

PARCHMENT COMMUNITY LIBRARY

CHILD SAFETY POLICY

Parents (or legal guardians or caregivers) are responsible for the care, safety, and behavior of their children aged 17 and under.

[A “caregiver” is defined as a responsible person at least 12 years of age.]
Persons age 18 and older are considered adults. Persons aged 12-17 are subject to the provisions below under the heading “Unaccompanied minors.”

Children in the company of a parent or caregiver:

If a child on library property is behaving in an inappropriate, unsafe, destructive or disruptive manner, library staff will inform the child’s parent/caregiver. If the parent/caregiver fails to correct the child’s problem behavior and supervise the child, the library staff will take the following steps:

- a) Warn the parent/caregiver that he and his child will be asked to leave if the behavior in question does not cease.
- b) If the behavior continues, request that the parent/caregiver and child leave the library property. Whenever possible, this request should be made by the director or a senior staff member.
- c) If the parent/caregiver refuses to leave library property, call the police. Whenever possible, this call should be made by the director or a senior staff member.
- d) An Incident Form shall be filed for all incidents which require steps b or c.

Children age 7 and younger must have a parent or caregiver in the immediate vicinity unless they are participating in a library program.

- Parents or caregivers for children age 7 and younger who do not attend the program with the child should remain in the building.
- At times staff may ask the parent or caregiver to stay in the room during the library program.

PARCHMENT COMMUNITY LIBRARY

CHILD SAFETY POLICY

Unaccompanied minors:

Children age 8 and older may use the library unattended for an amount of time appropriate to their age and maturity.

- Children using inappropriate behavior will be informed of the rules.
- If inappropriate behavior continues, the child shall be asked to leave the library.
- Library staff may elect to call either the child's parent/guardian or to call the police to take the child home.

If an unaccompanied child age 17 and under needs a ride home **when the library closes**,

- The staff will make every effort to contact a parent or caregiver to come and pick up the child.
- If a parent or caregiver cannot be reached or does not arrive within 10 minutes after the library closes, library staff will call the local police to pick up the child.
 - Two library staff must remain after closing with the child until the parent or the police arrive.
 - If the police take the child, staff will leave a note on the library door stating "Unattended child is in the custody of the police." Names will not be listed on the sign.
 - Staff will notify the director that the police have been called.
 - Staff will file an Incident Form.

Staff will never transport any child from the library to another location.

Approved: November 25, 2003

Revised: May 23, 2006

September 28, 2010

Reviewed: November 26, 2013, January 24, 2017