

Title	Unaccompanied and/or unsupervised Child Guidelines
Reference Number:	G:\ Customer Experience – Policies and guidelines
Authorised by: M. Foster Library and Archives Manager	Effective Date: 1 September 2014
Purpose This defines the statement of intent of these guidelines	<p>These guidelines provide guidance for staff and customers when children are unaccompanied and/or not actively supervised in the library.</p> <p>The aim of the library is to provide a safe, welcoming atmosphere for everyone that promotes the responsible supervision of children in the library.</p>
Scope This defines who the guidelines apply to.	<p>The guidelines apply to all library customers during everyday library use.</p> <p>For the purposes of these guidelines, caregivers must be 14 years and older in accordance with the Children, Young Persons & their Families Act 1989.</p> <p>Parents and caregivers are responsible for the supervision of children under the age of 14 as laid out in the Summary Offences Act 1981.</p>
Definitions (of any terms of acronyms)	<p>For the purposes of these guidelines the following definitions are used:</p> <ul style="list-style-type: none"> • Unaccompanied child refers to any child whose parent/caregiver is not on library premises. • Actively supervised means that the parent/caregiver has the child within eyesight, is watching and ensuring the child is not being disruptive of staff or other customers.
Principles This section outlines the principles of the management guidelines.	<p>The safety and wellbeing of children in the library is the guiding principle at all times.</p> <p>Library staff will do their best to ensure the safety of children while they are in the library. Ultimately, however, parents and caregivers are responsible for the supervision of children under the age of 14.</p> <p>Children may not be left in the care or supervision of any child who is under 14 years of age. If this should occur, the child/children will be considered to be</p>

	<p>unaccompanied and appropriate action taken.</p> <p>The Library recognises it is reasonable to expect older children to visit on their own. Each situation involving an unaccompanied or unsupervised child of any age will be considered on its own merits and is at the discretion of library staff.</p> <p>The purpose of the library is not to be a child care centre for unaccompanied or unsupervised children.</p> <p>Library staff are responsible for acting on any concerns about unaccompanied and/or unsupervised children in the library, however, they will not assume responsibility for any unaccompanied or unsupervised child.</p> <p>Library staff may request school/study passes from students they think should be at school and contact the Truancy Officer, CYFS or the Police if appropriate.</p> <p>The Education Act 1989 is used as the basis for determining whether a child should be at school. According to the Act, "every person who is not a foreign student is required to be enrolled at a registered school at all times during the period beginning on the person's 6th birthday and ending on the person's 16th birthday".</p>
<p>Procedure This section states what responsibilities both staff and management have in relation to the application and ownership of the guidelines.</p>	<p>Unaccompanied or unsupervised Children Library staff who are concerned about the safety or behaviour of an unaccompanied or unsupervised child will attempt to locate the parent/caregiver of that child.</p> <p>If a parent/caregiver is located they will be advised that they are responsible for the active supervision of their child. A copy of the 'Supervision of children guide' may be given to the parent/caregiver. If behavior persists the parent/caregiver and the child may be asked to leave the library.</p> <p>If unable to locate the parent/caregiver the police may be called.</p> <p>Use of the library by children during school hours If staff believe that an unaccompanied child should be in school, they should approach the child concerned and</p>

	<p>ask if they have permission to be in the library. Valid reasons for being in the library can include:</p> <ul style="list-style-type: none"> • a study pass or equivalent (must be sighted) • an exemption eg: home schooled • currently under the supervision of CYFS and not attending school • have been expelled or suspended (according to the Education Act 1989 Section14, (children who have been suspended or stood down are not necessarily required to attend school and are therefore no longer regarded as truants. They may of course still be regarded as unaccompanied children) <p>Staff who are not satisfied with the child's reason for being in the library should contact :</p> <ul style="list-style-type: none"> • Truancy Officers (Attendance Services) - Lindsay Thomas 0274724730 or Diana Mikkelsen 0277557797 • Truancy Office: 032140557 ext 205 <p>Community Police can be contacted if necessary on 03 211 0400</p>
Revision History	
Effective Date	5 th February 2016
Review Period	Annual
Associated Documents/References	<ul style="list-style-type: none"> • Supervision of Children Guide • SUMMARY OFFENCES ACT 1981. Offences Against Persons or Property • [10B. Leaving child without reasonable supervision and care---] • Education Act 1989 – Suspension (Section 14) • Truancy Officers: 0274724730 or 0277557797 • Community Police 03 211 0400