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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Safe Child Policy and Code ADAM Procedure

Adopted June 11, 2019

Updated December 2021

Staff in the Children's Room will make the room as welcoming as possible for its patrons. Staff will greet every person who enters the Children's Room and will make every effort to be aware of the needs of patrons in the room. The Children's Room is staffed whenever the library is open.

The only place within the library where a child can be left unattended is the Children's Room. If a child is unattended anywhere else in the library, staff should approach them to see if they need help. Once they have obtained the help they need, staff will accompany the child back to the Children's Room or to their caregiver.

Missing Children

In the case of a missing child, the Henrietta Public Library follows the Code Adam Procedure. Steps are posted in the Children's Room Office and Library Work Room. All employees are trained in Code Adam Protocol.