

Friday Dance

Dance at Kenilworth and the onward transfer to bowling

Reference	RA-04	Assessment date	24 September 2026
Applies to	Friday Dance 10.00–12.00 and transfer to bowling 12.30–14.30	Review	Check when arrangements or risks change; update following relevant incident, near miss or concern
Venue	The Kenilworth Centre; Tenpin Leamington for onward bowling	Owner	ILEAP CEO / session leadership team

Purpose and scope

Parents drop members at the Kenilworth Centre for Friday Dance from 10.00 to 12.00. Red 1 Cars collects those booked for onward travel to Tenpin Leamington, where bowling runs from 12.30 to 14.30 and parents collect members. Some members attend only Dance or only Bowling. The dance teacher is also the Dance Session Leader. This assessment covers Dance and the transport/handover interface; the separate Ten Pin Bowling assessment covers the bowling activity.

Safe start / session leader

STOP	Pause the group at each significant transition; no movement or departure until the check is complete.
REGISTER	The Dance Session Leader uses the current website registers to identify Dance-only, both-session and Bowling-only members by name, plus each agreed collection, taxi place and 1:1 arrangement.
COUNT	Count Dance attendees, then separately count those due in the taxi. A second ILEAP team member checks names and totals independently against the transfer list.
CONFIRM	Verbally agree who is collected at Kenilworth, who boards each taxi and who meets at Bowling. Record each transition check; do not release a vehicle or member while a name is unresolved.
CHECK	Check dance space, music, member needs, Red 1 Cars vehicle and escort plan, travel time, destination handover and any changed bookings.
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 ILEAP staff member or approved volunteer for every five members. Increase support or adapt the session where needs or circumstances require it.
- Dedicated 1:1: additional to the group ratio and responsible for the named member. Where personal care or medication support is needed, the member's own external 1:1 worker provides it under the agreed plan. ILEAP staff do not provide personal care or administer medication and do not cover the worker's breaks.
- External support: confirm the worker's role, contact arrangements and ILEAP's requirement for an appropriate enhanced DBS check before attendance. Any barred list check must be based on eligibility. Brief them on venue, headcounts and emergencies.
- Volunteers: complete approval and induction before taking an assigned role. A named mentor supports a new volunteer for their first six sessions; the leader checks they are ready for the responsibilities allocated. An unapproved volunteer is not counted in the 1:5 ratio.

- Parents and family: parents drop Dance members at Kenilworth and collect Bowling members from Tenpin Leamington, unless a different arrangement is agreed and recorded. Dance-only members are collected at Kenilworth; Bowling-only members join at Tenpin. Parents or carers keep the membership form and travel information current.

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.

Different Dance and Bowling attendance lists

What could happen: A member is put in the wrong group, missed from a taxi or left at a venue.

Controls: Before Dance, compare the two live website booking lists by name and mark three groups: Dance-only, Dance plus Bowling, and Bowling-only. Confirm cancellations and changes with the authorised contact. The taxi manifest contains only those booked for both sessions and the agreed support workers; do not assume everyone at Dance travels. The Bowling leader checks Bowling-only arrivals separately and reconciles all expected members with the transferred group.

Arrival at Kenilworth and Dance-only collection

What could happen: Unsafe handover or a Dance-only member left waiting.

Controls: A named ILEAP team member receives members at the agreed Kenilworth Centre point and checks them against the Dance register. At 12.00, confirm the Dance-only members with their agreed collectors or recorded independent travel arrangements. Keep them supervised until each handover is complete; do not count them as taxi passengers.

Headcounts at every transfer

What could happen: A member becomes separated or a vehicle departs without them.

Controls: Use STOP-REGISTER-COUNT-CONFIRM with a named register holder and independent ILEAP checker on Dance arrival, before and after any group movement, at least hourly while stationary, at Dance-only collection, before boarding each taxi, on and off each vehicle, once safely clear at Tenpin, at Bowling handover and before final collection. Check names against the appropriate register and vehicle manifest, not just totals. Record significant transition checks. If anyone is unaccounted for, stop movement, supervise the others and follow ILEAP Missing Person Procedure immediately.

Red 1 Cars taxi journey

What could happen: Road collision, wrong vehicle, missed passenger, unmet support or separation.

Controls: Use the prearranged Red 1 Cars booking and confirm vehicle, passenger list, destination and expected arrival. A named ILEAP escort or other expressly agreed suitable support arrangement accompanies each vehicle; the driver is not counted as ILEAP group supervision. Confirm seatbelts, accessibility, individual travel needs and each dedicated 1:1 worker's travel plan. Two ILEAP team members verify the names boarding and alighting; if vehicles split, each needs its own manifest, support and handover check. Do not depart if suitable supervision or a passenger cannot be confirmed.

Arrival and handover at Tenpin Leamington

What could happen: Transferred members arrive without the Bowling team knowing who is present.

Controls: The Dance leader or named escort gives the Bowling Session Leader a by-name handover and confirms the transferred group, external 1:1 support and any relevant change. The Bowling leader reconciles these names with Bowling-only arrivals and the Bowling register before the taxi escort leaves or the game starts. Keep members supervised in a defined meeting area; the separate RA-01 governs the bowling session.

Bowling-only arrival and final collection

What could happen: A member expected at Bowling is overlooked or handed to the wrong person.

Controls: The Bowling leader checks Bowling-only arrivals independently at 12.30 and contacts the family about any unexplained non-arrival; use the Missing Person Procedure immediately if a member who was in ILEAP care is unaccounted for. At 14.30, use each member's agreed collection or independent travel plan at Tenpin Leamington. Do not leave a member without confirming the handover.

Dance teacher as Session Leader

What could happen: Teaching duties distract from register, supervision or handover.

Controls: The Dance teacher is the Session Leader and retains overall ILEAP responsibility. Before starting, assign another team member to monitor the group and hold or check the register while the leader demonstrates or teaches. Pause teaching for headcounts, significant movements and taxi handover. Maintain at least one approved ILEAP staff member or volunteer per five members, plus dedicated 1:1 support; increase cover if the layout or group needs require it.

Dance movement and physical exertion

What could happen: Fall, strain, pain, fatigue or overheating.

Controls: Check individual health and mobility information. Warm up and cool down, build intensity gradually, keep suitable spacing and clear boundaries, offer seated or lower-intensity movements, breaks and water. Stop or adapt if a member has pain, dizziness or distress.

Dance floor, music and sensory needs

What could happen: Trips, collision, hearing discomfort or distress.

Controls: Check the room and floor, secure cables and equipment, keep exits clear, set a suitable volume and offer quieter space, ear protection or breaks as needed. Use accessible instructions and member choices without pressuring participation.

Toileting and personal care

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

Controls: Use the Kenilworth Centre adapted toilet where available and ILEAP's one in, one out rule at every venue. Staff know when a member leaves and returns. A member requiring personal care is supported by their own external 1:1 worker; ILEAP staff do not provide personal care or cover that worker's breaks. Confirm any toilet need before the taxi departs.

Health, medication and emergency

What could happen: Illness, seizure, allergic reaction, injury or delayed response.

Controls: Check current website register information and individual plans. Parents or carers keep membership and health information up to date. A member's own external 1:1 worker provides any medication support under the agreed plan; ILEAP staff do not administer medication. Carry a charged ILEAP phone and emergency contacts on the transfer, access first aid, call 999 when needed and report the incident.

Vaping, safeguarding and public contact

What could happen: Sharing, influence, unwanted contact or unaccounted movement.

Controls: Use the Centre's designated outside vaping area under each agreed arrangement; no vaping inside or on the taxi. Members tell staff before leaving and on return, and do not offer or share vapes. Maintain proportionate oversight at both venues, respect boundaries and report safeguarding concerns promptly to Pete (DSL) or Vanessa (Assistant DSL).

Fire or venue emergency

What could happen: Injury, distress or failure to account for everyone.

Controls: Know the Kenilworth Centre exits and assembly point. Follow venue directions, take the register if safe and independently confirm the Dance group at assembly. During travel, follow the driver's emergency instructions while the named ILEAP escort accounts for passengers; at Tenpin follow its emergency arrangements and the Bowling leader's register.

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 Friday Dance 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, transport and handover arrangements, one in, one out toileting, first aid, incident reporting and individual plans apply alongside this public assessment. Personal health and support details remain in the restricted website register and individual plans. RA-01 covers the Bowling activity.

Document control

Version	Date	Change
1.0	24 September 2026	Public assessment for Friday Dance and the Red 1 Cars transfer to Bowling, including separate attendance lists and verified handovers.