

Let's Dance Club Night

Monthly Monday event at Rother Street Arts House

Reference	RA-14	Assessment date	24 September 2026
Applies to	Monthly Monday club night, 7:00–9:00 pm	Review	When arrangements or risks change; following relevant incident or near miss
Venue	Rother Street Arts House, Stratford-upon-Avon	Owner	ILEAP CEO / session leadership team

Purpose and scope

Let's Dance Club Night offers a nightclub-style social evening once a month on a Monday, 7:00–9:00 pm, at Rother Street Arts House. ILEAP provides music and the venue has a paid bar. Members must be able to remain within the agreed venue area under the group supervision arrangement. The ILEAP team cannot leave the rest of the group to follow someone outside. Where this is a concern, agree additional individual support or a parent/carer waiting in the foyer with a clear role before attendance. The Session Leader checks the actual members, sound, lighting, bar, exits and support arrangements each time.

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 individual support, sensory and health needs, foyer arrangements and collection.
COUNT	Count members and team members, including dedicated 1:1 workers. A second ILEAP team member independently checks names and totals before the group moves.
CONFIRM	Verbally agree names and totals and record the transition check. Allocate staff to the dance floor, seating and entrance, with clear handover responsibility.
CHECK	Confirm venue boundary, dance floor, sound, lights, paid bar, toilets, adapted toilet, exits and collection point.
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 for five members; increase staffing when the number, venue layout or needs require it. Assign team members to the dance area, seating and entrance, retaining cover for emergencies.
- Venue boundary: confirm before booking or attendance that each member can remain in the agreed venue area. If a member needs someone who can accompany them outside, agree a dedicated external 1:1 or a parent/carer arrangement in advance. ILEAP group staff cannot leave the other members to follow someone outside.
- Parent/carer in foyer: when agreed, a parent or carer may wait in the foyer and have a named role for their own member at the entrance or if they need to leave. Record contact and handover arrangements. They are not group staff and do not count in the 1:5 ratio.
- Dedicated 1:1: additional to group cover and responsible for the named member, including any agreed personal care or medication. ILEAP staff do not provide these or cover the worker's breaks. Confirm an appropriate enhanced DBS before external 1:1 attendance; any barred list check depends on eligibility.
- Volunteers: approve and induct before an assigned role. 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, health and support details up to date. Staff check the confidential website register and each collection or independent-travel plan.

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.

Suitability and agreed venue boundary

What could happen: A member leaves the building or needs support beyond the group arrangement.

Controls: Before attendance, check the member's current plan and ability to stay in the agreed venue area. Explain the boundary accessibly. If leaving is a foreseeable concern, arrange a dedicated external 1:1 who can accompany the member, or agree a parent/carer in the foyer with a named role and contact method. If adequate support cannot be arranged, pause the booking and agree a different safe arrangement with the family. Do not rely on ILEAP group staff following someone outside.

Arrival, collection and entrance

What could happen: A member enters or leaves without being accounted for in the town-centre setting.

Controls: Use a named team member at the agreed entrance. Check the live booking and collection or recorded independent travel on arrival and before leaving at 9:00 pm. Explain whether a parent/carer is in the foyer and agree how to contact them. Maintain oversight of normal movement through the entrance without blocking any fire exit; confirm each handover by name.

Member not accounted for

What could happen: A member is separated inside or leaves unexpectedly.

Controls: Use STOP-REGISTER-COUNT-CONFIRM on arrival, before and after changes of room or group location, when groups split or reunite, at evacuation and before departure; count at least hourly while stationary. A named register holder and second ILEAP checker independently verify names and totals, verbally confirm and record significant transitions. Communicate bar, toilet, quiet-space and agreed foyer movements and confirm return. On a mismatch, stop, secure supervision of the group, alert the venue and follow ILEAP Missing Person Procedure immediately. The team must not abandon remaining members to search outside.

Unexpected exit from the venue

What could happen: A member may be exposed to traffic, public contact or harm.

Controls: If someone heads for the exit, staff respond promptly while keeping the group covered and call the agreed parent/carer or dedicated 1:1 if present. If the person leaves and cannot be safely accompanied under their plan, tell the leader and venue immediately, use the Missing Person Procedure, contact emergency services as required, and notify the parent/carer. Record the time, direction and last known location; no staff member leaves the group without safe cover.

Dance floor, movement and cables

What could happen: Collision, fall, fatigue or a trip.

Controls: Check floor, footwear, equipment and cable placement; keep exits and walkways clear. Match movement and numbers to available space, offer seated dancing and rest, water and a quieter area. Stop unsafe play and adapt for mobility or health needs.

Sound, lighting and sensory needs

What could happen: Overload, distress, hearing discomfort or photosensitive trigger.

Controls: ILEAP controls the music volume and content and checks lighting with the venue. Avoid flashing effects where there is a known risk; tell members and families about significant sensory features beforehand. Offer breaks, a quieter area and choice to step away while keeping staff aware of location and return.

Paid bar and money

What could happen: Overspending, disagreement or member support missed at the counter.

Controls: Explain that drinks are purchased separately and the venue operates the bar. Encourage members to choose and pay independently, with only agreed transparent support. Check prices and keep personal and member money separate. Assign staff coverage so a member going to the bar is accounted for and the dance floor remains supervised.

Alcohol and a club-style environment

What could happen: Underage supply, intoxication, coercion or an interaction with a health plan.

Controls: The venue is responsible for lawful sale and age checks. ILEAP staff and volunteers do not drink alcohol while on duty or buy it for members. Support adults to make informed choices under individual arrangements; monitor for pressure, impairment or known medical risks and respond proportionately. Protect consent and seek venue or emergency help when necessary.

Personal boundaries, public contact and safeguarding

What could happen: Unwanted touching, harassment or exploitation.

Controls: Explain consent, respect and personal space; staff remain visible and approachable across the room and at the bar. Respond to concerns at once, maintain calm boundaries, use agreed individual strategies and report safeguarding concerns promptly to Pete (DSL) or Vanessa (Assistant DSL).

Toileting and personal care

What could happen: Separation, loss of dignity or unmet personal care.

Controls: Check an adapted toilet where available and apply ILEAP's one in, one out rule at all venues. Staff know when a member moves to the toilet and confirm return without intruding on privacy. An external 1:1 provides personal care under the individual plan; ILEAP staff do not provide it or cover the worker's breaks.

Vaping and outside movement

What could happen: A member exits unaccompanied, shares a vape or becomes unaccounted for.

Controls: No vaping inside. Follow venue rules and ILEAP's no-sharing policy. A member who needs an outside vape break must have a prior agreed arrangement with their own parent/carer or external 1:1 who can accompany or meet them, and notify ILEAP staff before leaving and on return. The group team cannot follow outside; if no safe arrangement exists, the member remains in the venue.

Health, first aid and medication

What could happen: Injury, seizure, illness or delayed response.

Controls: Check current health and support information in the restricted website register. Parents or carers keep it current. An external 1:1 provides any agreed medication support; ILEAP staff do not administer medication. Confirm first aid, a charged phone and emergency contacts; call 999 and report incidents when needed.

Fire or venue emergency

What could happen: Evacuation or failure to account for all members and helpers.

Controls: Check venue exits, assembly point and alarm arrangements before music starts. Allocate assistance to members who need it, keep exits clear, take the register if safe and follow venue staff. Independently check every member by name at the assembly point, including dedicated 1:1 workers and any parent/carer in the foyer; report a mismatch immediately.

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 Let's Dance Club Night 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. Rother Street Arts House's current venue, bar, access 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 assessment for the monthly club night, including the venue boundary, dance floor, paid bar and agreed foyer support.