

# Unattended Children Policy

<b>Owner</b>	Cobb County Public Library
<b>Reviewer(s)</b>	CCPL Administrative Staff
<b>Approver(s)</b>	Cobb County Public Library Board of Trustees
<b>Related Policies</b>	
<b>Related Standards</b>	N/A
<b>Storage Location</b>	Library Administration, IConnect, Cobbcat.org
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<b>Review Cycle</b>	Every two years
<b>Review History</b>	January 26, 2009; September 26, 2011; September 23, 2013; March 28, 2016; March 26, 2018; and July 27, 2020

The Cobb County Public Library System welcomes and encourages children to visit the Library, use Library resources and services, and attend Library programs in a safe environment.

Children age 8 and under, or children of any age unable to care for themselves, must be accompanied by a parent, guardian and/or caregiver (henceforth referred to as “caregivers”) responsible enough to offer adequate supervision while the child is in the library. A Caregiver must be at least 13 years of age.

Caregivers are responsible for the safety, behavior, and supervision of children at all times in the Library and on Library property and as such should remain within direct line of sight of the child. Children and their caregivers are expected to respect Library property.

The Library is not available to offer care for unattended children but does have staff members available to help and support the children with Library resources and services. An “unattended child” is defined as a child of any age who is apparently unaccompanied by a parent, guardian, and/or responsible caregiver.

## Staff Procedures for Unattended Children

- Library staff will attempt to contact a caregiver in circumstances such as the following:
  - an unattended child is engaging in behavior that is disruptive to other Library users, staff, or the normal operations of Library business.
  - an unattended child is involved in a situation that is potentially harmful to the health or safety of the child and/or others.
  - an unattended child, 16 and under, is left at the Library at closing. Two staff members are required to stay. Under NO circumstances will ONE staff member be left alone with an unattended child.
- If a caregiver needs to be contacted, staff will ask children and/or search Library records for emergency contact information. In the event that a caregiver cannot be reached or is unresponsive, the Library will work with the local law enforcement and other agencies, as appropriate.
- If transportation is not available within 30 minutes of the notification of a caregiver, the local law enforcement agency will be contacted to pick up the unattended child. When law enforcement personnel have picked up the unattended child, staff will leave a note on the Library door with the contact information of the law enforcement personnel who have their child.
- Under no circumstances will staff members drive unattended children home.