

Unattended Children Policy

The Beverly Hills Public Library welcomes children of all ages. Library staff strive to provide a safe and appropriate environment for all Library users. Our libraries, however, are public buildings, and any public place may be dangerous or frightening for a child who is left unattended for even a brief period of time. Library facilities are neither designed for nor licensed to provide childcare.

Parents and caregivers are solely responsible for the welfare and the behavior of children using the Library. Children aged eight or younger must be supervised by a responsible caregiver at all times while they are in the Library.

If a child aged eight or younger is found to be unattended in any area of the Library (or an unattended child aged nine or older is found in distress), staff will stay with the child while they attempt to locate the child's caregiver. If Library staff cannot find the child's parent or caregiver, the Beverly Hills Police will be notified and asked to assume care of the child.

If a child is found unattended in the library at closing and is unable to wait for a caregiver alone, two members of staff will stay inside the library with the child while they attempt to contact a caregiver. If a parent or caregiver cannot be located or cannot take responsibility for the child in a timely manner, the Beverly Hills Police will be notified and asked to assume care of the child.

Procedure:

Unattended Children

Any public place may be dangerous for a child who is left unattended for even a brief period of time.

Parents and other caregivers are solely responsible for the welfare and the behavior of children using the Library.

Relevant Rule of Conduct:

The following behaviors are also prohibited:

• *Neglecting to provide proper adult supervision of children under the age of nine (9).*

Staff procedure (during library hours):

- If a child aged eight or younger is found to be unattended in any area of the Library (or an unattended child nine or older is found frightened, crying, or otherwise in distress), approach the child and ask what is the matter.
- Ask the child their name and also the name and whereabouts of their parent or caregiver.

- If the parent/caregiver is not in the immediate area, notify the Ranger. If in children's library notify the children's supervisor. The circulation supervisor can page over the PA system for the parent/caregiver.
- If you are unable to locate the parent/caregiver, call the Manager in charge.
- Identify the child and write down his/her name, library card number, and phone number; call to alert a parent/caregiver to the situation.
- Stay with the child until a parent/caregiver can be located. If they cannot be contacted by phone or do not arrive in a timely manner, call the Beverly Hills Police Department at (310) 550-4951 and ask that they assume responsibility for the child.
- Fill out an Incident Report Form.

Staff procedure (at closing):

- If staff judges that a child should not be left alone after the library closes, two staff members, one of whom should be the manager in charge, will remain with the child.
- Identify the child and write down his/her name, library card number and phone number; call to alert a parent/caregiver to the situation.
- If a parent/caregiver cannot be located or does not arrive in a timely manner, call the Beverly Hills Police Department at (310) 550-4951 and ask the police to assume protection of the unattended child.
- A minimum of two staff members must wait with the child inside the library building until the parent/caregiver or police officer arrives.

Effective Date: April 2, 2018

APPROVED: 
Nancy Hunt-Coffey
City Librarian