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1 PURPOSE = TE AROKA

- > To provide guidance for staff and patrons, when children are visiting the library
- > To provide guidance for staff, patrons and participants where children are attending library events or programmes.
- > These guidelines apply to all QLDC Libraries within the Queenstown Lakes District (**Library**).

2 SCOPE = TE KORAHĪ

These guidelines apply to ALL users of the library during opening hours and also when there are special events managed by the library that Children might attend.

These guidelines specifically relate to the care and supervision of Children who use the library – to always ensure their safety.

A person who supervises a child **must** be a person over the age of 14 years, and may include a Parent, Permanent Caregiver, Legal Guardian, and a person who is over the age of 14 years who is not a Parent, Permanent Caregiver, or Legal Guardian, but may be a relative or casual caregiver who has taken responsibility for that Child (**Caregiver**).

A **Caregiver** does not include Council Officers including Library staff.

A **Child** is a person under 14 years as defined by Te Oranga Tamariki Act 1989, Children’s and Young Person’s Act 1989.

It is an offence under s10 of the Summary Offences Act 1981 where a Caregiver does not make reasonable provision for the care and supervision of a Child.

A Child who is in the library, who is not accompanied by a Caregiver, is referred to as an **Unaccompanied Child**.

A Child who is in the library under the supervision of a Caregiver is referred to as a **Supervised Child**.

A Supervised Child must be **Actively Supervised**.

Active Supervision requires the Caregiver to remain close to the Child while the Child is in the library, must watch the Child, and must be in a position to help the Child if required at all times.

3 REFERENCES = TOHUTORO

Children's and Young People's Well-being Act 1989
QLDC Libraries Code of Conduct
Summary Offences Act 1981
Te Oranga Tamariki Act 1989

4 GUIDELINE OVERVIEW = TE TIROHAKA WHĀNUI

4.1 CONSIDERATIONS FOR PATRONS

- > QLDC's Public Libraries welcomes and encourages all children to use the library, its resources, and to participate in programmes.
- > However, Caregivers are responsible for the supervision and the behaviour of a Child while the Child is in the library.
- > Council staff accept no responsibility for an Unaccompanied Child.
- > If a Child is left unaccompanied in a library, Council staff may contact the Caregiver, and may use their discretion to contact the Police where a Caregiver cannot be found or contacted.
- > Where a Supervised Child is not being Actively Supervised, Council Staff may approach and require the Caregiver to do so immediately.
- > Council staff have a role in assisting children to use the library and are committed to support a child's reading and information gathering.
- > Council Staff are not Caregivers and cannot supervise children in the library.
- > Older, more confident, children between the ages of 10 to 14 years may be able to use the library alone for a short period of time. If a situation occurs, Council Staff may contact the Caregiver and ask that they come and supervise a Child, or, come and collect a Child if the Child remains Unsupervised for a longer period of time, or if problems arise.
- > Children under 10 must be Actively Supervised by a Caregiver at all times. While we do not advise children under the age of ten to come to the library unaccompanied, we acknowledge that young children do come to the library unattended. We reserve the right to manage each unaccompanied child occurrence on a case by case basis. This management might involve contacting the Caregiver, or if unable to contact or locate a Caregiver, the Police may be contacted for assistance.

5 LIBRARY PATRON OBLIGATIONS = NGĀ HEREKA

1. Children under 14 to be accompanied by a Caregiver unless permitted by Council Staff for a limited period of time.
2. Children under 10 must be Actively Supervised by a Caregiver at all times.
3. All patrons are expected to adhere to QLDC Libraries Code of Conduct

6 PRINCIPLES OF CARE = NGĀ WHANOKA PONO

- > Council staff are committed to delivering excellent service, support, and care for those who use the library, and welcome all users including Children to use the facilities.
- > It also needs Caregivers to do their part, and to ensure that their Child is always safe.