
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: A-3 Unattended Child Policy

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OBJECTIVE: To ensure the safety of children using the Township of Uxbridge Public Library.

DATE OF APPROVAL: November 18, 2004

MOTION: 04-71

DATE OF AMENDMENT AND MOTION: March 3, 2016 Motion: 16-16

Philosophy Behind the Unattended Child Policy

We are glad your children are here! We want our library to be a welcoming, educational and safe place for your child.

Our library staff is here to serve you and has many duties to perform in order to help all of our library users in the best way possible. As a result, they cannot monitor the whereabouts or behavior of our smallest library users — your children. Staff cannot assume the responsibility of a child's care when they use the library.

A child could be lured away by a stranger or become ill. A child could wander outside and become lost or injured. An emergency could dictate that we evacuate the building. We are primarily concerned with your child's safety and feel this policy better assures his or her well-being.

Therefore, the behavior and welfare of children in the library are the responsibility of the parents or guardian accompanying the child to the library.

Policy Statement

The care and behavior of minor children visiting the Township of Uxbridge Public Library is the responsibility of the parent/guardian. The library does not act *in loco parentis*. Library staff welcomes minor children to enjoy the library and library materials, but can not accept responsibility for their safety and supervision. In an effort to ensure their safety and well-being within a public facility and to maintain an atmosphere of appropriate library use, the following procedures have been adopted.

Policy Practices

1. Responsibility for the welfare and the behaviour of children using the library ultimately rests with the parent/guardian or an assigned caregiver.
2. Library staff members have many duties and cannot supervise children nor act as a substitute for daycare.
3. Children through age 7 years must have a parent or caregiver in the immediate vicinity unless they are participating in a library program. Parents or caregivers for those age 7 years or under who do not attend the program with the child must remain in the building. Parents are still responsible for the actions of their children.
4. Children 8 - 12 years may use the Library unattended for an amount of time appropriate to their age and maturity. It is important for staff to take note of disruptions caused by children who apparently are unaccompanied. Parents are still responsible for the actions of their children. Children using inappropriate behavior will be informed of the rules. If inappropriate behavior continues, the child shall be asked to leave the Library.
5. If a child 8-12 years is unaccompanied by an adult or appropriate-aged caregiver, the staff will follow the directions below for children found on Library premises without a parent or caregiver. All children should have the telephone number of someone who can assist them in an emergency. The Library staff may not take responsibility for the care of any age child.
6. If a child in distress is found without a parent or caregiver, two staff members will:
 - 6.1 Attempt to comfort the child, if necessary
 - 6.2 Locate the parent or caregiver in the Library and explain the Unattended Child Policy.
 - 6.3 Make every effort to contact the parent or caregiver who is not in the Library to come and pick up the child. Staff will express the Library's concern for the child's safety.

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- 6.4 Call the Durham Region Police to pick up the child, if the parent or caregiver cannot be located within 30 minutes. Staff will notify the Chief Librarian that police have been called.
- 6.5 Encourage an unattended child to contact the parent or guardian if it is within 15 minutes of closing time. If a parent or caregiver cannot be reached or does not arrive within 15 minutes of closing, Library Staff will call the Durham Region Police to pick up the child. Staff will notify the Chief Librarian that police have been called.
- 6.6 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.
- 6.7 Leave a note on the Library door stating "Unattended child is in the custody of the Durham Region Police, Street Address, and Phone Number" once the child is in the care of the police. Names will not be stated on the sign.
- 6.8 Not transport any child from the Library to another location.