



## Menlo Kids Safety Information

Menlo Kids exists to connect kids to Jesus so that they can follow him forever, but we know that unless our kids and leaders are safe, then nothing else we do matters. For this reason, we have put into place many policies, checkpoints, and safeguards to ensure that the people in our care are as safe as possible.

Menlo Kids is made up of dynamic volunteer leaders. These leaders help make our church personal and warm. In fact, it is because of these leaders that we can serve the kids who attend our programs every Sunday. However, all volunteers in Menlo Kids must go through a rigorous screening process.

Volunteer applicants must:

- have regularly attended Menlo Church for six months. (This ensures that those wanting to volunteer are known by others in the church and prevents quick access to children.)
- fill out an application.
- submit to LiveScan and social security number background checks. (National sexual offender registry and criminal records.)
- complete Mandated Reporter Training
- give two personal/professional references that can attest to the applicant's character and their ability to work with children.
- have a sit-down interview with a staff member.
- read the Menlo Kids Volunteer Handbook which includes the Menlo Church Child Protection Policy and sign a "Volunteer Agreement" document stating they agree to practice the policies outlined.

In addition to our volunteer screening process, we also put in place policies as safety guardrails. Some of these strictly enforced policies include:

- a two-person rule. Two adults must always be present with children. An adult is never to be left alone with a child. (Including bathrooms and changing diapers.)
- child check-in & check-out process.
- doors locked during services. (In order to keep our classrooms secure and to be better prepared in case of a possible intruder situation.)
- appropriate adult-to-kid ratios.

Because we know the best prevention is the awareness of our leaders, throughout the year we offer continued training on safety and conduct. For further understanding of our policies, please read our [Menlo Kids Volunteer Handbook](#).

The leadership of Menlo Kids will continue to do everything possible to maintain that we are:

- A SAFE PLACE
- A JESUS-CENTERED PLACE
- A PLACE TO BELONG
- A PLACE THAT PARTNERS WITH PARENTS