

LIBRARY SERVICE CHILDREN AND YOUNG ADULTS

APPROVALS

POLICY NUMBER	PECS-POL-092	DOC.ID	4593022
CATEGORY	Administrative		
POLICY OWNER	Manager Community Hubs		
APPROVAL DATE	14 December 2022	RESOLUTION NUMBER	8150

OBJECTIVE

This policy aims to clarify the roles and responsibility of the Isaac Regional Library Service and the library staff with regards to children and young persons in the library.

The Policy seeks to reaffirm Isaac Regional Library Service's commitment to providing a safe environment for all users, the responsibilities of library staff regarding supervision of children and young persons within the library premises and the responsibilities of the parent / guardian / carer in ensuring the welfare of their children / and young persons while in the library.

There is no legislation that defines public libraries' level of responsibility for young people. However, there is legislation that has been considered in the compiling of this policy, namely sections 8, 9, and 10 of the *Child Protection Act 1999* and sections 277 and 364 of the *Criminal Code Act 1899*.

SCOPE

This policy applies to all Isaac Regional Library branches.

DEFINITIONS

TERM / ACRONYM	MEANING
Carer or Caregiver	Refers to a parent, an assigned adult or young person 18 years or older.
Child or Children	Refers to children aged under 12.
Library Staff	All permanent, temporary, and casual staff employed by Isaac Regional Council including volunteers and contractors.
The Libraries	Isaac Regional Library Service.
User/User	Any person who uses the Isaac Regional Library's facilities.
Young Persons	Refers to young people aged 12 to 17 years inclusive.

POLICY STATEMENT

RESPONSIBILITY FOR CHILDREN AND YOUNG PERSONS

Library staff can assist children and young persons to access library resources and at times to deliver specific programs and activities for children and young persons.

Parents / guardians or responsible carers of children attending organised library activities / programs must sign the Photographic Permission Form on arrival.

The child or children must always be supervised within the sight of a parent / guardian or responsible carer.

Young persons may use the library service without being supervised by a parent / guardian or responsible carer, provided they always maintain acceptable behaviour.

Library staff will not be responsible for the supervision of young persons attending the library without a parent / guardian or responsible carer present.

Isaac Regional Library Service will not accept responsibility for the behaviour or actions of any children or young persons on library premises. The behaviour of children and young persons in the library is the responsibility of the individual children/young persons, their parents/ guardian or responsible carer.

Isaac Regional Council Library staff will make every effort to contact the parent/guardian of young persons who are not maintaining acceptable behaviour.

UNATTENDED CHILDREN AND YOUNG ADULTS

Isaac Regional Library Service accepts no responsibility for children left unattended in the library. The responsibility for the welfare and behaviour of children and young persons utilising the library services always rests with parent / guardian or responsible carer.

If a child is found unattended, a senior officer will attempt to contact the child's or children's parent / guardian or responsible carer. If the attempt to contact the parent / guardian or responsible carer is unsuccessful, and the senior officer may deem the child or children 'at risk', the senior officer will contact either Queensland Police or the Department of Communities.

The parent / guardian or responsible carer of young persons must ensure they collect their young persons before the library closes. In the event of young persons being left unattended at closing time, a senior officer will attempt to contact the parent / guardian or responsible carer before contacting Queensland Police or the Department of Communities.

PHOTOGRAPHS / DIGITAL IMAGES

Library staff often take photographs and use personal information such as names as a record of events for use in Council's publications and website and to publicise library services and resources in other ways. These images and personal information may also be forwarded to and used by news media.

Library staff will always obtain permission from the parent / guidance or responsible carer to use images or the personal information of children or young persons.

Library staff protect personal information under the *Information Privacy Act 2009*.

WORKING WITH CHILDREN CHECKS

Isaac Regional Council requires staff, volunteers, external consultants and contractors to hold a current Blue Card, issued by the Department of Justice and Attorney-General in order to work directly with children.

LEGISLATIONS AND RELATED GUIDELINES

- *Child Protection Act 1999*

- *Criminal Code Act 1899*

INFORMATION PRIVACY ACT 2009 REFERENCES

ID	NAME
PECS-POL-091	Isaac Library Service Public Internet Access Policy
CORP-FRM-089	Library Membership Form
CORP-FRM-495	Under 18's Participation Register and Photographic Permission Form