

Chelsea District Library Policy and Procedure

Policy Section: **6: Facility and Equipment**
Board Approval Date: September 21, 1998
Board Rev. Dates: 11/18/08; 4/19/16

Subject: **410 Child Safety**

Background:

As a public library, this facility and its services and collections are available to all the citizens of the area it serves. Accordingly, we do not discriminate against children. Issues relating to the behavior of library users of all ages are addressed in the Library Rules of Conduct. This policy relates to children in the library facility or on library property. The library is unable to assure the safety of unattended children at the library. Based on the library's concern that unattended children may experience dangerous situations, the library has adopted the following policy with regard to children at the library.

Policy:

Children five years old and under must be within the line of sight of their parent or caregiver. Children seven years old and under must have a parent or caregiver in the building. Caregivers must be at least 12 years of age. Children ages 8 through 12 years old may be self-supervised subject to the Library Rules of Conduct Policy.

Enforcement:

If it is discovered that a child seven and under does not have a parent or caregiver in the building, at any time the library is open, a library staff member will search the building with the child and then call the police to report a "child abandoned".

The library assumes no responsibility for children remaining on the library grounds after closing time. If a child requests or requires assistance from a staff member after closing time:

- Two adults on the library staff will stay with the child.
- Library staff will call the child's parents or caregiver. If parents or caregiver do not arrive in 1/2 hour, then library staff will call the police to take charge of the child. If staff are unable to determine parents or caregiver, staff will wait 15 minutes then the police will be called to take charge of the child.
- When calling the police, staff report a "child abandoned" and give the circumstances including history if the child is frequently left alone for long periods of time in the library.
- If when parents are called, they are not available by phone, staff will wait 15 minutes, then will call police to take charge of the child.

Documentation:

- Rules regarding child supervision are to be distributed to parents upon request and are available at the Check Out Desk.
- Library staff will document activity with an incident report.

Personnel Responsible: Librarian at Youth Reference Desk

Janice L. Carr

5-4-2016

Janice L. Carr, Secretary

Date

Chelsea District Library Board of Trustees

**Chelsea District Library
Child Safety Incident Form**

Date_____ Time_____

Child's Name_____ Age_____

Address_____

Phone_____

Parent's contacted? No (why)

Yes (response) _____

Action
taken _____

Staff Signature

Director's Signature Date