



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Children's & Young Adult Services #2

POLICY REPLACING: New

SUBJECT: Safe Child Policy

BOARD APPROVAL DATE: January 15, 2015

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RATIONALE:

Library policies and services are designed to provide a safe and welcoming environment for library users of all ages. Bracebridge Public Library welcomes children to enjoy its programs and services. Parents need to use the same precautions with their children at the library as they would in any other public setting. The Library staff is trained to assist children in using the library. Parents, however, are responsible for their children's supervision and behaviour. This policy outlines the responsibilities of parents/guardians and library staff

DEFINITIONS:

Children:

Refers to individuals who are not yet in high school.

POLICY STATEMENT:

Responsibility of the Parent

The library requests parents/ caregivers to:

- a) not leave children requiring supervision unattended in or about library premises
- b) monitor the use of services and collections by children under their care
- c) be responsible for the appropriate behaviour of children under their care.

Responsibility of Staff

The library staff members will be guided by this policy in situations, where

- a) a child is found frightened or crying in the library
- b) a child is perceived to be endangering him/herself
- c) another person in the library poses a perceived threat to a child
- d) a child exhibits specific inappropriate behaviour (see Facilities Use #1 Standard of Acceptable Behaviour Policy)
- e) a child is not met by a responsible caregiver at closing time
- f) a child is consistently left on his or her own in the library for long periods of time.

The library staff member will first attempt to locate the parent/guardian to alert them of the situation.

When children's behaviors or actions are inappropriate, library staff will inform parents of the library's policies.

Where parent/guardians cannot be contacted, library staff will:

- a) not leave a child unattended at closing time
- b) not give the child a ride home
- c) contact local police or Children's Aid Society (CAS) (under Family, Youth & Child Services of Muskoka),
- d) ensure two staff shall remain with the child until the proper authorities can take the child into their protection



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Duty to Report

The Ontario *Child and Family Services Act* recognizes that each of us has a responsibility for the welfare of children. Members of the public including professionals who work with children, have an obligation to report if they suspect that a child or youth under the age of 16 may be in need of protection.

When library staff members have reasonable grounds to suspect that a child is or may be in need of protection, they will advise the CEO/Chief Librarian and together they will promptly report the suspicion and the information upon which it is based to the local CAS (Family, Youth & Child Services of Muskoka), as stated in the Ontario *Child and Family Services Act* s.72 (1).

RELATED DOCUMENTATION:

Facilities Use #1 Standard of Acceptable Behaviour Policy
Ontario *Child and Family Services Act* (Duty to Report)

PREVIOUS REVISIONS: None