

When witnessing an unattended child, library staff must take the following actions:

If the unattended child is not disruptive, but is left for extended periods of time, the manager will prepare a letter to the parent, including a copy of Child Safety at the Library.

If the unattended child is disruptive, ask the child to stop the behavior. If the disruptive behavior continues, determine if parent/caregiver is present by searching the building.

If parent/caregiver is located, explain the situation and ask parent/caregiver to address the disruptive behavior. If the parent/caregiver refuses or is unable to control the child's behavior, ask the family to leave the library. If the parent/caregiver refuses to leave, call Town of Clayton Police.

If the parent/caregiver is not located in the library, call the parent. Explain the situation to the parent. Ask the parent to pick up the child. If the parent cannot immediately pick up the child, call Town of Clayton Police. Ask them to take custody of the child.

If parent cannot be reached by phone, call Town of Clayton Police. Ask them to take custody of the child. The police officer will document all action taken on the incident report, recording child's name, address and phone number.

If a child is left unattended after the library closes, ask if a ride is coming. Two library staff will stay with the child inside the library until the parent arrives. If the parent does not arrive in 15 minutes after closing, attempt to contact the parent. If the parent cannot be contacted, call Town of Clayton Police to take custody of child. Prepare a letter to the parent and leave it on the front door. **DO NOT** drive a child home or to any other location.

Adopted by Town of Clayton Council on April 20, 2015



Child Safety at the Library



Hocutt-Ellington Memorial Library

claytonlibrarync.org

Safety of Children in the Library

The staff of the Hocutt-Ellington Memorial Library strives to create an inviting and creative space for children in, however, the safety and well-being of children in the library is a matter of serious concern.

Parental Responsibility

Parents must be aware that responsibility for children using the library rests at all times with the parents or assigned caregivers and not the library staff.

Parents should familiarize themselves with the library hours, which are posted at each door of the library and on the library website, and should not leave children at the library before we open or after we close.

Children old enough to be left alone in the library should know how to contact a parent or caregiver in case of an emergency.

Parents of young children need to be particularly aware of the layout of the building and all of the doors which may pose a hazard to children.

Unattended Children

Children left unattended during library hours can be vulnerable. Examples of vulnerability include the child being too young to be on his or her own, the child being sent into an unsafe area, or the child being left alone outside the library after hours. Please see the Unattended Child & Disruptive Policy on the back of this handout.



Appropriate Behavior

Parents and caregivers are responsible for monitoring the behavior of their children in compliance with the Disruptive Behavior Policy. In particular, the policy deems the following unacceptable behavior in relation to children:

- ⇒ Theft, mutilation, and defacement of library property;
- ⇒ Food, except in designated areas;
- ⇒ Blocking or interfering with the free movement of individuals;
- ⇒ Sitting, standing, or lying on tables or stacks;
- ⇒ Rearranging of any furniture or equipment from one location to another;
- ⇒ Listening to audible devices except with earphones;
- ⇒ Running and throwing things.

ONLINE SAFETY RESOURCES

The Carnegie Cyber Academy www.carnegiecyberacademy.com Tips for kids and parents on internet safety as well as an interactive educational game, Carnegie Cadets!

Child Safety on the Information Superhighway www.safekids.com Document from the National Center for Missing and Exploited Children that outlines how parents can ensure their children have a safe online experience.

Get Net Wise kids.getnetwise.org Online safety guide, tools for families, ways to report trouble, and websites for kids.

Online Tools for Parents and Children <http://tinyurl.com/ALAParentGuide> Lists several sites to help you navigate the Internet with your child.

Safety Nets safetynet.aap.org Guide to using the Internet from the American Academy of Pediatrics.