

BEAMAN MEMORIAL PUBLIC LIBRARY
POLICY MANUAL

CHILD SAFETY POLICY

The Beaman Memorial Public Library building, being a public place, is open to all people at all times. Therefore the public library can never be considered a completely safe place to leave children unattended. To assure the safety of all children who use the library, the Board of Trustees sets the following standards for the supervision of children in the building.

- 1.) Children ten years or younger must be continually supervised by a parent or caregiver while in the building.
- 2.) Children between the ages of ten and thirteen years of age may be left unattended for a maximum of two hours.
- 3.) Children ten years or younger who are attending library programs must have a responsible person remain in the building throughout the program.
- 4.) Parents and/or caregivers assume the responsibility for being able to meet children at the end of each library program. Library staff cannot be responsible for supervising children following such programs.
- 5.) All individuals must conduct themselves in accordance with the Library's Policy on Accepted Behavior. Parents will be notified if children using the library independently are not adhering to the guidelines of this policy.
- 6.) To assure the safety of children who are visiting the library independently and are still in the building at closing time, library staff will act upon the following guidelines:
 - Children under 13 years of age will not be left on the library property unattended after library hours
 - Staff members will not drive or escort the child(ren) home
 - At least two staff members will remain with the child(ren) up to 15 minutes after closing. The staff person will make every attempt to contact the parent or a responsible adult during that period.
 - If the child is not picked up 15 minutes after closing time the staff members will contact the West Boylston Police Department and request assistance. Once the child is under the supervision of a police officer staff members may leave.
 - In the event that the library closes before regularly scheduled hours for any reason, the same policy will apply.