# Safe Child and Vulnerable Adult Policy

The Library Board of Trustees, Library Administration and staff are concerned for the safety and welfare of children and vulnerable adults who use the library unattended by a parent, guardian, or responsible caregiver. Library staff cannot provide babysitting, supervision, or childcare service for Library patrons. Library staff cannot assume responsibility for unattended young people who are on library grounds after hours, nor can Library staff extend open hours or remain in the building after hours with Library patrons of any age. Staff members have no authorization to assume a guardian’s role in these cases or to transport or assume custody of young Library patrons. Parents or guardians are responsible for their child’s behavior while the child is in the Library. This policy is intended to be enacted when Library staff deem necessary.

Responsible parties/caregivers for vulnerable adults and children must be at least 13 years of age.

**It is the responsibility of the parents/guardians or caregivers to:**

* Provide direct, continuous supervision of all children under the age of 5, both in library programs and when using the library in any other capacity.
* Children between the ages of 5 and 9 may attend library programs without a caregiver, but the child must remain in the program room until the caregiver picks up the child from the room immediately following the program. Parents/guardians/caregivers must remain in sight of their children in this age group at all times when they are not in library programs.
* Children age 9 and older may be at the library unaccompanied by a parent/guardian or responsible caregiver unless their behavior becomes a problem; in which case staff will attempt to contact a parent or guardian.
* Ensure that vulnerable adults receive the care and supervision they require to be safe and healthy while visiting the library.
* Encourage positive behavior of children and vulnerable adults within their care at the library.
* Cooperate with library staff if any child or vulnerable adult in their care are disruptive or if they interfere with other patrons’ use of the library or endanger others.
* Provide a safe means of transportation away from the library by the time the Library closes. In the event a child under the age of 13 is outside the library at the time of closing, Library Staff will contact the parents. If parents have not been arrived within 15 minutes after closing, the Nevada Police Department will be notified.

**Staff Procedures:**

Library staff will attempt to contact parents or guardians in the following cases:

* A child under the age of 9 is in the library unattended by a parent, guardian, or caregiver and not at a library program.
* A child under the age of 13 is at the library unattended at the time the Library closes.
* A child between the ages of 9 and 18 is at the Library and their behavior/conduct interferes with others’ use of the Library or their safety.
* In the event a parent or caregiver cannot be reached, staff will notify the Nevada Police Department.
* In the event a child’s behavior is disruptive, or the child requires constant attention, regardless of age, staff will ask the child to correct their behavior. If the behavior is not corrected, the child and their responsible party may be asked to leave.
* Documentation: Any action taken by a staff member responding to incidents of unattended or disruptive children will be documented using the Digital Behavior Form.
* Appeal process: Reference the appeal process in the Conduct Policy.

Reviewed/Approved by Library Board of Trustees | August 2024