



Adopted 10-6-11

## Section 1 – Intent

- a. The Inkster Public Library (Library) seeks to provide a safe and secure environment for all Library users, including minors in our programs and activities. The practices outlined below are intended to protect minors who use the Library from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

## Section 2 – Supervision and Procedures

- a. It is the Library’s policy that a minimum of two unrelated adults workers will be in attendance at all times when minors are being supervised during programs and activities. On such occasions where only one adult worker can be present in the activity room, the door to the activity room will remain open and a minimum of three minor participants must be present. We do not allow minors to be alone with one adult in any sponsored activity. We do not allow the door to the activity room to be locked while minors are inside it.
- b. Physical discipline of children is never permissible by Library staff or volunteers.
- c. Volunteers will not be left alone to supervise minors in any of our programs.
- d. In the event that an individual involved in the care of minors at the Library becomes aware of suspected abuse or neglect of a minor under his/her care, the individual must immediately report to the Library Director for further action including reporting to authorities as may be mandated by state law.
- e. In the event that an incident of abuse or neglect is alleged to have occurred at the Library, or during a Library sponsored program or activity, the following procedure shall be followed:
  - 1. The parent or guardian of the minor will be notified.
  - 2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation.
  - 3. The Library’s insurance company will be notified and an incident report will be filed.
  - 4. We will comply with the state’s requirements for reporting of abuse as the law then exists.

5. We will cooperate with any investigation of the incident by state and local authorities. In the absence of a state or local investigation, a team will be formed to investigate in consultation with the Library's insurance company and/or the Library's attorney.
6. If the alleged perpetrator is not found innocent of the alleged abuse or misconduct, he/she will be barred from participation in all future Library programs and activities for minors.
7. If the alleged perpetrator is found guilty of the alleged abuse or misconduct, his/her employment/volunteer status will be terminated.
8. The Library Director will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved, in which case the Library Board will appoint a spokesperson. All other workers should refrain from speaking to the media about the incident.
9. Professional counseling will be arranged for those who desire it.