



Lee Public Library

Children's Safety Policy

Purpose: Library Trustees and staff wish to ensure the safety and comfort of all children in the library. The library is a public building, open to everyone, and as such carries an inherent risk. Parents or caregivers, are responsible for their children in the library. Children, like adults are expected to comply with the "Use of the Library" policy.

Children using the library: Children attending programs or using the Library should know how to reach a parent or caregiver in the event of an emergency.

Definition: 'Unattended' means that a parent or adult guardian is not in the building with the child.

Age at which child may be unattended: Children age 4 and under must be within visual or physical contact of a parent or adult guardian at all times while using the library. Children age 5-11 should have an adult in the building with them, unless attending library after school programs in which they have been previously registered by a parent or guardian. Children age 12 or older may be unattended in the library. If a parent or guardian feels it is unsafe for their child to leave the library without adult supervision, the child should not be in the library unattended, even if the child is over the age of twelve.

Attendance at Library Programs: Parents are expected to be in the room with children during preschool and toddler library programs unless otherwise specified by the Children's Librarian. If the adult is not attending the program with the child, he or she should nevertheless be in the library in case of illness or disturbance. The exception to this policy would be for authorized after school programs where children walk with the children's librarian and are picked up by their parent or guardian at the end of the program.

Library Closing: If any unattended children are found in the library at fifteen minutes prior to closing time, the staff member will remind the child of closing time and allow him or her to call for transportation or to locate family members using the library telephone. If a child's parent or guardian cannot be located within fifteen minutes **after** closing, the library staff person will contact the Police Department to assist in locating the parent or guardian. Under no circumstances will a staff member transport a child in his or her own vehicle. Two staff members are to remain with child until parents are located.

Incident report: In any situation involving youth safety and specifically whenever parents, other relations or caregivers or local police are notified, the staff member involved will complete an Incident Report. All incidents will be reviewed and assessed by the Library Director and reported to the appropriate authority if necessary. Any suspected abuse or neglect of children will be reported to New Hampshire Division for Children Youth and Families (DCYF) pursuant to NH RSA 169-C:29-31

Revised and Approved by the Board of Trustees, June 2025