

## Programme Policy

<b>Reference Number:</b>	Section 5 No. 3
<b>Responsible Department:</b>	Library Services
<b>Related Policy/Procedure:</b>	5.04 Code of Conduct Policy 2.05 Children and Vulnerable Persons' Safety Policy
<b>Date of Adoption:</b>	23 May 2000
<b>Current Review Date:</b>	March 2021
<b>Page Reference:</b>	2021/71
<b>Version Number:</b>	Amendment 4
<b>Applicable Legislation:</b>	Local Government Act, 1999 Libraries Act, 1985
<b>Next Review Date:</b>	March 2024
<b>Review Frequency:</b>	Triennially

### 1. Purpose

The Light Regional Council Library Service welcomes people of all ages to use its facilities and services. To ensure the safety and wellbeing of customers and staff the following policy is adopted.

### 2. Policy

- 2.1 Responsibility for the welfare and the behaviour of children using the libraries rests with the parent, guardian or caregiver.
- 2.2 Though staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are left unattended.
- 2.3 Staff may need to contact authorities, such as the police, either to assist with the enforcement of discipline in the libraries or to ensure the safety of an unattended child as per Council's Children and Vulnerable Persons' Safety Policy (see policy 2.05).
- 2.4 Young children should be attended and adequately supervised by a parent, guardian or responsible person.
- 2.5 All customers are expected to maintain proper behaviour as outlined in the Light Regional Council Library Service's 'Code of Conduct'. (See Policy 5.4)
- 2.6 Programmes may also be run by, or in conjunction with, external bodies (eg. community groups, government departments etc).
- 2.7 Library programmes and activities will be cancelled on days where a 'Catastrophic' fire danger rating is in place for the Mid North region. Programmes will proceed with caution where there is a 'Severe' or 'Extreme' rating in place.
- 2.8 There may be times when library programmes are cancelled due to extreme weather conditions, insufficient participant bookings or any other factors that are beyond the control of Council staff.

***History of Policy Amendment***

1. Original Policy adopted by Council 23 May 2000, refer Council Minute 15.2.2.1, Page 2000/161
2. Policy Amendment No. 1 adopted by Council on 22 August 2001, (change of Council name only amendment) refer Council Minute 13.2.1, Page 2001/275.038
3. Policy Amendment No. 2 adopted by Council on 22 October 2013, refer Council Minute 10.2.8, Page 2013/306.
4. Policy Amendment No. 3 adopted by Council on 13 December 2016, refer Council Minute 13.2.4, Page 2016/476.
5. Amendment No 4 adopted by Council on 23 March 2021, Minute Reference 12.2.3, Page No. 2021/71