MONKEYS IN MOTION

Holiday Club Safeguarding & Operational Procedures

Internal staff document – for all instructors and team members working at Monkeys in Motion holiday clubs

Last reviewed: September 2026
Next scheduled review: September 2027

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1. Purpose and commitment

Monkeys in Motion is committed to providing a safe, welcoming and enjoyable environment for every child attending our holiday clubs.

Our holiday clubs provide children with opportunities to take part in creative, active and engaging activities, including dance, drama, movement, yoga, games, crafts, themed workshops and other age-appropriate experiences.

The safety and welfare of children is our priority. All staff and instructors are responsible for following these procedures and taking appropriate action if they have a concern about a child's safety or wellbeing.

This document should be read alongside the Monkeys in Motion Staff Safeguarding & Child Protection Policy and Declaration.

2. Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) for Monkeys in Motion is:

Sophie-Jo Pearson – Company Director

The DSL is responsible for overseeing safeguarding concerns and ensuring appropriate action is taken.

All staff must report safeguarding concerns to the DSL as soon as possible.

There is currently no appointed Deputy DSL.

If the DSL is unavailable, staff must not delay action where a child may be at risk. They should contact the relevant local authority children's social care service for advice or make a referral where necessary. If a child is in immediate danger, call 999.

If a concern relates to the DSL, staff must not report it to the person concerned. They should contact the relevant Local Authority Designated Officer (LADO), children's social care service or police, depending on the nature and urgency of the concern.

3. Staff suitability and safeguarding responsibilities

All staff working at Monkeys in Motion holiday clubs must be suitable for their role and understand their responsibilities towards children.

- Leading staff will have appropriate DBS checks where their role is eligible.
- Other staff will be subject to appropriate suitability checks for their responsibilities.
- Staff must read and understand the safeguarding policy and these procedures before working at a holiday club.
- Staff must maintain professional boundaries at all times.
- Any concerns about a child's welfare, another member of staff or unsafe practice must be reported promptly.

A DBS check does not replace the need for appropriate supervision, professional conduct, training and ongoing suitability.

4. Safeguarding training

All staff are required to keep their safeguarding knowledge up to date.

Monkeys in Motion will provide annual safeguarding refreshers to help staff recognise concerns, understand reporting procedures and maintain good safeguarding practice.

Staff must familiarise themselves with the policies and procedures before beginning work. Reading a policy does not replace any formal training required for their role.

The DSL should maintain appropriate safeguarding knowledge and undertake training suitable for the responsibilities of the role.

5. Staffing and supervision

Staffing arrangements must be appropriate to:

- The ages of the children attending.
- The number of children attending.
- Children's individual needs and abilities.
- The type and risk level of activities being delivered.
- The layout, facilities and safety of the venue.
- Any additional support or supervision required.

Staff must know which children they are responsible for supervising and must remain alert to their whereabouts and wellbeing.

Where possible, holiday clubs should have sufficient staff to allow one person to lead activities while another can provide additional support, supervise transitions or respond to an individual child's needs.

Staff must never leave children unsupervised.

If a staff member needs to leave the activity area, they must ensure another suitable member of staff has taken responsibility for supervising the children first.

Staff must not bring personal visitors or unauthorised individuals into areas where children are being supervised.

6. Planning before each holiday club

Before a holiday club begins, the responsible staff member must ensure that:

- The venue is suitable and safe for the planned activities.
- Relevant risk assessments have been completed and understood.
- Equipment is checked and suitable for the children's ages and abilities.
- Attendance and registration information is available.
- Emergency contact details can be accessed when needed.
- Relevant medical, allergy and additional-needs information has been reviewed.
- Staff know their roles and responsibilities.
- First-aid arrangements are confirmed.
- Fire exits, evacuation arrangements and assembly points are known.
- Collection arrangements are understood.

Any concerns about the venue, equipment, staffing or safety must be raised with the DSL or company management before the activity begins.

7. Registration and parent information

Parents and carers must provide the information requested during registration.

This may include:

- Child's full name and date of birth.
- Parent or carer contact details.
- Emergency contact details.
- Details of medical conditions and allergies.
- Medication requirements.
- Additional needs or support requirements.
- Relevant dietary information.
- Authorised collection arrangements.
- Any other information needed to help keep the child safe.

Staff must check that the information available is sufficient for the session and know how to access it in an emergency.

Parents and carers should be reminded to update Monkeys in Motion if any details change.

Registration information must be handled confidentially and stored securely.

8. Attendance and sign-in

Every child attending must be recorded on the attendance register.

Staff must ensure that:

- Each child is signed in on arrival.
- The register accurately reflects who is present.
- Late arrivals are recorded.
- Early departures are recorded.
- Any child leaving temporarily is accounted for.
- The register is available during an emergency evacuation.

Staff must know how many children are present and carry out regular checks throughout the day.

Children must not be allowed to leave the premises independently unless this has been specifically agreed in advance by the parent or carer and approved by Monkeys in Motion.

9. Drop-off and collection

Children must be handed over to an appropriate member of staff at drop-off.

At collection, children must only be released in accordance with the arrangements agreed with the parent or carer.

Staff must:

- Check the identity of an unfamiliar collecting adult where necessary.
- Follow the authorised collection information provided by parents.
- Record the time of collection.
- Record any changes to collection arrangements.
- Contact the parent or carer if an unauthorised person attempts to collect a child.

Children must never be released to someone who is not authorised without confirmation from the parent or carer.

If a child has not been collected at the expected time, staff must follow the late collection arrangements and contact the parent or emergency contact.

If a child cannot be collected and their safety or welfare becomes a concern, the DSL must be informed and advice sought from the relevant local authority children's social care service where necessary.

10. Missing child procedure

If a child is discovered to be missing:

1. Stay calm and immediately inform the person in charge and the DSL.
2. Check the attendance register and establish when and where the child was last seen.
3. Ensure the remaining children are safely supervised.
4. Check the immediate area and any likely locations, without leaving other children unsupervised.
5. Contact the parent or carer promptly.
6. If the child cannot be located immediately, or there is any concern for their safety, contact the police on 999.
7. Follow instructions from the police and other relevant authorities.
8. Record the incident fully once the immediate situation is safe.

Staff must not delay contacting the police where there is a genuine concern that a child may be at risk.

11. Responding to a disclosure or safeguarding concern

A child may tell a member of staff something that suggests they are being harmed, neglected, bullied or made to feel unsafe.

Staff must:

- Listen carefully and remain calm.
- Take the child seriously.

- Allow the child to speak in their own words.
- Avoid asking leading or unnecessary questions.
- Never promise to keep a disclosure secret.
- Reassure the child that they have done the right thing by telling someone.
- Explain that the information may need to be shared with someone who can help keep them safe.
- Report the concern to the DSL as soon as possible.

Staff must not investigate the concern themselves or confront the person alleged to have caused harm.

A Safeguarding Concern & Incident Reporting Form must be completed as soon as possible, recording the child's words as accurately as possible and separating facts from opinions.

If the DSL is unavailable or the concern relates to the DSL, staff must follow the alternative reporting arrangements in Section 2.

12. Recording and storing safeguarding information

All safeguarding concerns, disclosures, allegations and significant welfare concerns must be recorded.

Records should include:

- The child's name and relevant details.
- Date, time and location of the concern.
- What was seen, heard or disclosed.
- The child's own words where possible.
- Any action taken.
- Who the concern was reported to.
- Any advice or instructions received.

Records must be factual, accurate and completed promptly.

Safeguarding records must be stored securely and only shared with people who need the information to protect the child.

13. Allegations or concerns about staff

Any allegation or concern about the behaviour of an instructor, staff member or other adult working with children must be reported immediately.

This includes concerns about:

- Inappropriate physical contact.
- Inappropriate language or behaviour.
- Breaches of professional boundaries.
- Neglect or failure to supervise.
- Any behaviour that may have harmed a child or placed them at risk.

Staff must report concerns to the DSL.

Where the allegation concerns the DSL, staff must contact the relevant LADO or children's social care service directly.

The DSL must seek advice from the appropriate safeguarding authority and follow their guidance.

Staff must not attempt to investigate allegations themselves or discuss them unnecessarily with colleagues.

14. Toileting, nappies and personal care

We recognise that children attending holiday clubs may still wear nappies or need help with toileting and personal care.

Arrangements must be discussed and agreed with parents or carers before the child attends.

Staff must:

- Respect each child's privacy and dignity.
- Follow the agreed arrangements.
- Encourage children to be as independent as is appropriate for their age and ability.
- Never shame or embarrass a child following a toileting accident.
- Maintain appropriate professional boundaries.
- Record and report any co