

Junior Multi-Sensory Play

Stay and play for ages 4–8 at Rosebird Community Hall

Reference	RA-11	Assessment date	24 September 2026
Applies to	Junior Multi-Sensory Play; ages 4–8; parent/carer stays	Review	When arrangements or risks change; following relevant incident or near miss
Venue	Rosebird Community Hall, Stratford-upon-Avon	Owner	ILEAP CEO / session leadership team

Purpose and scope

Junior Multi-Sensory Play is a new stay-and-play session for children aged 4–8 at Rosebird Community Hall. Parents or carers remain throughout and can meet and network while supervising their own child. ILEAP offers water and sand play, larger and smaller construction toys where suitable, music, movement and other sensory activities. The group is being built gradually; the Session Leader checks bookings, staffing, individual needs, materials and the hall before confirming a session. If there is too little interest, the session is cancelled and booked families are told.

Safe start / session leader

STOP	Pause the group at each significant transition; no movement or departure until the check is complete.
REGISTER	A named register holder checks members by name against the current website register, including each child and accompanying adult, health, allergies and support arrangements.
COUNT	Count members and team members, including dedicated 1:1 workers. A second ILEAP team member independently checks children and team by name and total; account for accompanying adults before movement.
CONFIRM	Verbally agree names and totals and record the transition check. Allocate staff to play areas and confirm accompanying adult supervision.
CHECK	Confirm bookings and whether the session is viable; check play materials, food, first aid, exits, adapted toilet and venue arrangements.
ACT	Put extra controls in place. Pause or change the session if safe delivery is uncertain; contact Pete or Vanessa as needed.

This is a spoken team check at every session. Record significant transition checks and any material change or extra control in the session record; incidents and concerns follow ILEAP reporting procedures.

Staffing and participation

- Group ratio: at least one approved ILEAP staff member or volunteer per five children, assessed against actual bookings and needs. Parents or carers remain with and directly supervise their own children; they do not count towards this ILEAP ratio.
- Stay and play: each child has a parent or carer present for the full session. Parents and carers may network but remain responsible for supervision, toileting, personal care and medication. Agree and record any change of accompanying adult.
- Dedicated 1:1: additional to the group ratio. An external 1:1 supports the named child under their plan, including any agreed personal care or medication. ILEAP staff do not provide these or cover the worker's breaks.
- External support: confirm the role and ILEAP's requirement for an appropriate enhanced DBS before an external 1:1 attends; barred list eligibility must be established. This does not apply simply because a child's parent or carer stays.
- Volunteers: approve and induct before assigning responsibility. A named mentor supports a new volunteer for their first six sessions; the leader checks readiness. Unapproved volunteers are not counted in the ratio.

- Current information: parents or carers keep membership details, allergies, health and support information up to date. Staff use the restricted website register and record everyone attending.

Core activity controls

These controls describe the usual session. The leader checks them against the people and conditions present; a written rating cannot replace that judgement. If a necessary control is missing, pause, adapt or cancel the activity until a safe arrangement is agreed.

Stay-and-play supervision

What could happen: Responsibility for a child is unclear or a parent leaves.

Controls: Each child attends with their parent or carer, who stays and directly supervises them throughout, including play, toileting and any personal care. ILEAP staff lead activities, maintain venue oversight and respond to concerns; staff are not taking custody of children. If the accompanying adult must leave, the child leaves too unless another authorised adult is agreed and recorded. Do not leave an unaccompanied child at the session.

Arrival, attendance and departure

What could happen: An attendee is missed or a child leaves with an unverified adult.

Controls: A named ILEAP team member checks each child and accompanying adult against the live booking and records any authorised change. Include attending siblings in the booking/attendance arrangements. Explain the agreed activity boundaries and the adult's role. Confirm each child leaves with their accompanying or otherwise authorised adult; check names and totals before closing.

Member not accounted for

What could happen: A child becomes separated between play areas or leaves unnoticed.

Controls: Use STOP-REGISTER-COUNT-CONFIRM on arrival, before and after moving between significant areas, when groups split or reunite, at evacuation and before departure; count at least hourly while stationary. A named register holder and second ILEAP team member independently verify children and team by name and total, and account for accompanying adults. Verbally confirm and record significant transition checks. Parents or carers tell staff before leaving an agreed area and confirm return. On any mismatch stop, supervise the remaining group and follow ILEAP Missing Person Procedure immediately.

Staffing and gradually building attendance

What could happen: Supervision is unsuitable for the number or needs present.

Controls: Maintain at least one approved ILEAP staff member or volunteer for every five children, with any dedicated external 1:1 support additional. Parents and carers remain responsible for direct supervision and do not count in ILEAP's group ratio. The leader assesses the actual bookings and support needs; increase staffing, reduce activities or cancel if safe delivery cannot be confirmed. If interest is too low for a viable session, confirm cancellation and notify booked families in good time under the booking arrangements.

Sensory materials, music and movement

What could happen: Irritation, sensory overload, distress or collision.

Controls: Check ingredients and known allergies; use age-appropriate, non-toxic materials. Introduce sounds, textures and movement gradually, watch each child's response, allow them to opt out, and offer a calm space and breaks. Control volume, clear movement space and clean spills promptly.

Rosebird hall and enclosed outdoor area

What could happen: An exit is blocked, a child leaves the agreed area or a venue hazard is missed.

Controls: At arrival check the hall and equipment and report defects to venue management. Keep walkways clear and the required fire exits and back gate unlocked during use. Agree whether the fenced outside space is open, allocate supervision and count children when moving in or out. Follow Rosebird's current conditions of hire and fire instructions.

Water play

What could happen: Spill, slip, ingestion, unhygienic water or a child putting their face in water.

Controls: Use shallow, stable containers and clean water with an adult continuously supervising within reach. Do not leave water accessible without oversight. Check individual sensory and health needs; discourage drinking or unsafe splashing. Empty, clean and store containers after use and deal with spills immediately. No deep water or paddling activity is included.

Sand and tactile play

What could happen: Sand in eyes or mouth, allergy, contamination or dust.

Controls: Use clean play sand and age-appropriate tools, inspect and cover/store materials hygienically, support handwashing and prevent eating or throwing. Parents and staff observe individual responses and stop or change the activity if irritation or distress occurs.

Lego, small parts and toys

What could happen: Choking, ingestion, cuts or trips.

Controls: Check toys for damage and suitability for each child's developmental stage, not age alone. Use larger bricks where needed, keep small pieces away from children who mouth objects, supervise closely and clear pieces from floors and walkways after use.

Food and drink if brought or offered

What could happen: Allergy, choking, unsafe sharing or a spill.

Controls: Check the current confidential register for allergies and eating needs; parents or carers keep membership information current. Accompanying adults supervise their child's food and drink and provide specialist eating support. Check ingredients for anything ILEAP offers, prevent unsafe sharing and cross-contact, provide handwashing and clean spills promptly.

Toileting and personal care

What could happen: Loss of dignity, unmet care or an unaccounted departure.

Controls: Use an adapted toilet where available and apply ILEAP's one in, one out policy at every venue. The accompanying parent or carer provides their own child's toileting and personal care and tells ILEAP staff when they leave and return. A separate external 1:1 provides support only under the agreed individual plan. ILEAP staff do not provide personal care or cover external workers' breaks.

Health, medication and first aid

What could happen: Illness, allergy, injury or delayed help.

Controls: Check relevant information in the restricted website register and individual plans. Parents or carers keep membership information current, remain with their child and manage their child's medication; an agreed external 1:1 does so under the individual plan. ILEAP staff do not administer medication. Have first aid, a charged phone and emergency contacts available; call 999 when needed and record/report incidents.

Safeguarding, boundaries and family networking

What could happen: An unwanted approach, photograph, disclosure or a child left unsupervised while adults talk.

Controls: Welcome adults to network while their children play within their direct supervision. Use respectful boundaries and accessible communication. Follow ILEAP's photo/filming permissions and do not photograph other children without consent. Staff maintain appropriate overview and report concerns promptly to Pete (DSL) or Vanessa (Assistant DSL).

Smoking and vaping

What could happen: Exposure to smoke or vapour, sharing or untracked movement.

Controls: No smoking or vaping indoors; follow each venue's outdoor restrictions. An accompanying adult who steps out must take their child or leave them with another recorded responsible adult, with staff informed. No sharing or offering vapes and no untracked departures.

Fire or venue emergency

What could happen: Injury or failure to account for children and adults.

Controls: Check exits, assembly point and venue instructions at safe start. Parents and carers stay with and assist their own children. Staff take the register if safe, evacuate, independently verify children and team by name and account for accompanying adults at the assembly point; follow venue instructions and call emergency services when needed.

Changes, incidents and review

- For a minor change, put the control in place and brief the team. Record it if the issue may recur or the assessment needs changing.
- For a significant change, pause or adapt the session until safe arrangements are clear. Contact Pete or Vanessa if needed and record the decision.
- For an incident, near miss, missing person or safeguarding concern, make people safe, follow the relevant ILEAP procedure immediately, report promptly and complete the appropriate record.
- Staff and volunteers read this assessment before their first Junior Multi-Sensory Play session and when it changes. The leader gives a practical briefing; managers check that the controls work in practice. Review this document when arrangements, needs, venue conditions or controls change, and after relevant incidents or near misses.

Related arrangements

ILEAP safeguarding, Missing Person Procedure, one in, one out toileting, first aid, incident reporting, volunteer induction and individual plans apply alongside this public assessment. Rosebird Community Hall's current conditions of hire and fire instructions also apply. Personal health, allergy and support details remain in the restricted website register and individual plans.

Document control

Version	Date	Change
1.0	24 September 2026	Public stay-and-play assessment for Junior Multi-Sensory Play, ages 4-8, including family supervision and play controls.