

# UNATTENDED CHILD & DISRUPTIVE CHILD POLICY

Parents are responsible for the care, safety, and behavior of their children of Library property. Library staff has the authority to take security measures for behavioral and safety issues of unattended children, up to and including Town of Clayton Police Department.

## **When witnessing an unattended child, library staff must take the following actions:**

If the unattended child is not disruptive, but is left for extended periods of time, the manager will prepare a letter to the parent, including a copy of Child Safety at the Library.

If the unattended child is disruptive, ask the child to stop the behavior. If the disruptive behavior continues, determine if parent/caregiver is present by searching the building.

If parent/caregiver is located, explain the situation and ask parent/caregiver to address the disruptive behavior. If the parent/caregiver refuses or is unable to control the child's behavior, ask the family to leave the library. If the parent/caregiver refuses to leave, call Town of Clayton Police.

If the parent/caregiver is not located in the library, call the parent. Explain the situation to the parent. Ask the parent to pick up the child. If the parent cannot immediately pick up the child, call Town of Clayton Police. Ask them to take custody of the child.

If parent cannot be reached by phone, call Town of Clayton Police. Ask them to take custody of the child. The police officer will document all action taken on the incident report, recording child's name, address and phone number.

If a child is left unattended after the library closes, ask if a ride is coming. Two library staff will stay with the child inside the library until the parent arrives. If the parent does not arrive in 15 minutes after closing, attempt to contact the parent. If the parent cannot be contacted, call Town of Clayton Police to take custody of child. Prepare a letter to the parent and leave it on the front door. DO NOT drive a child home or to any other location.