

UNATTENDED CHILD

PURPOSE

In keeping with the Bylaws of the City of Lethbridge Library Board for the Safety and Use of the Library, the Lethbridge Public Library welcomes all children to use its facilities and services, but it cannot be responsible for their safety and supervision.

PERSONS AFFECTED

Public/Employees

POLICY STATEMENT

For the safety and comfort of children, it is the policy of the Lethbridge Public Library Board that parents, guardians, or other caregivers accompany children while they are using the Library and its services. Parents and caregivers are to be solely responsible for the safety and supervision of their children. The Library staff is not responsible for children left unattended in Library facilities or on surrounding premises.

PROCEDURES

Age Categories

- Ages five and under must be accompanied by a parent / guardian / caregiver at all times.
- Ages six to nine are to be accompanied by a parent / guardian / caregiver who must remain within library facilities.
- Ages 10 and older may visit the library independently on terms determined by their parent / guardian.

a) Exceptions may be made for children attending Library or Library-related programs in accordance with program requirements.

b) If a child is unattended, the parent/guardian/caregiver will be located and informed that the child is in need of his/her attention and that Library staff are not responsible for the supervision of children.

c) If the parent/guardian/caregiver cannot be located in the building, the child's name, address and phone number will be ascertained and the parent/guardian/caregiver will be telephoned and asked that the child be collected.

d) If the child cannot remember his/her phone number, seems confused about who brought him/her to the library or how he/she arrived at the library, or is unable to provide the name of someone to contact, Lethbridge Police Services will be contacted.

e) If a child is unattended and the Library is closing, the parent/guardian/caregiver will be telephoned and asked that s/he collect her/his child. If the parent/guardian/caregiver cannot be reached or if the child is not collected fifteen minutes after closing, the police will be called.

f) Under no circumstances shall a staff member or security guard take the child off Library property.

g) An Incident/Issue Form will be filled out by any Library staff involved.

REFERENCES

- Lethbridge Public Library Bylaws

REVISION HISTORY

- February 27, 2015: New policy to mirror the spirit and intent of the City of Lethbridge policy
- November 21, 2017: Reviewed and updated as per current procedures
- May 28, 2020: Reviewed and updated at per current procedures