



**Croydon Shire Council**

# **Croydon Shire Public Library Services Children and Young Adult Policy**

## **Document Control**

**Version Number:** 1

**Next Scheduled Review Date:** February 2024

**Author:** Librarian

**Review Officer:** Business Manager

**CEO Approval:**



Resolution Number	Date	Reason/Comment
02-02/2022	17/02/2022	New Policy



## 1. Purpose

The aim of this policy is to provide guidance to library employees and members of the public in regard to children and young adults who visit the Croydon Shire Public Library.

## 2. Scope

Croydon Shire Public Library welcomes children of all ages to use the library facilities for educational and recreational purposes including school work, reading, attending organised programs or activities, meeting friends and borrowing items. The Library strives to provide a welcoming environment and provide target resources and programs to meeting the needs of children and young adults.

Croydon Shire Council has a duty of care towards all children and young adults using the Library.

The safety of Library customers and staff is the most important consideration at all times. This policy has been written to ensure the safety of children, young adults and staff and their enjoyment of the Croydon Shire Council Library.

## 3. Definitions

**Child or children** – shall refer to young people 10 years and under

**Young adult** – shall refer to young people ages between 11 – 18 years inclusive

**Child at risk or harm** – is a child whom Library staff has concern for their safety, welfare or wellbeing.

**Duty of Care** – is defined as the legal duty to take reasonable care so that others aren't harmed.

**Unattended child** – Refers to a child out of sight of their parent/carer.

## 4. Policy

### 4.1 Responsibility for children and young adults in the Croydon Shire Public Library

Croydon Shire library staff cannot take responsibility for the supervision of children and young adults within the library premises. Library staff are able to assist children and young adults to access library resource and at times deliver specific programs and activities to child and young adults.

Children aged 5 and under must be supervised by a parent/guardian or responsible carer of at least 18 years old. Supervision is defined as the responsible person must be within sight of the child at all times.



Children 6 - 10 years may participate in library organized activities without their parent/guardian/carer in attendance (e.g. School holidays program). However, parents/guardian or carer of children attending organized activities must sign the Library program participation register on arrival and upon departure from the library program.

Young adults 11 – 18 years may use the library service without being supervised by a parent/guardian or carer provided they maintain acceptable library behavior at all times.

The role of library staff is to guide and assist children and young adults to find and use library resources and deliver specific programs. Croydon Shire Council accepts no responsibility whatsoever for children left unattended in the library.

It is compulsory that all Croydon Shire Public Library staff are required to acquire and maintain a Blue Card from the Commission of Children, Young People and Child Guardian.

#### **4.2 Customer behavior within library service**

Croydon Shire library staff will not accept responsibility for the behavior of children or young adults on the library premises. The behavior of children and young adults in the library is the responsibility of the child/young adult themselves, their parents/guardian/carer and responsible person accompanying the child.

The following behavior is not acceptable within the library:

- Misuse or damage to property
- Disrupting other library users
- Bullying or Fighting
- Verbal or physical abuse
- Running in the library

Library staff have the discretion to ban or insist upon the child/young adult to vacate the library immediately if any of the behaviors above are exhibited. The ban duration will be at the discretion of the library staff, who will take into consideration the degree of the behavior.

#### **4.3 Unattended children in the library**

Croydon Shire Council and library staff do not take any responsibility for children and young adults left unattended in the library premises.

Unattended children and young adults may be at risk in public places as they may:

- Leave the library premises at any time.
- Hurt themselves
- Become disruptive to other customers
- Become distressed or unwell
- Be approached by strangers
- This list is not exhaustive

Croydon Shire Council accepts no responsibility for children and young adults within the library or upon their departure from the building.



#### **4.4 Use of Staff Facilities**

Members of the public are prohibited from staff work areas for reasons of public liability. This includes the use of staff toilets and kitchen.

Public toilets are located across the road at ANZAC Park. Library staff are unable to accompany children or young adults to public toilets.

### **5. Staff Procedures**

- If a child is left unattended, staff will try and locate parents/guardian/carer or the responsible person accompanying the child if the child is deemed vulnerable or at risk.
- Staff may use library records to access addresses and phone numbers of parents/guardian/carer in the event that they are not present within the Library.
- Once parents/guardian/carer or responsible person is located they will be asked to collect their child/young adult from the library.
- If the parents/guardian/carer or responsible person cannot be located, the Police will be notified and at least two staff members will remain with the child until officers arrive.

