





Adventist Risk  
Management, Inc.



# CHILD AND YOUTH CHECK-IN/CHECK-OUT POLICY

**Y**ou have probably heard, or, if you are a parent, you probably told your children, “don’t take candy from strangers.” This phrase comes from the sad story of Charley Ross. Four-year-old Charley and his five-year-old brother, Walter, were playing in the front yard in 1874 when a horse-drawn carriage pulled up and two men offered the boys a free ride, candy and fireworks.

 *Strangers are not the ones  most likely to kidnap your children.*

Charley and his brother said yes, and climbed into the strangers’ carriage. Charley’s brother was indeed dropped off at a nearby store and given money to buy fireworks, but the kidnappers drove off with Charley. Although there were ransom notes, searches, missing child posters, vast media coverage and hired detectives, Charley was never seen again, and parents today valiantly teach their children to not accept candy from strangers.

But strangers are not the ones most likely to kidnap your children.

Most abducted children are kidnapped by someone the child knows and in a place familiar to the child. One place where children are vulnerable to be approached and slip away with a familiar friend is when being dropped off or picked up at your church, school, camp, or ministry activity. Any minor is under the supervision of the minor’s parent or guardian until checked into a ministry activity, and, after being checked out of a ministry activity. While at your activity, the minor is under your supervision.



A defined check-in/check-out procedure protects children from disappearing or leaving with the wrong guardian on your watch.

A thorough check-in/check-out process should include:

## 1. Trained Staff

Any child protection measure is irrelevant if you have not properly screened and trained your volunteers and employees. Each employee should complete a background check and child protection training before working with children or youth. Each volunteer should fill out an information form, including references which are checked by you before being approved, and complete a background check and child protection training before working with children or youth.

*Learn more about Child Protection and keeping children and youth safe at [AdventistRisk.org](http://AdventistRisk.org).*

## 2. Drop-off and Pick-up Point(s)

There should be designated drop-off and pick-up point(s) where children and youth enter and exit your ministry or activity. These locations must be staffed with enough members to adequately handle the amount of children and adults. No child or youth is allowed to leave without being checked out by their authorized guardian.

## 3. Permissions, Emergency Contact Information and Authorized Adults

Before checking a child or youth into your ministry or activity, you need:

- A signed release from the guardian giving their child permission to attend.
- A signed medical release form including health and allergy information for the child, and giving you permission to provide emergency medical treatment for the child.
- Primary and secondary emergency contact information for the child.
- Names and contact information of the people authorized to pick up the child. Once checked in, only authorized people should be allowed to check the child or youth out.

## 4. Defined Check-in/Check-out Method

Your method should record the child or youth's name, time of check-in/check-out and name of person who checked them in/out. This method could be as simple as recording information on a piece of paper and giving each child a number or wristband. Only people with the matching wristband or number can check the child out. Some other methods are electronic software, smartphone applications, or pagers that can also alert guardians when their child needs to be picked up. Select the check-in/check-out method that works best for your ministry.

## 5. Emergency Response Plan

Your ministry should have a plan of how to respond, and practice what to do if a child goes missing and if someone tries to take a child by force. You can find emergency planning resources and practice tools at [AdventistRisk.org](http://AdventistRisk.org).



Adventist Risk Management, Inc. cares about keeping children, students and campers in your ministry safe. Find more child and youth resources on our website at [AdventistRisk.org](http://AdventistRisk.org).

REPORT YOUR CLAIM RIGHT AWAY

1.888.951.4276 • [CLAIMS@ADVENTISTRISK.ORG](mailto:CLAIMS@ADVENTISTRISK.ORG)

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