



1. Purpose

This policy is intended to ensure safety of children visiting Libraries of the Munster Technological University and that students and staff are able to study in a quiet environment without disturbance and follows the Universities child protection guidelines.

MTU works with children from time to time in a number of areas including at its constituent colleges, MTU Cork School of Music ('CSM'), MTU Crawford College of Art & Design ('CCAD') & other areas such as summer study courses and across a range of arts and sports activities.

MTU Children in the Library Policy Objectives

MTU is committed to creating a safe and healthy environment for the children with whom it works with or accompanying students and staff and is committed to ensuring their safety and welfare at all times while maintaining an environment conducive to work, research and study.

2. Scope

This document refers to safety of children in all libraries on the MTU Cork & Kerry campuses.

3. Definitions

- This policy regards any individual under the age of sixteen as a 'child'.
- For the purpose of this policy, MTU Libraries means any library located on the Cork or Kerry campuses, including NMCI Library, CSM Library or CCAD Library.

4. Roles and Responsibilities

MTU Library Staff have overall responsibility for implementation of the Children in the Library policy and will play a pivotal role in monitoring and reviewing all aspects of the policy.

5. Policy

MTU recognises that it is good practice to have a child protection policy to help achieve its aims in this regard. Accordingly the University produced is based on CIT and ITTs previous policies and is based on the "*Children First, National Guidelines for the Protection and Welfare of Children*" and "*Our Duty to Care –The Principles of Good Practice for the Protection of Children and Young People*"

The safety of children is paramount to Library staff and a number of restrictions are in place to ensure the safety of children as follows:

- a) Children under the age of sixteen must be accompanied by a responsible adult at all times, in all MTU Libraries, for limited period of time while library users:
 - return material, collect a reserved item.
 - retrieve a book from the shelves.



- avail of the photocopying services.
 - seek advice at the Library's Information Desk.
- b) Children will be allowed access to the MTU CSM Fleischmann Library to borrow material and use library photocopiers. However, children that wish to use the Fleischmann library for an extended period of time must be accompanied by a responsible adult.
- c) Access to certain areas within the library may be off-limits to children under the age of sixteen for health and safety reasons.
- d) Children cannot use Library PC's or access Wi-Fi.
- e) Adult supervisors are expected to care for, supervise and ensure that the behaviour of children in the library is appropriate.
- f) Study spaces may not be used when visiting in the majority of MTU Libraries. Please refer to MTU CSM for arrangements in the Fleischmann library.

Compliance

Parents/Guardians of unsupervised children may have their library privileges withdrawn.

Document Control

A. Document Details

Title:	MTU Libraries Policy in Relation Library Use by Children
Owner(s):	MTU Libraries
Author(s):	MTU Library Staff
This Version Number:	Version number 1
Status:	Approved
Effective Date:	30 April 2021
Review Date:	30 April 2024

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date
N/A	N/A	N/A	N/A	30 April 2024

C. Relevant/Related Existing Internal/External Documents

The MTU Children in the Library Policy is supported by a number of internal operations documents which are available to view at the following links:

Children First, National Guidelines for the Protection and Welfare of Children



<https://www.tusla.ie/children-first/children-first-guidance-and-legislation/>
 Our Duty to Care –The Principles of Good Practice for the Protection of Children and Young People
https://www.tusla.ie/uploads/content/our_duty_to_care.pdf

Child Protection Policy and Code of Behaviour for Working with Children
<https://infoweb.ittralee.ie/hr/policies/ChildProtectionProcedures/index.html>

Child Protection Policy and Code of Behaviour for Working with Children –Version 2.7
<https://www.cit.ie/contentfiles/policies/Child%20Protection%20Policy%20Vers%202.7.pdf>

D. Consultation History

This document has been prepared in consultation with the following bodies:

This document has been prepared in conjunction with staff of the MTU Cork & MTU Kerry Libraries

E. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Jean Ricken (MTU Cork Librarian)	30 April 2021	Final Approval
Pat Doherty (MTU Kerry Librarian)	30 April 2021	Final Approval
Aiveen Kearney (Head of School CSM)	30 April 2021	Final Approval
Deirdre Casey MTU Cork HR Manager	30 April 2021	Final Approval
Siobhan Garvey MTU Kerry HR Manager	30 April 2021	Final Approval

F. Responsible for Communication and Implementation

The Manager/Functional Area responsible for communication and implementation of the policy:

Title	Functional Area	Date Implemented
Jean Ricken (MTU Cork Librarian)	MTU Cork	30 April 2021
Pat Doherty (MTU Kerry Librarian)	MTU Kerry	30 April 2021