

UNATTENDED CHILD POLICY

The Cold Lake Public Library welcomes all children to use its facilities and services, but it cannot be responsible for their safety and supervision.

POLICY STATEMENT

For the safety and comfort of children, it is the policy of the Cold Lake Public Library that parents, guardians, or other caregivers accompany children while they are using the Library and its services. Parents and caregivers are to be solely responsible for the safety and supervision of their children. The Library staff is not responsible for children left unattended in the Library facilities or on surrounding premises.

PROCEDURES

Children age five and under must be accompanied by a parent/guardian/caregiver at all times. Children aged six to nine are to be accompanied by a parent/guardian/caregiver who must remain within the Library facilities. Children aged 10 and older may visit the Library independently on terms determined by their parent/guardian.

- a) Exceptions may be made for children attending Library or Library-related programs in accordance with requirements.
- b) If a child is unattended, the parent/guardian/caregiver will be located and informed that the child is in need of his/her attention and that Library staff are not responsible for the supervision of the child.
- c) If the parent/guardian/caregiver cannot be located in the building, the child's name, address, and phone number will be ascertained and the parent/guardian/caregiver will be telephoned and asked that the child be collected
- d) If the child cannot remember his/her phone number, seems confused about who brought him/her to the Library, or is unable to provide the name of someone to contact, Child Protective Services will be contacted.
- e) If a child is unattended and the Library is closing, the parent/guardian/caregiver will be telephoned and asked that s/he collect her/his child. If the parent/guardian/caregiver cannot be reached or if the child is not collected fifteen minutes after closing, the police will be called
- f) Under no circumstances shall a staff member or security guard take the child off Library property.
- g) An incident Report will be completed by any Library staff involved.

Cold Lake Public Library
Policy Manual
Policy Number: 6060
Policy Title: Unattended Child

Date Passed: June 20, 2016 - New Policy
Date Amended: June 20, 2016
Review Date: June 2018

REFERENCES

Cold Lake Public Library Bylaws

REVISION HISTORY

June 20, 2016: New Policy