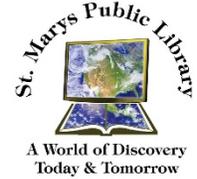

St. Marys Public Library



Policy Type: **Operational Policy**

Policy Number: **OP-03**

Policy Title: **Unattended Children Policy**

Policy Approval Date: **November 2019**

Policy Review Date: **November 2022**

1. Objective

- 1.1 The St. Marys Public Library welcomes children of all ages to use its facility and services. As the Library is a busy and public place, the library staff cannot assume responsibility for the safety and well-being of children left unattended within the facility;
- 1.2 The St. Marys Public Library affirms the provisions of the *Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1, s136(3)*, which states: "No person having charge of a child younger than 16 shall leave the child without making provision for the child's supervision and care that is reasonable in the circumstances".

2. Policy Statement

- 2.1 This policy sets out the regulations staff will follow, and affirms that parents, guardians or caregivers are responsible for providing supervision and care of their children while a child is on the premises of St. Marys Public Library.

3. Expectations of the St. Marys Public Library

- 3.1 The library expects parents, guardians and caregivers:
 - a. Supervise their children while in or on library premises;
 - b. Monitor the use of services and collections by children under their care;
 - c. Be responsible for borrowed materials and fines incurred by children under their care, as outlined in the OP-02 Circulation Policy and BL-02 Loan Periods and Fees for Service By-Law; and
 - d. Monitor the use of the internet by children under their care, as per the Public Internet Use Policy. The library is not responsible for enforcing any restrictions the parent/guardian may place on a minor's use of the library's internet.
- 3.2 Children seven (7) years or younger must be accompanied by an adult or appropriate caregiver while in the Library;
- 3.3 Children seven (7) or younger attending Library programs must have a parent or appropriate caregiver present or in the Library, in the event the child requires assistance. Some programs may be exempt from this rule, and will be posted by Staff when it is appropriate.

4. Expectations of St. Marys Public Library Staff

- 4.1 Staff, having confirmed that reasonable care has not been provided for a child, will attempt to contact the parent, guardian or caregiver;

- 4.2 If a parent, guardian or caregiver cannot be contacted within a reasonable period of time, the staff will consult with the Chief Executive Officer (or senior staff), and then will refer the matter to the police and the Children's Aid Society;
- 4.3 If a minor is left at the library at closing time, emergency closings, or in the event of an emergency, the staff person will:
- a. Not give the child a ride home;
 - b. Attempt to contact the parent, guardian or caregiver;
 - c. Contact the local police and the Children's Aid Society;
 - d. Remain with the child until the proper authorities can take the child into their protection; and
 - e. Report the occurrence to the Chief Executive Officer.

5. Related Documents

Child, Youth and Family Services Act, 2017, S.O. 2017, c. 14, Sched. 1
OLA's *Position on Children's Rights in the Library*, Ontario Library Association 1998
Loan Periods and Fees for Service, St. Marys Public Library By-Law
Privacy and Access to Information Policy, St. Marys Public Library Policy
Programming Policy, St. Marys Public Library Policy

6. History

Date of Latest Board Approval: November 2019
Date(s) of Revision(s): N/A
Date of next scheduled review: November 2022