

UNATTENDED AND/OR DISRUPTIVE BEHAVIOR OF CHILDREN SECOND GRADE/AGE EIGHT AND UNDER

In the interest of providing a safe, comfortable environment, the library recognizes the need to address the problems of unattended and/or disruptive children. This policy is to be implemented when a child's behavior demands attention. Parents or guardians are responsible for their child's behavior while the child is in the library.

Preschoolers attending programs: Children attending preschool library programs should be delivered into the building by a parent/guardian or their designated caregiver who will be called the responsible person throughout the rest of this policy. The responsible person must remain in the building until the conclusion of the program.

Responsible party: Responsible party must be at least age 11/5th grade.

Children grade 2/age eight and under not attending programs: Children 2nd grade and under not participating in a library program must be supervised and within sight of a responsible person at all times when they are in the library.

UNATTENDED CHILDREN

If it is determined that a child is lost or left unattended, a staff member will try to identify and locate the responsible person.

Staff Procedure

1. The staff member will walk through the library with the child.
2. The staff member will page the child's responsible person using the child's name, the responsible person's name, or the child's physical description.
3. If the responsible person is not found in the building, a staff member will stay with the child until the parent can be located by searching the library's records, phone book, etc. When the responsible person is located, he/she will be informed of the library policy and will be asked to either join the child at the library or to pick the child up immediately. If the responsible person is unable to come immediately or cannot be contacted, library staff will call the police.

ATTENDED DISRUPTIVE CHILDREN

Definition: a child who is misbehaving or requires constant attention. The description of misconduct in the library is provided in the Conduct Policy.

Staff Procedure

1. The staff member will ask the child to correct the behavior.
2. If the disruptive behavior continues, a staff member should inform the responsible person.
3. If that person refuses or is unable to correct the behavior, the child and the responsible person will be asked to leave.

Exceptions: Exceptions to the above may be authorized by the library director or designee.

Documentation: Any action taken by a staff member responding to incidents of unattended or disruptive children will be documented using the attached form. It will be signed by the staff person involved and by any other staff member as appropriate and will be referred to the director and kept on file.

Appeal process: Reference the appeal process in the Conduct Policy.

REVIEWED/APPROVED BY LIBRARY BOARD OF TRUSTEES | DECEMBER 2019