

**Category:** Legal  
**Policy Number:** 5-4  
**Policy Name:** Unattended Children

**Purpose:**

This policy outlines the level of responsibility Waterloo Public Library staff will assume when children are left at the Library unattended.

**Policy:**

Library staff cannot assume responsibility for the safety and well-being of children left unattended in the Library.

Children under the age of 10 shall not be left unattended at any time. Children under the age of 12 cannot be left in charge of other children. Any person age 12 or older who is providing supervision to someone under the age of 10 must remain with the child and be aware of and responsive to their needs at all times.

Children age 5 and younger who are attending programs must remain within view of their caregiver. In circumstances where children over the age of 5 and under the age of 10 are attending a program without their caregiver, it is expected that the caregiver will not leave the Library premises and will be easily accessible should the need arise.

Staff, having confirmed that reasonable care has not been provided for a child, will attempt to contact the caregiver and ask that the child be picked up as soon as possible. In the event that a caregiver cannot be contacted within a reasonable timeframe, staff will speak to the caregiver upon their return to make them aware of the Library’s policy on unattended children. If several hours pass and the caregiver cannot be contacted, or if there are repeat or regular occurrences of a child under the age of 10 being left unattended in the Library, staff will consult with the CEO or designate who may refer the matter to the police or Family & Children’s Services of the Waterloo Region.

**Document Record:**

June 2006	Initial Release
July 2015	Reviewed
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