

## **Calloway County Public Library Unattended Child Policy**

**Updated: July 11, 2018. Effective July 12, 2018**

Families and children are encouraged to use the Calloway County Public Library (CCPL). Responsibility for the behavior and well-being of children using the library rests with the parent (or guardian or adult caregiver (18 or over) assigned by the parent) and not with library personnel.

If a child violates the CCPL Patron Code of Conduct, the parent/guardian or adult caregiver and the child will be informed of the rules. If inappropriate behavior continues, the family may be asked to leave the library.

Child safety at the Calloway County Public Library is a serious concern. Children left on their own often become frightened or anxious. They may become bored or restless and disturb other CCPL patrons. Children may be approached by adults or other minors and lured into unsafe situations.

### **Children under age 6 in CCPL Programs**

During story times or other programs, a parent/guardian or responsible adult caregiver must remain in the building and immediately join the child at the end of the program. The parent/guardian or adult caregiver should remain available at all times in case he/she is needed by the child during the program.

### **Youth in the Calloway County Public Library**

Children not yet attending high school are not permitted in the Calloway County Public Library unless accompanied by a parent/guardian or adult (18 or over) caregiver.

Children between the ages of 6 years and 9<sup>th</sup> grade may attend a CCPL program without a parent/guardian or adult caregiver present in the Library under the following conditions:

- The parent/guardian or responsible adult caregiver brings the child to the CCPL program no more than 10 minutes before the program start time.
- A student may arrive at the program directly after school without a parent/adult caregiver if the child has been pre-registered by a parent/guardian or adult caregiver for a CCPL afterschool program.
- The parent/guardian or an authorized responsible adult is present to sign out the child at the end of the program.

Parents/Guardians are responsible for the behavior of their child/children to the age of 18 years even when the child is in the Library without them. A child using inappropriate behavior will be informed of the rules. If the inappropriate behavior continues, the child may be asked to leave the Library. **If a child is not able to leave the Library without an adult, he/she should not be in the Library without an adult.** This is of particular concern in inclement weather and after dark. All children should have the telephone number of someone who can assist them in an emergency.

### **Unattended Children at the Calloway County Public Library at Closing Time**

When attending a program without an adult, children should have definite arrangements to be picked up at the end of the program. A child left unattended at closing time will be asked for telephone numbers of people who can pick him/her up at CCPL immediately. If a parent/guardian, or adult caregiver does not arrive at the Calloway County Public Library within 10 minutes, the police will be asked to pick up the child.

### **If a child is found without a parent or caregiver, CCPL staff will use the following procedure:**

1. Staff will attempt to comfort the child, if necessary.
2. Staff will locate the parent/guardian or adult caregiver in the library and explain the Unattended Children Policy.
3. Staff will make every effort to contact the parent/guardian or adult caregiver who is not in the library to pick up the child immediately.
4. If a parent/guardian or adult caregiver does not arrive at CCPL within 10 minutes the police will be asked to pick up the child. Staff will immediately notify the Director that police have been called.
5. Two staff members will remain with the child until the parent/guardian, adult caregiver or police arrive. This is compensated time for the two staff members who remain with the child.
6. Leave a note on the CCPL door stating "Unattended child is at the (appropriate Police or Sheriff Department)" once the child is in the care of the police. Names will not be stated on the sign.
7. Staff members will not transport any child from the library to another location.

*The Calloway County Public Library Board reserves the right to alter this policy without prior notice.*