



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Children's & Young
Adult Services #2

SUBJECT: Safe Child Policy

POLICY REPLACING: January 13,
2015

BOARD APPROVAL DATE: January 12, 2020

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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 (Library) welcomes children to enjoy its programs and services. This policy outlines the responsibilities of parents/guardians and Library staff.

POLICY STATEMENT:

Parents/guardians 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, however, parents/guardians are responsible for their children's supervision and behaviour.

DEFINITIONS:

Children: Refers to individuals who are not yet in high school.

Guardians: Refers to legal or temporary caregivers

APPLICATION:

Responsibility of the Parent

The library requests parents/guardians to:

- a) not leave children requiring supervision unattended in or about the Library premises
- b) ensure the appropriate behaviour of children under their care
- c) monitor the use of services and collections by children under their care
- d) be aware that unaccompanied children are not under the direct supervision of staff.

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 themselves or others
- 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 parent/guardian at closing time
- f) a child is consistently left on their own in the Library for long periods of time.

The Library staff member will first attempt to locate the parents/guardians to alert them of the situation.

When children's behaviors or actions are inappropriate, Library staff will attempt to inform parents/guardians of the Library's policies.

Where parents/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) inform the Library CEO (CEO) of the situation



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- d) contact the local police or children's social services agency (Simcoe Muskoka Family Connexions)
- e) ensure two staff shall remain with the child until the proper authorities take the child into their protection

Duty to Report

The Ontario *Child, Youth 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 and together they will promptly report the suspicion and the information upon which it is based to the local children's social services agency (Simcoe Muskoka Family Connexions), as stated in the Ontario *Child, Youth and Family Services Act*, Subsection 125 (1) (Duty to Report)

RELATED DOCUMENTATION:

Facilities Use #1 Standard of Acceptable Behaviour Policy

Ontario *Child, Youth and Family Services Act*, 2017, S.O. 2017, c. 14, Sched. 1.

PREVIOUS REVISIONS:

Children's & Young Adult Services #2 - Safe Child Policy, January 13, 2015