

## Unattended Child Policy 1/08

This policy is designed to provide guidelines for staff when dealing with unattended children. Any child under the age of five should not be alone in the library. Staff will not take responsibility for a child left alone, nor will they provide transportation for any child.

- I. Unattended Child
  - a. The library does not provide childcare services.
  - b. If staff determines that a child under the age of five is unattended, staff will make attempts to locate parents or a responsible adult.
    - i. These attempts may include: telephoning and searching inside the facility.
    - ii. If the child cannot be picked up by the parents immediately they may be told the child may stay until they can come to the library, but on the second occurrence the police will be called. The parents will be informed of the library's policy.
  - c. If parents cannot be located within an hour or the library is closing, staff will call the local police department to assume responsibility for the child.
  - d. Under no circumstances shall a staff member take the child out of the building.
- II. Children Left at Closing Time
  - a. If a child is left alone at closing time, staff will make all attempts to locate a parent. They will do this by looking in the library's records and phone books. If it is the first offense the parents will be informed of the library's policy and asked to pick up their child on time.
  - b. If parents cannot be located within 15 minutes of closing staff shall call the local police department to assume responsibility for the child.
  - c. Under no circumstances is staff to leave the child alone or take them in their car.