

**UNATTENDED CHILDREN**

Purpose: Safety of Public and Staff  
Enjoyment of the Facility or Event

**POLICY:**

The Library & Cultural Arts Department welcomes and encourages patrons of all ages to use the facilities. While the department strives to foster a safe environment, it is the responsibility of parents to ensure the safety of their children within the facility and on City property.

- The parent or authorized adult is responsible for the behavior and safety of children in their care.
- A parent or authorized adult must remain with children preschool-age and under at all times while at the facility or event.
- An accompanying adult must remain within the facility with young school age children.
- If necessary, staff will attempt to contact a parent or authorized adult caregiver of unattended child(ren). In the event neither can be reached, staff may contact other appropriate agencies.
- When necessary, staff will remain with child(ren) left at the location for **ten minutes past closing**, after which time staff will call the Carlsbad Police Department and the child(ren) will be left in an officer's care.
- Under no circumstances will staff transport unattended children.

Procedure:

Staff should always use common sense, tact and discretion when dealing with situations involving unattended children. For more information see the *Go-To Guide* and the *Cultural Arts TGIF Event Guide*.

If children are left at the facility at closing time, the Person In Charge (PIC) will attempt to reach the parent or authorized adult and together with one other staff person remain with the child(ren) for ten minutes past closing. After ten minutes, the PIC will call the Carlsbad Police Department and leave the child(ren) with the responding officer.

The "Unattended Child" letter (available on the Library page of the Intranet under Library forms) is available and may be prepared and mailed to the parents or guardian.