

## Safe Child

**Waverly Public Library**  
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### **Waverly Public Library Safe Child Policy**

The Board of Trustees and the staff of the Waverly Public Library are concerned for the safety and welfare of children who use the library unattended by a parent or guardian.

Children are always welcome. Children age 5 or younger shall be attended by a parent or guardian while in the library.

Children age 6 and older may use the library unattended by a parent, guardian, or other responsible adult as long as their behavior is acceptable, as governed by the library's behavior policy. Parents and/or guardians remain responsible for their children's behavior in the library. It is not the intent of the library staff to seek out unattended children, but staff members may be alerted to the situation if a child is frightened, ill, or disruptive.

For the purposes of this policy, "unattended" means that the parent/guardian is not in the library building with the child.

#### **Children age 5 or younger, left unattended:**

1. Staff will **comfort the child**.
2. Staff will attempt to **contact the parent** or guardian and request that they come immediately for the child. A library staff member will stay with the child until the parent/guardian arrives to take charge of the child. Under no circumstances shall a library staff member take the child off the campus. The parent will be informed of library policy.
3. Staff will **contact the police** if parent, guardian, or other responsible adult cannot be contacted.

#### **Children left unattended at closing:**

If the parent/guardian cannot be located within 15 minutes after the library closes, based on the best judgment of the staff, the police may be contacted to take charge of the child until a parent is found. Under no circumstances shall a library staff member take the child off the campus.

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Reviewed. No change. 10 26 2004pc

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