

# **YOUTH SAFETY POLICY**

The Berthoud Community Library District (BCLD) is dedicated to providing a safe and welcoming environment for families and youth. To make the library an enjoyable place for education, enrichment, and connection, we offer a designated youth area, classes, and services for young people. BCLD staff will help children and teens effectively use the library as they select books and materials, use the computers, or attend classes and events.

## **1. Access to Youth Area**

The youth area of the library is specifically designed to serve the needs of young users. Adults in that area not using youth materials or not using the area for the purpose intended will be asked to use other areas of the library. Staff members will place the safety of young people first in any situation.

## **2. Parent Expectations and Responsibilities**

Because the library is a public place, youths' safety cannot be guaranteed. Children may encounter hazards such as doors, furniture, electrical equipment, or other library users. The conduct, safety, and supervision of children while on library premises are the responsibility of parents, guardians, and caregivers. It is the responsibility of parents, guardians, and caregivers to determine the supervision needs of their children and to provide accordingly. While BCLD staff members value the safety of children, only parents, guardians, and caregivers can provide appropriate supervision of children.

## **3. Staff Role**

BCLD staff members have many duties to fulfill and cannot supervise youth in the library or outside the building. However, if a staff member is concerned that a child may not be sufficiently capable and mature to be on library premises without supervision, the staff member may take action to correct the situation and will inform library management of the concerns and the actions taken.

In order to ensure a positive library experience for everyone, if a child appears not to be sufficiently capable or mature to be on library premises without supervision:

- ◆ Staff will try to comfort the youth if the youth is ill, hungry, or upset. Staff will make a concerted effort to locate the youth's parent, guardian, or caregiver in the library, express the library's concern for the youth's safety, and explain the library's Youth Safety Policy. If staff are unable to locate the parent, guardian, or caregiver in the library, staff will make a concerted effort to contact the parent, guardian, or caregiver to pick up the child. Staff will express the library's concern for the youth's safety and explain the library's Youth Safety Policy.

- ◆ If the parent, guardian, or caregiver cannot be located within a reasonable time, staff will call the Berthoud Police Department. The Berthoud Police Department will then assume responsibility for the youth.
  
- ◆ Staff members will encourage any unattended youth to contact his or her parent, guardian, or caregiver before closing time. If a parent, guardian, or caregiver cannot be reached or does not arrive within fifteen minutes after closing, staff will call the Berthoud Police Department to pick up the child. These same actions will be followed for emergency closures. Two staff members will remain with the youth until the parent, guardian, caregiver, or police arrive. Once the youth is in the protective care of the Berthoud Police Department, staff will attach a note to the library entrance or entrances with the following information: “Unattended youth is in the care of the Berthoud Police Department.” Neither the name of the youth nor the name of the parent, guardian, or caregiver will be listed on the note.
  
- ◆ Staff will not transport any child from BCLD to another location.

#### **4. Enforcement of the Youth Safety Policy**

Enforcement of the Youth Safety Policy will be conducted in a fair and reasonable manner.

Approved 7/09  
Revised 7/13/16