

## UNATTENDED CHILD POLICY

**Definition of unattended child for purposes of this Policy:** a child through age twelve (12) left in the Library unaccompanied by a responsible person (parent, adult caregiver or mature adolescent).

For the protection and well-being of children who use and enjoy our Library, the following policy has been established.

1. While in the Library, children age twelve (12) years or younger shall, at all times, be attended and adequately supervised by a responsible person (parent, caregiver or mature adolescent).
2. Children who are thirteen (13) or older may be unaccompanied but, as always, must observe Library rules.
3. Parents, not Library staff, are responsible for the behavior of their children. Disruptive behavior will not be tolerated.
4. When the safety of unattended children is in doubt, the Library staff will attempt to contact their parents. If the parents are unavailable, the staff will contact the Nassau County Police.

### **Procedure for Unattended Child**

In the event a child is left unattended and, in the judgment of the staff, the health or welfare of the child is in jeopardy, the staff shall alert the Person in Charge, who shall proceed as follows:

- i. Approach the child in a friendly manner and ask if someone responsible is with him/her. Attempt to locate that person. If the person is found, the Library's Unattended Child Policy should be explained and a copy of the policy given to the person.
- ii. If the responsible person cannot be found, ask the child for the telephone number of the responsible person. Call the responsible person, apprise them of the Unattended Child Policy and obtain their name. Ask them to either join the child at the Library or pick up the child.
- iii. If the child is neither joined nor retrieved within 15 minutes of calling the responsible person, call again and explain that the child shall be turned over to the Nassau County Police.
- iv. Call the Nassau County Police Department's Fifth Precinct (911), apprising them that the child was left unattended in the Library.
- v. Obtain the name and badge number of the Officer who responds to the call.
- vi. Complete and submit an Incident Report to the Director/Administrative Office.

In no case shall the child be left unattended by the staff. If necessary, the Person in Charge and another staff member shall remain with the child until the responsible person or Police Officer arrives.

All staff shall be compensated appropriately in the event the Library closes. In all cases, the staff must use their judgment in determining whether the child is in jeopardy.

POLICY NO. 700-4

ADOPTED 9/24/1992

AMENDED 3/27/2000, 12/28/2006