

## PEASE PUBLIC LIBRARY

### CHILD SAFETY POLICY

The Pease Public Library welcomes children to use its facilities and services. However, the responsibility for the care, safety and behavior of children using the library rests with the parent/guardian or caregiver. A caregiver must be at least 13 years of age.

Parents are responsible for the behavior of a minor child at all times even if they are not in the library with the child. Library staff do not serve in loco parentis.

All children should have the telephone number of someone who can assist them in an emergency.

A parent or designated caregiver over the age of 13 must remain in the library with children 9 or under. No child under the age of 9 will be allowed to leave the library without parent or designated caregiver. Children under the age of 5 must be accompanied by a parent or guardian at all times.

Please note, the library has 8 public internet computers which are not filtered. It is the parent/guardian's responsibility to oversee children's use of the library's internet computers. We require all children 16 or under to have an Internet Use form signed by a parent or guardian.

If a child's behavior is not appropriate for the library the guardian or parent will be asked to remove the child from the library. If the parent or guardian is absent or cannot be reached, the staff will follow the steps below for children left unattended.

Under no circumstances shall a staff member take a child of any age out of the library or transport a child of any age to another location, without written permission from the child's responsible adult (parent or guardian).

If a child is found without a parent or caregiver or in the event of closing, the staff will:

- A. Locate the parent or caregiver and explain the Child Safety & Code of Conduct policies.
  - B. Make every effort to contact the parent or caregiver who is not in the Library to come and pick up the child. Staff will explain the Child Safety Policy to the parent or guardian.
  - C. Call the Plymouth Police Department to pick up the child, if the parent or caregiver cannot be located within 10 minutes of closing. Staff will notify Director that police have been called.
  - D. Encourage an unattended child to contact the parent or guardian if it is within 15 minutes of closing time.
  - E. Remain with the child until the parent or caregiver or police arrive. This is compensated time for the two staff members who remain with the child.
  - F. Leave a note on the Library door stating, "Unattended child is in the custody of Plymouth Police Department once the child is in the care of the police. Names will not be stated on the sign.
  - G. Not transport any child from the Library to another location.
- Staff members shall document any instances where the police are called by informing the library Director and by providing a written report of the actions taken.

*Approved by the Board of Trustees August 21, 2013  
Replaces Unattended Child Policy*