

Unattended Youth Policy

Definition:

An unattended youth is one who is birth through age 17 that is not with a parent/guardian and is

- One who is unable to care for himself or herself
- One who needs close supervision, even if a parent or caregiver is elsewhere in the building
- One who is not picked up at closing
- One who is under the age of six

Policy Statement:

The Board of Trustees and the staff of the Coshocton Public Library welcome youth to use the facilities and services of the public library. To ensure the safety of youth at the library the Coshocton Public Library Board of Trustees adopts the following policy:

Policy:

A child under the age of six years old and all youth that are unable to follow the Library's Code of Conduct must be accompanied by a parent/caregiver at all times. When unattended youth is located, and the parent/caregiver cannot be found within 15 minutes, the proper authorities will be notified.

Coshocton Public Library Board of Trustees
Adopted
Revised November 2018

Unattended Youth Procedure

Unattended Youth During Business Hours

The staff member who observes an unattended youth will accompany the minor and together search for the parent/caregiver.

- A. When the parent/caregiver is found, the staff member will politely say, “We ask that youth unable to follow the Library’s Code of Conduct and those under six years of age be accompanied by a parent/caregiver at all times.”
- B. If the parent/caregiver is not located, the staff member who discovered the unattended youth will take the minor to the Children’s Room. At this point the Children’s Room desk staff member assumes control of the situation and attempts to complete the Incident Report form (West Lafayette Branch staff assume the role of Children’s staff).
 1. The staff member will try to contact the parent/caregiver. When the parent/caregiver arrives to pick up the minor, the Children’s Room staff member will give him/her a copy of the “Unattended Youth Policy.”
 2. If the parent/caregiver cannot be located within fifteen minutes, the staff member will:
Monday-Friday, 9:30 a.m.-4:00 p.m.- Call Children Services at 740-622-1020
Monday-Friday, 4:00p.m. -9:00 p.m.- Call the Sheriff’s Dept. at 740-622-2411
Saturday and Sunday, all day- Call the Sheriff’s Dept. at 740-622-2411
 3. When the Children Services worker or Deputy arrives, the staff member will give them a copy of the Incident Report form and place the minor in their custody.

Unattended Youth at Closing

Two staff members, the Reference Librarian and the Children's Room staff member, shall remain with the minor, preferably inside the building (West Lafayette Branch staff assume role of Reference and Children's staff).

- A. The staff members will attempt to contact a parent/caregiver for fifteen minutes beyond closing.
 1. When the parent/caregiver arrives, politely remind them that the Library closes at ____ p.m.
- B. If the parent/caregiver cannot be contacted within fifteen minutes, the Reference Librarian will complete the Incident Report form and call the Sheriff's Department at 740-622-2411.
 1. When the Deputy/Social Worker arrives, the Reference Librarian will give them a copy of the Incident Report form and place the minor in their custody.
 2. Place a sign on the main entrance door stating the Library has closed and the parent/caregiver should call the Sheriff's Department, 622-2411, concerning the minor.

Staff Reminders

1. Two staff members will remain with a child at closing until a parent/caregiver or authority arrives to take custody of the child (When two staff members are not present at West Lafayette Branch, staff should take all measures to protect oneself by maintaining proper distance from minor and calling Coshocton staff regularly to report happenings so another staff member is involved).
2. Under no circumstances shall a staff member transport a child anywhere.
3. Staff members will be compensated for their time.
4. The original "Incident Report" form will be given to the Director.