



## STAFF UNATTENDED CHILDREN

Children under the age of the 10 should not be left unattended in the library without a parent, babysitter, or guardian over the age of 14. Should a child be left unattended for the first time, the staff should watch the child for under an hour. A copy of the policy for unattended children should be given to the parent when they pick the child up. If the child is there for more than an hour, the director should be contacted. S/he may make the judgment at that time to alert the police.

At closing, staff should first make sure that all children know that closing of the library is about to occur approximately 20 minutes before actual closing. Allow the child to call their parents from the library phones.

If there are children waiting for parents after close, staff should wait with the child for 30 minutes and make sure to inform parents of closing time when they arrive. If the wait is longer than 30 minutes, staff should call the police (non-emergency police line) and wait until the police arrive.

Children, at no time, should be made to feel guilty for the staff having to wait.