



PROCEDURE

SECTION: 4.7.a

SUBJECT: Supervision of Children

DURING LIBRARY HOURS:

Children (age ten (10) and under) should not be left unattended in the library.

If there is an unattended child in the library, staff will:

- Identify unattended child. Get the child's name, address, and telephone number and the parent/caregiver's name and contact information.
- Try to identify and locate caregiver in building.
- If not able to locate caregiver in building, try to contact the caregiver by telephone immediately. If the caregiver cannot be reached after fifteen minutes, the authorities (Police Department and/or Department of Social Services) will be called.
- If staff must call authorities for assistance, staff should also notify Library Administration (Director or Assistant Directors) by telephone.

Call the truancy hotline (646-ABCD) during school hours for students whose behavior is a problem.

AFTER LIBRARY HOURS:

Children or teenagers may not be left alone on library grounds after hours. If there is an unattended child or teenager at the library after the library closes, staff will follow the following steps:

- Do not leave children or teenagers alone on library grounds after the library closes.
- Get the child's name, address, telephone number, and parent/caregiver/s contact information. Contact their parent or caregiver to verify that someone is on the way to pick them up.
- Two staff members should wait with the child/teenager until their caregiver arrives.
- If no one is coming:
 - Get the child's / teenager's name, address, telephone number, and parent/caregiver's contact information.
 - Contact Police through the non-emergency line at 646-5100 and ask for assistance.
 - Two staff members should wait with the child/teenager until authorities arrive.

If the child/teenager insists on walking home alone, alert Police through the non-emergency line at 646.5100. Provide the child/teenager's name and address for possible contact by Police.

- Notify Library Administration (Director or Assistant Directors) immediately via phone at the cell phone contact number or home telephone numbers.
- Do not provide transportation for any unattended children/teenagers.
- Provide an Incident Report to Library Administration with the child/teenager's name and address, and their parent/caregiver's contact information, along with date/time and other background information. Administration will notify caregiver of Library's policy and procedure in writing.

Adopted: April 20, 2005
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