



Reading at the Rock Library
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Child Safety Policy

Access to the Nursery is intended for the use of children and their caregivers. Only parents, guardians, teachers, caregivers, and children's literature researchers can be in the Nursery.

Parents or caregivers are responsible for their children's behavior and safety. Children ages 17 and under must be directly supervised at all times by a parent, guardian, or caregiver (who is at least 18 years old) while inside the interim library space, which includes the hallways, nursery, and bathrooms. **Exception: if a waiver has been completed and is on file at the library.**

Library volunteers do not act "in loco parentis." Library volunteers cannot provide childcare or assume responsibility for children's safety. Library volunteers will not, under any circumstances, be responsible for determining whether someone is a legally authorized caregiver, custodian, or custodial parent of the child.

Unaccompanied Child Procedure (no waiver in place)

If a library volunteer determines that an unattended child is either age 17 or under, ill, or disruptive (as defined in Reading at the Rock Library's Code of Conduct Policy), the volunteer will do the following: A. Comfort the child and locate the parent or responsible caregiver in the building. Explain the situation and advise the parent of our concerns, inherent risks, and Library policies and procedures. (See also Code of Conduct Policy.) B. Call the child's parent if the responsible person is not found in the facility, if possible. Inform them of the Library policy and request that he/she pick up the child immediately. Upon arrival, provide the parent with a copy of the policy statement. C. Call appropriate law enforcement to assume responsibility for the child if the Library volunteer is unable to reach the parent within one hour, or the parent does not arrive within the agreed-upon time.

POLICE PHONE NUMBER: 719-444-7000 (911 if potentially life-threatening)

COS READS DIRECTOR PHONE NUMBER: Karla Powers 719-338-6378

COS READS VICE-PRESIDENT PHONE NUMBER: Veronica Baker 937-750-0759

Library staff will complete an incident report.

Under no circumstances will a Library volunteer remain in the library alone with an unattended child. They also will not transport or take children away from the library.



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Unattended Minors at Closing:

If a library volunteer finds an unattended minor (anyone under the age of 18) at closing,

- A) They inquire about transportation.
- B) Two volunteers remain with the minor inside the library.
- C) Obtain the parent's name and telephone number, if possible, and call the parent. Inform the parent of the Library policy and request that he/she pick up the minor immediately.
- D) Require the parent to come inside to pick up the minor. Upon arrival, provide the parent with a copy of the policy statement.
- E) Call the above police phone number if the parent cannot be reached within 15 minutes after closing.
- F) The library volunteer will place the minor in the care of the law enforcement agency.
- G) The library volunteer will post a note for the minor's parent, guardian, or caregiver on the front door of the building, stating that the child is now in the care of law enforcement, with the appropriate telephone number to call.
- H) Library staff will complete an incident report.
- I) Under no circumstances will Library staff remain in the facility alone with an unattended child. They also will not transport or take children away from the library.
- J) If an unattended minor decides to wait outside of the library facility after closure, follow the above procedure, waiting 15 minutes before calling law enforcement.