

# VIII.

## SAFE CHILD POLICY

DATE APPROVED - UNKNOWN

REVIEWED - 5/94, 10/98, 6/99, 1/05, 4/10/08, 5/14/12, 2/10/2014, 6/10/2019

REVISED - 5/94, 10/98, 6/99, 1/13/05, 05/13/24

A. The Library will strive to provide the best possible library service to children in an atmosphere where all children feel welcome, safe and comfortable with staff and other patrons in the library. However, the Library has other roles, as well as space and staff limitations, and is not equipped for child care or baby sitting. Therefore, children shall not be left at the Library for an extended period of time.

If an unattended child is being disruptive, is habitually left unattended for extended periods of time or is deemed at risk of coming to harm, an effort will be made to locate the responsible parent, guardian or caregiver. If necessary, appropriate law enforcement or child protective authorities will be notified to take custody of the child.

B. Children under eight (8) years of age shall be attended and supervised by an adult or mature adolescent unless a child is attending a library program planned for that age group.

C. Children attending special library programs are the sole responsibility of parent, guardian or caregiver before and after the program.

D. For the safety of the child left unattended in the Wellman-Scofield Public Library at closing, appropriate law enforcement authorities will be contacted to take custody of the child. Staff will wait 15 minutes after closing before this measure is taken.

**The staff will use the following procedures when dealing with a lost or unattended child:**

1. Staff will attempt to locate the child's parent, guardian or caregiver.
2. If the parent, guardian or caregiver cannot be located, the proper authorities will be notified.
3. Under no circumstances will staff take the child out of the building.
4. An incident report will be filled out and kept on record at the Wellman-Scofield Public Library.

E. The Wellman-Scofield Public Library Board of Trustees and staff respects the privacy of all library patrons. We will intervene only when a staff member deems that the safety and well being of a child is threatened.