



KIDS SAFETY INFORMATION

We want to make sure that you have all of the information as it relates to the safety in Menlo Kids. The fact that families trust us each and every week with their kids is something that we do not take lightly. 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 are able to serve more than 1,000 kids 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, have completed our five-week Starting Point course, or have references from a staff leader at a previous church. (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 a background check, which includes federal, state, and county criminal records and the national sex offender registry.
- 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 and sign a [“Handshake 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 and check-out process.
- Doors locked during services. (In order to keep our rooms 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

John Garrison
Central Ministry Leader | Kids



KIDS ONLINE SAFETY INFORMATION

Volunteers

All Volunteers, before being onboarded are required to have gone through the Menlo Kids Volunteer screening process.

Volunteer applicants must:

- Have regularly attended Menlo Church for six months, have completed our five-week Starting Point course, or have references from a staff leader at a previous church. (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 a background check, which includes federal, state, and county criminal records and the national sex offender registry.
- 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 and sign a "[Handshake Agreement](#)" document stating they agree to practice the policies outlined.

All current policies, procedures, and conduct expectations we hold for our in-person environments (and are outlined in the [Menlo Kids Volunteer Handbook](#)) are in effect as far as they are applicable to our Menlo Kids Online environments. (This includes practices such as: The two-person rule - which holds that two adults must always be present with children and that an adult is never to be left alone with a child - as well as and having at least one other adult present when spouses are volunteering together, complying to dress codes, appropriate adult-to-child ratios, social media and photo policies and discipline guidelines.)

Children’s Online Privacy Protection Act Compliant (COPPA)

During all online Menlo Kids programs and experiences, anyone participating is required to follow lawful rules and regulations outlined in COPPA. These include...

- Following guidelines for posting on our website and what information is collected and how it is used.
- Obtaining parental consent before a child discloses personal information, such as names of family members, schools, etc. (Because of the highly relational nature of Menlo Kids programs, particularly in Life Groups, parental consent must be given during registration. In these groups, personal information such as [but not limited to] the names of family members, pets, favorite sports teams, least favorite sports teams, and favorite superheroes may be shared. None of this information is stored or collected.
- Providing ways for parents to review personal information and refuse its future use. (We don’t store any information, but we are more than happy to talk with parents about what is discussed in Life Groups.)
- Not incentivizing children to disclose personal information or preventing a child from participating in activities until they disclose personal information.

Large Group Programs

- Password Protected.
- Webinar format. Other participants are not visible. [Primarily during the program, two adult leaders are visible. From time to time during segments such as games, and songs, kids and parents that volunteer to participate will be made visible.]
- Chat features turned off except during intentional times that allow kids to participate in a segment of the program.

Life Group Breakouts

- Participants must access Life Groups through a password protected Large Group or use passwords to directly sign-in to a Life Group.
- Participants must be registered.
 - Registrants’ information will be reconciled against our database.
 - All new registrants will be contacted by phone just like any new family would be.
- There are dedicated hosts for every campus who assign kids to groups and monitor for safety.
- Default settings for digital platforms:
 - Waiting Rooms are enabled.

- Chat features are turned off; but may be turned on by leaders during specific group activities.
- Annotation features are turned off; but may be turned on by leaders during specific group activities.
- Ability for participants to unmute themselves are turned off; but are on during group conversations.
- Rules are posted in the chat at the beginning of every life group meeting/session/gathering.