MONKEYS IN MOTION

Safeguarding & Child Protection Policy

Information for Parents & Carers

Last reviewed: September 2026
Next scheduled review: September 2027

Our commitment to keeping children safe

At Monkeys in Motion, the safety and wellbeing of every child is extremely important to us. We are committed to providing a safe, welcoming and positive environment where children can enjoy themselves, build confidence, learn new skills and take part in activities.

We recognise that safeguarding is everyone's responsibility. We take our responsibility to protect children seriously and aim to ensure that all children are treated with kindness, dignity and respect.

This policy applies across our activities, including classes, workshops, holiday clubs, parties, events and sessions delivered in schools, nurseries and other venues.

1. Our safeguarding commitment

We are committed to:

- Promoting the welfare and safety of every child.
- Providing an environment where children feel safe, valued and listened to.
- Taking concerns about a child's welfare seriously and responding appropriately.
- Ensuring staff understand their safeguarding responsibilities.
- Maintaining appropriate procedures for supervision, registration and collection.
- Working with parents, carers, venues and relevant safeguarding services where necessary.

We do not tolerate abuse, neglect, bullying, discrimination or inappropriate behaviour towards children.

2. Designated Safeguarding Lead

Our Designated Safeguarding Lead (DSL) is:

Sophie-Jo Pearson – Company Director

The DSL is responsible for overseeing safeguarding within Monkeys in Motion, receiving concerns and ensuring that appropriate action is taken.

Parents and carers are welcome to raise any safeguarding concerns directly with the DSL.

3. Staff suitability and safeguarding training

We take reasonable steps to ensure that the adults working with children are suitable for their roles.

- Leading staff have appropriate DBS checks where their roles are eligible.
- Staff are expected to follow our safeguarding procedures and professional standards.
- All staff are required to keep their safeguarding knowledge up to date.

- Monkeys in Motion provides annual safeguarding refreshers for staff.
- Staff are expected to raise any concerns about a child's safety or wellbeing promptly.

We take safeguarding responsibilities seriously and expect everyone working on behalf of Monkeys in Motion to behave professionally and appropriately.

4. Supervision and staffing arrangements

We plan staffing arrangements according to the ages and number of children attending, their individual needs, the activities being delivered and the venue being used.

Our aim is to ensure that children receive appropriate supervision and support throughout their session.

Some activities are attended by a parent or carer, while others are independently attended. The supervision arrangements will reflect the type of session being delivered.

5. Parent-attended and independent sessions

Parent and child sessions

For sessions where a parent or carer remains with their child, the parent or carer is responsible for supervising their child throughout the session, unless otherwise agreed with Monkeys in Motion.

Our instructors lead the activities and provide guidance, but they do not take over the parent's responsibility for supervision.

Independent sessions

For classes and activities where children attend without a parent or carer, Monkeys in Motion takes responsibility for providing appropriate supervision during the session.

Parents and carers must ensure that registration information, emergency contact details and any relevant information about their child's needs are provided and kept up to date.

6. Registration, attendance and collection

For independently attended sessions, we use registration and attendance procedures to help ensure children are accounted for.

Parents and carers must:

- Provide accurate contact and emergency contact information.
- Inform us of any changes to collection arrangements.
- Ensure children are collected by an authorised person.
- Let us know about any relevant changes to their child's health, needs or circumstances that may affect their participation or safety.

Children will only be released in accordance with the collection arrangements agreed with the parent or carer.

7. Toileting and personal care

We recognise that younger children may still be in nappies or require assistance with personal care.

For our shorter, independently attended classes, parents and carers are asked to check or change their child's nappy before the session where necessary. Instructors do not routinely change nappies during 45-minute classes.

If a child needs assistance, becomes distressed or has an accident, we will contact the parent or carer using the contact details provided.

Any alternative personal care arrangements should be discussed and agreed with Monkeys in Motion in advance.

For longer activities, including holiday clubs, personal care arrangements will be discussed with parents and agreed separately before the child attends.

8. Health, medical needs and additional support

Parents and carers should tell us about any medical conditions, allergies, additional needs or other information that may affect their child's safety, wellbeing or participation.

We will consider this information when planning activities and appropriate support.

Please keep us informed of any changes and ensure that emergency contact details remain current.

Where appropriate, we may discuss individual arrangements with parents or carers before a child attends.

9. Photography, filming and online safety

We take care when photographing or filming children during our activities.

We will seek appropriate parental or carer permission before using identifiable images of children for publicity, marketing or social media.

We expect staff to maintain professional boundaries when communicating with children and families online and to use appropriate business communication channels.

Parents and carers should also respect the privacy of other children and families when taking photographs or videos at our sessions and events.

10. Bullying, behaviour and inclusion

We want every child to feel welcome, included and respected.

We do not accept bullying, discrimination, intimidation or deliberately harmful behaviour.

We encourage positive behaviour and aim to manage difficulties calmly, fairly and in a way that is appropriate to the child's age and understanding.

We will take concerns about bullying or behaviour seriously and speak with parents or carers where appropriate.

11. What happens if we have a safeguarding concern?

If a member of our team has a concern about a child's safety or wellbeing, they are required to report it through our safeguarding procedures.

Where necessary, concerns may be shared with the relevant local authority children's social care service or other appropriate safeguarding agencies.

If a child is in immediate danger or requires urgent assistance, the emergency services will be contacted.

We will handle safeguarding information sensitively and share it only with those who need it to help protect the child.

12. Raising a concern or making a complaint

If you have a concern about the safety or wellbeing of your child, another child, or the conduct of someone working with Monkeys in Motion, please contact:

Sophie-Jo Pearson – Designated Safeguarding Lead

You can raise a concern directly with us. We will take it seriously and consider what action is appropriate.

If your concern relates to the Designated Safeguarding Lead, you can contact the relevant local authority children's social care service or the Local Authority Designated Officer (LADO) for the area concerned. If a child is in immediate danger, call 999.

13. Policy review

This policy is reviewed regularly to ensure it remains appropriate, effective and in line with relevant safeguarding guidance and our activities.

Monkeys in Motion is committed to continually reviewing and improving its safeguarding practices to help ensure every child has a safe, positive and enjoyable experience.

Monkeys in Motion
Children's Activities, Classes, Workshops, Holiday Clubs, Parties & Events