



## MEMORANDUM

**To:** Newmarket Public Library Board

**From:** Todd Kyle, CEO

**Date:** October 19, 2016

**Re:** Unattended and missing child policy

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The Library has a policy on unattended children which has undergone some review over the last few months. There were two omissions in the existing policy that needed to be addressed:

- Options for dealing with the situation were limited, specifically not mentioning the option of making a report to Children's Aid. As making a report of a child in need of protection is mandatory under the Child and Family Services Act, and as anyone making such a report is protected from legal action for making a frivolous report, this has been added in.
- There was a need for better criteria to determine whether a child is sufficiently supervised in the circumstances, so a list of simple criteria has been developed.

In addition, guidelines referring to staff responsibilities in the event a child is reported missing in the library were also added.

In drafting this policy the York Region Children's Aid Society was contacted for advice but little was received. However, I have worked extensively with a Child and Youth Worker on similar policies in the past and am confident the draft policy meets the expectations of applicable laws.

Material changes to the intent of the existing policy are printed in red on the draft for clarity.

The following motion is recommended:

**THAT the Library Board approve the revised Unattended and Missing Child Policy as drafted.**