

## Unattended Child Policy

The Waterloo Library and Historical Society assumes no responsibility for unattended children under the age of 18. If an unattended child is in the Waterloo Library and Historical Society at closing time, the police will be notified and asked to pick up the child. Library staff will not stay with unattended children if there is an unreasonable wait time or offer transportation home.

Furthermore, WLHS is not responsible for the safety or wellbeing of children under the age of 18 left on library property. Children under 11 must be supervised during library visits and must not be left unattended. Children of any age may not be left at the library for childcare or babysitting purposes.

The procedures outlined below are to serve as guidelines. Every situation will be unique, so use your best judgment, exercising courtesy and common sense.

### Unattended Child Procedure

- 10-15 minutes before closing, library staff should look for unattended children.
- Library staff shall inform any unattended children of our closing time and ask if they need to use the phone to call for a ride. If necessary, they will be allowed to use one of the public desk phones.
- If the parents of the child(ren) are not available or there is an unreasonable wait time (more than 15 minutes), library staff shall **call the police.**
- Before telephoning the police, library staff should get as much information as possible from the child, including their name, age, phone number and parent's name.
- If a child, regardless of age, is visibly upset, two staff members may stay with the child in the building.
- Two staff members must stay with the child at all times. **If this is not possible call the police.**
- Under no circumstances will a staff member stay alone with a child or take a child from the premises.
- Library staff shall fill out an Incident Report form if the police have been called, as well as briefly inform other library staff about the situation.
- Library staff should notify the Executive Director/Library Director of any children left after closing.