

# Supervision of Children and Lost Child Procedure

Revised March 10, 2026



Greenwood Public Library seeks to provide a safe place for children to learn, grow, and play. GPL desires to work with parents and caregivers to create an atmosphere that is free enough for play but structured enough to keep small children safe and secure. All visitors are subject to the rules of behavior found in the Patron Behavior and Health Safety policy. As a public facility, the library takes reasonable precautions to ensure the safety of patrons while they are using the library but cannot guarantee the safety of unattended and unsupervised children. Library staff are not responsible for the care and supervision of visitors of any age.

Children under age 9 must be supervised by a parent or other responsible caregiver 14 years or older at all times while in library facilities. “Supervised” means that the parent or caregiver is within sight of their children and is ensuring compliance with the Patron Behavior and Health Safety policy. Parents/caregivers are responsible for their child’s behavior.

## Kids Department

Children 9 years old and up may be left unsupervised in the Kids Department 1) as long as a caregiver is in the building and 2) they can do the following:

- Understand and follow the Patron Behavior and Health Safety Policy
- Care for themselves without assistance
- Provide library staff with their full name and a parent or caregiver’s phone number on request
- Refrain from unreasonably disrupting other library users or staff members

If at any time a child under age 9 (or a child over age 9 who does not meet the above criteria) is unsupervised, the following will occur:

- The Library will attempt to locate a caregiver or parent in the building and make sure they are able to supervise the child
- If it is determined that the child is in the library without a caregiver, a staff member will try to contact the parent/caregiver and request that they pick up the child
- The Greenwood Police will be called to assume responsibility if the library is unsuccessful in contacting the parent/caregiver

## Teen Department

It is encouraged for tweens and teens ages 11-18 to use the Teen Department unaccompanied as long as they can do the following:

- Understand and follow the Patron Behavior and Health Safety Policy
- Care for themselves without assistance
- Provide library staff with their full name and a parent or caregiver's phone number on request
- Refrain from unreasonably disrupting other library users or staff members

Teens must be picked up promptly at the end of after hours programs. If teens under 16 are still at the library 20 minutes after an evening program without contact from a parent or caregiver, staff may contact local police for assistance.

## 2<sup>nd</sup> Floor

In the Adult Services and Studio Makerspace, patrons 14 and younger must be accompanied by a parent or adult caregiver.

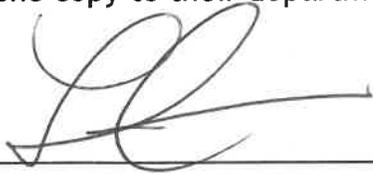
If staff determine that an unattended child is at risk at closing time, two will stay with the child, assisting them in contacting parents or guardians for transportation. If children under 16 are still at the library 20 minutes after closing, staff may contact local police for assistance.

Under no circumstances may staff take a child out of the building or transport them in their car without written permission by the parents/guardians for a specific event.

When a child is reported lost in the Library the following procedure should be followed immediately.

1. Obtain name, age, and description of the child.
2. Use paging system to announce that a "Code Adam" has been activated. Also call each department to give an immediate short description of the missing child.
3. A staff member should immediately escort the parents/guardians to the door of the building to assist with identification.
4. Patron Services and reference desk staff respond by searching their bathrooms and floor/department thoroughly including community rooms. One Patron Services staff moves to the front doors to monitor those leaving until parents/guardians arrive.

5. If the child is not located within 10 minutes, a department head or administrator should call local police.
6. If the child is found safe, use the paging system once more to cancel the Code Adam.
7. Staff involved in the situation should complete an incident report on the event, with one copy to their department head and one copy to the Director.



Approved by the GPL Board of Trustees

3/10/26

Date

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.0	Changes accepted	GPL Board of Trustees	08.09.2022
2.0	Changes accepted	GPL Board of Trustees	03.10.2026