

UNATTENDED CHILDREN POLICY

Definitions:

- **Child or Children:** person/persons under the age of 12
- **Youth:** person/persons between the ages of 12 and under 18 years of age
- **Adult:** person 18 years or older
- **Caregiver:** individual over 19 who is responsible for children or youths (parent, legal guardian, grandparent, nanny, daycare provider, etc)
- **Staff Member:** employee of Hazard Library Association
- **Volunteer:** someone who has been approved as a volunteer through the Hazard Library Association Volunteer Policy
- **Library Representative:** Staff member, Hazard Board member or approved Hazard Library volunteer

Hazard Library Association is open to everyone regardless of age, gender, gender identity, sexual orientation, religious affiliation, citizenship status, race, class or educational level. Children, as well as adults, should feel they are welcome at any time. However, since the Library is not staffed for childcare, the following have been put into place for the safety of all:

- Children 7 years of age or younger may not be left unattended at the Library. A parent or other adult responsible for a child must supervise that child while in the library.
- Children between the ages of 8 and 11 may be left alone in the Library for no longer than 30 minutes and only until 5:00 PM.
- The responsibility for the safety and behavior of children/youth in the Library rests with the caregiver and not with the Library staff or volunteers.
- Parents/guardians will be notified of misbehavior of their child. Library staff/volunteers may not act in loco parentis for **any** reason.
- Violation of this **Unattended Children Policy** may result in suspension of library privileges for the family.

Children's Programming Off-Site

- The above listed guidelines will also apply for programs occurring off the Library grounds.

Child Abandonment

By closing, Hazard Library Association staff/volunteers will check in with any unattended child to make sure their caregivers are aware that the Library is closing. Library staff/volunteers may offer the Library telephone to give the child a chance to call the caregivers, who will speak with the library representative. If a child is left unattended at closing time, whether it is our regular closing time or for an unforeseen reason, Library staff/volunteers will follow the following procedure:

- If no ride has arrived at closing time, an attempt will be made to contact the caregiver of the child/youth.
- If the caregiver can't be reached within 15 minutes of library closing, the library representative will call a staff member or Board member, who will come to the library and call 911 to report that the child has been abandoned at the Library. If available, two Library representatives will wait with the child/youth for emergency services personnel to arrive.
- The Library staff/volunteer will record the caregiver's name, address, telephone number and child's name while waiting emergency services personnel to arrive.
- The child will be picked up by emergency services personnel. The emergency services personnel will be given a copy of the **Unattended Children Policy** to give to the child's caregiver. Hazard Library Association will also mail a copy to the address on record for the child's caregiver.
- **Under no circumstances may the Library staff/volunteer offer a ride to an unattended child.**

Discussed: 10/10/2016, Approved 11/14/2016

