

<b>Richmond Memorial Library</b>	Section:
Manual Name: Library Policy Manual	Date Effective: 6/22/23
Section: Safe Child Policy	Date Created/Revised: 1/11; 6/23
<p>The Richmond Memorial Library is committed to providing a warm, welcoming, and safe environment for all of our patrons. It is for the safety of each child that the library has adopted this Safe Child Policy.</p> <p>While it is tempting to believe the library is a safe place that your child can visit without worrying about their safety, the library is a public building open to the entire community. Parents/guardians/caregivers should use the same precautions for ensuring their child’s safety in the library as they would in any other public location.</p> <p>With this in mind, we have put the following rules into place:</p> <ul style="list-style-type: none"> <li>• Children 12 and younger are to be under the direct supervision of a parent/guardian or responsible caregiver 15 years of age or older who assumes full responsibility for the child during the entire library visit. The parent/guardian/caregiver may not leave the premises without the child. If the child is found to be unattended and displaying disruptive or inappropriate behavior, the staff will attempt to find the child’s parent/guardian/caregiver. If the staff member is unable to locate anyone in this position, a law enforcement official may be notified.</li> <li>• For children attending a program held in the library, the parent/guardian/caregiver must remain in the building or inform the facilitator that they are leaving and return by the end of the program time. It is important if the child needs to leave the program for any reason that the parent/guardian/caregiver be present to ensure their safety.</li> <li>• Children 13 to 17 are young adults and are considered independent users. Parents are responsible for the conduct of any child under the age of 18 whether they are in the company of that child or not.</li> <li>• It is recommended that children visiting the library have some form of identification in their possession during the entire visit. This information should also include a telephone number.</li> <li>• Children 10 and 11 may attend after-school programs without an adult, but they must stay in the program for the full time and an adult parent/guardian/caregiver must pick them up immediately following the program or come into the library to supervise them.</li> </ul> <p>When a child engages in behavior in the Library that is potentially dangerous to themselves or engages in activities particularly annoying to other library users, a staff member will speak to the responsible adult concerning the problem and request that they provide closer supervision for their child. Library staff will not physically restrain a child. If the problem continues, the Library Director will be notified.</p> <p>If children are left unattended after library closing time, library staff will not give rides, nor will they wait for parents to arrive to pick up their children. Library staff will contact the local police department immediately and could possibly be referred to Genesee County Social Services. Unattended children will be turned over to their custody and staff will place a sign on the door stating that “Unattended children are with the Batavia Police Department. Please call (585) 345-6350.” Once located, parents will be given a copy of this policy and informed that all future incidents will be handled exclusively by the local police department. Continued violation of this policy will result in suspension of library privileges for the family.</p>	
Approved by Board: 6/21/2023	