

## CHILD SAFETY GUIDELINES FOR STAFF

The Las Vegas-Clark County Library District is dedicated to providing a safe and welcoming environment for families and children. The following guidelines applies to all staff members. Staff should immediately report any unusual activity related to the safety and/or security of minors to the PIC and/or law enforcement.

### Reporting Child Abuse and Neglect (<http://www.clarkcountynv.gov/family-services>)

- Library staff are required to report all incidents of suspected child abuse and/or neglect.
- Child Abuse and Neglect Hotline
  - HOTLINE PHONE NUMBER **702.399.0081**
  - [Submit a report online](#) via email to [DFSHotline@ClarkCountyNV.gov](mailto:DFSHotline@ClarkCountyNV.gov)
- The Child Abuse and Neglect Hotline accepts reports of physical abuse, sexual abuse, emotional abuse, and neglect.
- Staff making a report will need to give as much identifying information about the family as possible. The report must contain, if obtainable ([NRS 432B.230](#)):
  - (1) Name, address, age, and sex of child
  - (2) Name and address of the child's parents or other person who is responsible for his/her care
  - (3) The nature and extent of the abuse or neglect of the child
  - (4) Any evidence of previously known or suspected abuse or neglect of the child or child's siblings
  - (5) The name, address and relationship, if known, of the person who is alleged to have abused or neglected the child
  - (6) Any other information known to the person making the report
  - (7) When you report child abuse or neglect to the Hotline, your name is confidential and can NEVER be disclosed. Reports can also be made anonymously.
- Staff must report or act "as soon as reasonably practical." If, in light of all the surrounding facts and circumstances which are known or which reasonably should be known to the person at the time, a reasonable person would act within approximately the same period under those facts and circumstances ([NRS 432B.121](#)).
- A report of suspected child abuse or neglect is only a request for an investigation. The staff member making the report does not need to prove or provide proof that abuse has or may have occurred. Investigation is the responsibility of the Child Protective Services Agency and/or law enforcement.
- Staff should not submit a report through the District's online incident reporting system due to sensitive nature. Staff should email a detailed account of the incident, including all efforts in the handling of the incident, and send to Library Operations Director (Jenn Schember), Youth Services Manager (Shana Harrington), and Branch Manager.

### **Unattended Minors and Behavior Issues During Library Hours**

- Per the *Library Rules of Conduct*, children under the age of 10 must be supervised by a caregiver who assumes responsibility.
- Staff should attempt to locate and/or contact a minor's guardian(s) if found unattended and/or if the minor needs to go home due to behavioral issues.
- Staff should call 311 if unsuccessful contacting guardian(s).

### **Unattended Minors After Library Hours or During Emergency Closures**

- This applies to all minors under 18 years of age.
- Staff should attempt to contact a minor's guardian(s) if left unattended after library hours or during emergency closure.
- Staff must wait a 'reasonable amount of time' for a guardian
  - In general, this ranges between 15-30 minutes.
  - If a guardian cannot be contacted, call 311 approximately 15 minutes after closing.
  - If guardian is contacted, staff should wait at least 30 minutes for guardian to arrive. If wait time is beyond 30 minutes, staff should use judgment based on situation.
- Staff is required to wait with an unattended minor:
  - A PIC and Security Officer must accompany minor.
  - If Security Officer is unavailable, a PIC and another staff member must accompany minor.
  - When possible, the PIC and Security Officer/staff should be of each gender.
- If police take minor into protective care, staff should post a generic sign on the front entrance doors stating: "Unattended child is in the care of the Las Vegas Metropolitan Police Department." Do not add personal information about the child or guardian.

### **Unattended Adults in Children's or Young Adult Areas**

- Adults with children in their charge are the only adults permitted to use computers, seating, and the restrooms located in Children's or Young Adult areas.
- Staff will ask unattended adults in these areas who are not browsing or selecting Children's or Young Adult materials to relocate to another area.
- Loitering as defined in [NRS 207.270](#) is prohibited.

### **Additional Guidelines**

- All library programs/events conducted in an enclosed area should be supervised by at least one staff member.
- Two staff members OR a staff member and Security Officer should always be involved when dealing with a Library Rules of Conduct violation.
- A staff member should not be alone with an individual minor in an enclosed area under any circumstance.
- Staff members must not transport or escort any unattended minor from the library to any other location under any circumstance.
- Staff should immediately report any unusual activity related to the safety/security of minors to the PIC and/or police.