



# SAFE CHILD PROCEDURES

Johnson County Public Library (JCPL) welcomes library users of all ages. The Library encourages children of all ages to visit and hopes that they will find it a warm, welcoming place. The happiness and safety of children is important to JCPL.

## CHILD PROTECTION GUIDELINES FOR STAFF

All employees and volunteers should observe the “two-person rule” or the “open-door rule” when interacting with children or teens. The two-person rule requires employees to avoid situations where they are alone with a child or teen in a closed room with no outside visual contact. The open-door rule requires any solid panel door be open at all times children are present. Under no circumstances will a staff member give a child a ride home, take a child outside the building, or remain in the building alone with an unattended child.

## UNATTENDED CHILDREN

Parents, guardians, and caregivers are encouraged to share the library experience with their children and to supervise their selection of materials. Parents who wish to place limits on access to certain library materials, services or facilities should discuss these limits with their children and monitor their selections.

In all situations, the parent/adult caregivers are responsible for the care and safety of their children while the children are on library premises.

- Children under the age of eight (8) must be supervised in the library by a responsible parent or caregiver. If a child under the age of 8 is found unattended:
  - Staff will attempt to contact their parents.
  - If no parents are found, staff may contact local law enforcement.
- Parents of older children are encouraged to be present as well, but children age eight (8) and over may use the Library unattended as long as they follow the Appropriate Library Behavior Policy.
  - Staff may ask the child to leave or contact the parents if:
    - The child’s behavior is disruptive and they ignore staff’s requests.
    - The child is ill, scared, or has limited abilities.
    - The child’s basic needs are not met (ex. food, communication with caregivers, health/medical).

Parents and caregivers are responsible for arranging transportation to and from the library for unattended children. Transportation for children should arrive prior to closing time.