

# FRANKLIN SQUARE PUBLIC LIBRARY UNATTENDED CHILDREN POLICY

## I. PURPOSE

The Board of Trustees and the Staff of the Franklin Square Public Library endeavor to provide all children a Library that is a safe, warm, and inviting place to develop a love of books, reading and libraries. We acknowledge that children's parents and other residents of our community share this expectation.

In order to maintain a safe environment and an atmosphere where reading and study can be encouraged, the Board has adopted the following policies and procedures.

## II. POLICIES

### **The Franklin Square Public Library is not responsible for unattended children.**

While the Library encourages children of all ages to use the Library, it cannot provide babysitting nor can it or any of its staff members assume any parental responsibilities for children while they are in the Library. Parents and caregivers (18 years of age or older) are responsible at all times for monitoring their children's safety, activities, and behavior while visiting the Library.

The following levels of parental or caregiver supervision are required at all times:

1. **Children under the age of three** must always be in close proximity to, and within sight of, the adult responsible for their safety.
2. **Children between three and ten years old** may not be left unattended in the Library unless they are involved in a specific Library-sponsored children's activity that does not require adult participation. The parent or caregiver responsible must remain in the library.
3. **Children eleven years old and older** may be left unattended providing they are mature enough to observe Li-

brary rules and observe proper conduct. Such children are subject to the same rules of behavior as other patrons and the same consequences, including being asked to leave the Library if they fail to follow stated rules of behavior.

4. Children of any age with mental, physical, or emotional disabilities that affect decision-making skills or, in the sole discretion of the Library, render supervision necessary must be accompanied by a parent or caregiver at all times.

Each unattended child must be able to provide the Library with the name and phone number of an available adult responsible for the child to be called if the Library deems it necessary.

## III. PROCEDURES

The Library staff will be authorized to implement the above policies. If it is determined that a child is unattended in violation of this policy, the staff will proceed as follows:

1. Notify a person on duty in the Children's Department in order to assist in seeking to identify and locate the parent or caregiver of the unattended child.
2. Remain with the child until the parent or caregiver can be located or contacted. In the event the Library is closing, the Librarian in charge will determine the two staff members assigned to remain with the child.
3. Notify the Nassau County Police Department if the parent or caregiver cannot be located or contacted within thirty minutes. Staff members will remain at the Library until the parent or caregiver arrives. However, Child Protective Services may remove the child at its sole discretion.
4. Under no circumstances shall a staff member transport any child from the Library to another location.
5. An *Incident Report* will be completed and submitted to the Director.
6. The parent or caregiver picking up the child will be given a copy of the *Unattended Children Policy*.

Adopted 2/14/17