

Child Safety Policy Waunakee Public Library

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I. Purpose of Policy

(A) The Waunakee Public Library welcomes children and to use its facilities and services. Parents/guardians or caregivers are responsible for the behavior and welfare of children using the library. The Waunakee Public Library shall not be responsible or liable in any way for any consequences of parents/guardians or caregivers forfeiting their responsibilities. The public library does not serve *in loco parentis* (in place of a parent). Though staff will respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.

(B) A caregiver must be at least 12 years of age.

(C) The library's definition of supervision is within sight or sound of a child.

II. Requirements and Responsibilities

(A) All children must follow the library's Appropriate Behavior Policy. Responsibility for the welfare and behavior of children using the library rests with the parent, guardian, or responsible caregiver.

(B) The library recommends that children using the library independently have the telephone number of someone who can assist them in an emergency and have a library card account with up to date contact information.

(C) Children age 8 or younger must have a parent or caregiver accompanying them unless the child is participating in a library program designed for independent participation. However, parents or caregivers who do not attend the program with the child should remain in the building.

(D) Children ages 9 and older who are able to maintain proper library behavior may use the library unattended; otherwise a parent, guardian or responsible caregiver should adequately supervise them.

(E) Children behaving inappropriately will be informed of the rules. Parents or caregivers accompanying the child(ren) will be informed of the rules as well. If inappropriate behavior continues, the child shall be asked to leave the library for the remainder of the day.

III. Library Staff Intervention

(A) Staff may, as needed:

1. Use reasonable judgment when estimating the age of a child or work with a child to determine their age.
2. Inform children behaving inappropriately of the library rules.
3. Notify parents, guardians, or responsible caregivers whose children need additional supervision.
4. Contact the Police to assist with violations of the Behavior Policy or to ensure the safety of unattended children.

(B) Library staff will not transport any child from the library to another location.

IV. Library Closing

Parents or guardians are responsible to pick up children from the library at the time of closing. If a child under the age of 16 has not been picked up 15 minutes after the library closes, staff will contact the Police Department to wait with the child until he/she is picked up. Two staff members will wait until an officer or the child's ride arrives, whichever occurs first. Staff will be paid for this time. The youth services manager will contact the parent and inform them of the policy. Library staff will document the incident.

This policy replaces any previous policy regarding Child Safety.

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