

Town of Clayton Policy & Procedure Statement

	
Policy Number	LIBRARY 2023-03
Department	Library
Subject	Child Safety Policy
Approved By	Town Council
Effective Date	May 6, 2024; Resolution #2024-38
Revision Date(s)	

Policy:

This policy shall remain in effect until such time as amended by the Town Council

Child Safety Policy

The Hocutt-Ellington Memorial Library (“the Library”) is a welcoming space for building community and connecting people to ideas and resources.

The staff of the Library strives to create a space for children to develop a love of reading and learning in the library. However, library staff is not responsible for the care or supervision of children or for accidents or other incidents that happen to them during their time at the library.

In order to ensure the safety of minors in the library, the Library will enforce the following guidelines:

Supervision

1. For their safety, children 10 years of age and younger must remain in the company of a parent or caretaker **of at least 18 years of age** while in the library. Children ages 10 and under may attend specified programs alone, but their parent/caretaker must remain in the library in case of emergency.
2. If a child is left unattended, library staff will attempt to locate the child’s parent or other responsible adult in the building. If the adult cannot be located, staff will contact the Clayton Police Department to assume responsibility for the child.
3. If a child aged 15 or younger is left unattended at closing, staff will attempt to locate or contact the child’s caregiver. If the adult or caregiver cannot be contacted or has not arrived by 15 minutes after closing, staff will contact the Clayton Police Department to assume responsibility for the child.

Responsibility

1. Parents or legal guardians are responsible for the care, safety, and behavior of their children under the age of 18, both within the library building and on library grounds, regardless of whether or not they accompany their child(ren). All library users must follow the Library's [Rules and Regulations for Conduct in the Library](#) policy.
2. Parents, guardians, and/or designated caregivers are responsible for any actions including but not limited to monetary responsibility for property damage or loss caused by their children under the age of 18.