

# **NORWELL PUBLIC LIBRARY**

## **UNATTENDED CHILDREN IN THE LIBRARY POLICY**

### **POLICY STATEMENT**

The Norwell Public Library believes that children who visit the library should discover a warm, inviting, safe fun place to develop a love of reading, information and libraries.

Programs are offered to encourage positive experiences in a safe environment. To ensure the safety of minors children eight years old and younger must be supervised by a parent or guardian older than sixteen. The caretaker must not move to a separate area of the building without the child since the caretaker would not be in a position to supervise the child.

The following rules apply:

1. Parents or guardians are responsible for the behavior of their children in the library.
2. Children under the age of eight must not be left unattended.
3. Children age nine and older may use the Library unattended, but are subject to the abiding by the rules as stated in the Appropriate Library Use Policy.

### **PROCEDURES**

1. A staff member who believes that a child age eight or younger is not being adequately supervised should take the following steps:
  - The staff member should attempt to learn the name and age of the child and to locate the person who is accompanying the child. Once the caretaker is located, the member will inform the person of the foregoing policy and see that the child is properly supervised.
  - If no responsible person is located within the Library, but the child has been identified, and it has been determined that the child is eight years of age or younger, the staff member will telephone the parent, guardian or caregiver of the child and request that he or she come to the Library immediately and assume supervision of the child.
  - If the child is age eight or younger and cannot be identified, within fifteen minutes from the time the child has been determined to be unaccompanied, the staff member will contact the Norwell Police Department. This report should be forwarded to the Library Director within twenty-four hours of the incident. AN incident report should be filed.
2. If a staff member becomes aware that a child who is age sixteen years or younger is not accompanied by a person who is older and is not being picked up before the Library closes, the staffmember will call the parent, guardian or caregiver to request immediate pickup of the child and if this cannot be arranged, the staff member will contact the Norwell Police Department and request that the police officer investigate to decide what action, if any is required. Under no circumstances, may a staff member transport a child from the Library.

Approved by Board of Trustees May 14, 2014