Appendix C

UNATTENDED CHILDREN PROCEDURES

Staff Procedures For Handling Unattended Children:

1. If a child under the age of seven is lost or has been left unattended, a staff member will try to locate the parent or responsible person by walking through the Library and meeting room with the child. Staff can tell children, “You need to be with your parent (teacher, babysitter).” Staff can say to the parent, “For your child’s safety, our policy requires that parents supervise their children at all times.”

2. If a child’s parent/responsible person cannot be located in the Library, staff needs to try to contact the parent by telephone. Staff can say, “Your son (daughter) is at the Library by himself. For the safety of children, our policy requires that a parent or responsible adult accompany any child under the age of seven. Because your son (daughter) is five, we need you to have someone come to the Library. When can someone be here?”

3. If the child’s parents have not been located within thirty minutes (or sooner if the Library is closing), a staff member will call the police. Staff will remain with the child until the police arrive.

4. Under no circumstances will staff transport children in a vehicle or accompany them home.

Staff Procedures For Handling Unattended Children At Closing:

Prior to closing, library staff can ask an unattended child what his/her plans are for getting home. If a child is in the Library at closing time, staff can:

1. Try to call the parents. If a parent is contacted, insist that the child be picked up immediately.

2. If the parent cannot be reached after fifteen minutes, the police will be contacted. At least two staff members will remain in the Library with the child until the child is picked up.

3. A copy of the library policy on unattended children will be give to the parent or the child.

4. If the unattended child is over 12, the child can wait in the lobby until a parent arrives. Staff should get the name and address of the parent, and the Library Director will send a letter to the parent.