

PURPOSE

The Wood Buffalo Regional Library is dedicated to providing a welcoming and safe environment for patrons of all ages

When children and vulnerable persons are left unattended they may become frightened or anxious. If they wander through the facility they may encounter hazards such as stairs, doors, furniture or electrical equipment. They may also become bored and restless and could disturb the enjoyment and work of others.

DEFINITIONS

Child - any person eight (8) years of age and under. With the exception of those registered in Library programs, a child is any person twelve (12) years of age and under.

Parent - custodial parent or legal guardian.

Caregiver - any person sixteen (16) years of age or older who is not a parent or legal guardian but is in temporary charge of a child or vulnerable person.

Vulnerable persons - any person eight (8) years of age or older who would normally be under the care or supervision of a caregiver.

POLICY

1. Parents/caregivers must be in the immediate vicinity and have visual contact with a child or vulnerable persons if:
 - 1.1. They are under eight (8) years of age; or
 - 1.2. The person's unusual behaviour patterns require close supervision.
2. Children who are eight (8) years of age or older may use the Library independently at their parent/caregivers discretion provided that they are able to care for themselves and mature enough to understand and follow the **Library's Patron Code of Conduct**.
3. Children who are twelve (12) years of age or under must have a parent/caregivers register them into Library programs.
 - 3.1. Parents / caregivers must include their name, contact information, and child's name
 - 3.1.1. When a parent/caregiver picks up a child at the end of the program, they are required to sign the child out as a safety measure
4. Library Staff will not care for nor take responsibility for children left unattended.
5. In the event of a Library evacuation, normal emergency procedures will be followed.

PROCEDURE:

1. If a child or vulnerable person is found unattended, Library Staff will attempt to locate that parent/caregiver in the Library and inform them of the policy.
 - 1.1. If the parent/caregiver cannot be located within ten (10) minutes, Library Staff will contact MacDonald Island Security;
 - 1.1.1. The child or vulnerable persons will stay at the First floor Reference Desk with a Library staff member until MacDonald Island Security arrives;
 - 1.1.1.1. With the exception of those children in Library Programs; the child will stay with the program lead until MacDonald Island Security arrives.

- 1.2 MacDonald Island Security will follow their own procedures for unattended children.
2. In the event MacDonald Island Security is unavailable, Library Staff will contact the RCMP.

ANNUAL REVIEW:

All policies should be reviewed annually to see that they are still viable and are still meeting department and employee needs.