber”) to announce the missing child scenario.
* Use the Real-Time Log to document:
  + Time the scenario begins.
  + Key milestones (e.g., time to relay messages, zone clearances).

2. **Coordinate the Search**:

* Assign search zones using the Church Property Map and Zone Checklists.
* The Communication Coordinator tracks progress and updates leadership.

3. **Engage Parents**:

* The Parent Liaison provides updates to parents based on the scenario.

4. **Conclude the Drill**:

* Document the time taken to locate the child and any challenges using the Real-Time Log.

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| **Evaluation Phase** |

## Step 5: Debrief and Assess the Drill

### **SOP Reference**: Scenario Development and Drill Execution

### **Tools to Use**: Assessment Questionnaire, Preparedness Rubric, One-Page Report Template, Congregation Feedback Form

**1. Debrief the Team:**

* Use the Assessment Questionnaire to gather feedback on team performance.
* Discuss strengths and areas needing improvement as per the SOP.

**2. Collect Congregation Feedback:**

* Distribute the Congregation Feedback Form to gather input:
* Did they feel informed and prepared during the drill? (Yes/No)
* What improvements or suggestions do they have for future drills? (Open-Ended)

**3. Evaluate Preparedness:**

* Apply the Preparedness Rubric to rate overall team performance:
  + Communication effectiveness.
  + Zone search efficiency.
  + Parent engagement.
  + Drill execution time.
  + Team coordination.

**4. Summarize Findings:**

* Use the One-Page Report Template to document:
  + Areas rated excellent.
  + Specific action items for improvement.
  + Next steps to enhance future drills.

**5. Plan Post-Safety Sabbath Improvements:**

* Adjust tools and SOPs based on feedback from the Safety Sabbath Drill.
* Schedule a follow-up training session to address any identified weaknesses.