

# Unattended Children & Vulnerable Adults Policy



## POLICY STATEMENT

Because the staff and Trustees are concerned for the safety & well-being of the children and vulnerable adults who visit the library, the following policy has been put in place.

- Children under eight (8) must be accompanied at all times by a responsible person in the immediate vicinity. The responsible person must be at least 12 years old. A responsible person must also accompany any children older than 12 who need supervision of library visits as determined by library staff.
- A child may attend a program in the program room by him/herself, however, the caregiver must join the child immediately following the program. Caregivers are also expected to provide contact information and be reachable should an issue arise during any library programs.
- Vulnerable adults who are brought to the library must receive the care and supervision they require from a parent, guardian, or caregiver to be safe and healthy while visiting the library.
- If a child or vulnerable adult is left unattended, is disruptive, or needs supervision, staff will locate the person responsible for them and review expectations for supervision and conduct. If staff cannot locate the caregiver in the building, police will be called to assume responsibility for the child or vulnerable adult. If a child or vulnerable adult is left unattended when the library is closing, staff will contact police to assume responsibility for them.
- Library staff cannot provide supervision or care for library patrons of any age. Library staff cannot assume responsibility for unattended young people who are on library grounds after hours.
- Library staff cannot extend open hours or remain in the building after hours with library patrons of any age.
- Staff members are not authorized to assume a guardian's role in these cases or to transport or assume custody of any patrons.

# **Unattended Children & Vulnerable Adults Policy**

## **PROCEDURES FOR DEALING WITH UNATTENDED CHILDREN & VULNERABLE ADULTS**

- If the parent, guardian, or caregiver is not in the building, staff will attempt to contact them and request that the child or vulnerable adult be picked up.
- If a parent, guardian, or caregiver can't be contacted or doesn't arrive within 15 minutes, or by closing time the staff member will notify the police.
- Both staff members must remain at the library until the unattended child or vulnerable adult is picked up by parent, guardian, caregiver or by a police officer.
- Staff should email the details of the incident to the Library Director as soon as practical.