# Roles on the Child Protection Team for the Missing Child Drill

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| **1. Child Protection Coordinator (CPC)** | |
| **Description**: |  |
| The CPC oversees the overall planning, execution, and evaluation of the missing child drill. They ensure all procedures align with the church’s safety policies and manage the team’s readiness. | |
| **Responsibilities:** |  |
| Lead recruitment and screening of team members using Sterling Volunteers. | |
| Organize and schedule training sessions and drills. | |
| Ensure all team members understand and follow the SOPs. | |
| Monitor the execution of the drill and provide guidance as needed. | |
| Evaluate team performance and prepare the post-drill report. | |
| **Reports To:** |  |
| Church Leadership (e.g., Pastor, Elders, or Safety Committee). | |
| **Receives Reports From:** |  |
| All members of the Child Protection Team. | |

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| **2. Child Safety Drill Leader** | |
| **Description**: |  |
| The Drill Leader is responsible for managing the real-time execution of the drill, ensuring all team members perform their roles effectively. | |
| **Responsibilities:** |  |
| Brief the team on the drill scenario and assignments. | |
| Activate the drill using the designated code phrase (e.g., “Code Amber”). | |
| Monitor team performance and ensure communication flows smoothly. | |
| Adjust assignments or escalate concerns during the drill. | |
| Ensure the drill concludes according to plan. | |
| **Reports To:** |  |
| Child Protection Coordinator (CPC). | |
| **Receives Reports From:** |  |
| Zone Searchers, Communication Coordinator, Parent Liaison. | |

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| **3. Zone Searchers** | |
| **Description**: |  |
| Zone Searchers conduct systematic searches in their assigned areas, ensuring all zones are thoroughly checked. | |
| **Responsibilities:** |  |
| * Search assigned zones using the Church Property Map and Zone Checklists. | |
| * Communicate zone status updates to the Communication Coordinator. | |
| * Follow safety precautions while searching (e.g., checking confined spaces). | |
| * Mark zones as cleared once the search is complete. | |
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| **Reports To:** |  |
| Child Safety Drill Leader. | |
| **Receives Reports From:** |  |
| N/A (independent role within assigned zones). | |

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| **4. Communication Coordinator** | |
| **Description**: |  |
| The Communication Coordinator ensures clear and timely communication during the drill by tracking updates and relaying information to the leadership team. | |
| **Responsibilities:** |  |
| * Maintain a Real-Time Log of drill progress, including time to relay messages, zone clearances, and updates. | |
| * Act as the central point of communication for Zone Searchers, Parent Liaison, and Drill Leader. | |
| * Relay critical updates and challenges to the Child Safety Drill Leader. | |
| * Ensure communication protocols are followed as outlined in the SOP. | |
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| **Reports To:** |  |
| Child Safety Drill Leader | |
| **Receives Reports From:** |  |
| Zone Searchers, Parent Liaison | |

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| **5. Parent Liaison** | |
| **Description**: |  |
| The Parent Liaison interacts directly with parents to provide updates, reassure them, and gather information as needed during the drill or real emergencies. | |
| **Responsibilities:** |  |
| * Communicate clearly and empathetically with parents, keeping them informed about the drill progress. | |
| * Gather critical information from parents (e.g., child’s last known location, description). | |
| * Relay parent-provided information to the Communication Coordinator. | |
| * Provide parents with updates or next steps as instructed by the Drill Leader. | |
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| **Reports To:** |  |
| Child Safety Drill Leader | |
| **Receives Reports From:** |  |
| Zone Searchers, Parent Liaison | |

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| Summary Table | | |
| **Role** | **Reports To** | **Receives Reports From** |
| Child Protection Coordinator (CPC) | Church Leadership | All team members |
| Child Safety Drill Leader | Child Protection Coordinator | Zone Searchers, Communication Coordinator, Parent Liaison |
| Zone Searchers | Child Safety Drill Leader | N/A |
| Communication Coordinator | Child Safety Drill Leader | Zone Searchers, Parent Liaison |
| Parent Liaison | Child Safety Drill Leader | Parents |