

Drama and Movie Making

Core controls and an on-the-day check for each session

Reference	RA-05	Assessment date	24 September 2026
Applies to	Tuesday Aspire Drama and Movie Makers groups	Review	Check when arrangements or risks change; update following relevant incident, near miss or concern
Venue	The SYDNI Centre	Owner	ILEAP CEO / session leadership team

Purpose and scope

This assessment covers two smaller Tuesday groups at the SYDNI Centre. Aspire Drama is tailored to members who identify with Asperger's or autism and focuses on drama and theatre. Movie Makers creates short silent films inspired by Laurel and Hardy style comedy. The groups use separate bookings and registers. The Session Leader checks the people, rooms, activities, props and filming plan each time and adapts the session where needed.

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 the separate Aspire Drama or Movie Makers website register by name, including health, support, 1:1 and collection arrangements.
COUNT	Count members and team for each group separately, including dedicated 1:1 workers. A second ILEAP team member independently checks names and totals.
CONFIRM	Verbally agree the group's names and totals, allocate staff to rooms or filming areas and record the transition check. Resolve any mismatch before moving.
CHECK	Confirm the room, performance and filming plan, props, equipment, permissions, exits and anything different today.
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 do not attend these groups. Members are dropped off and collected unless another arrangement has been agreed and recorded. Parents or carers keep the membership form and relevant support information up to date.

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.

Separate Aspire Drama and Movie Makers groups

What could happen: A member goes to the wrong room, is overlooked or has inadequate support.

Controls: Check each group against its own current website register and agree its room, leader and team before starting. If groups run at the same time, keep a named ILEAP team member with each and meet the minimum 1:5 group ratio for each group, plus dedicated 1:1 support. If they run in sequence, complete a separate start, handover and end check for each. Do not treat a member as transferred between groups without a recorded booking or agreed arrangement.

Arrival, departure and handover

What could happen: A member becomes separated or leaves with the wrong person.

Controls: Use the agreed SYDNI Centre meeting and collection point. A named team member receives and checks each member against the correct group register. At the end, confirm each member's authorised collector or recorded independent travel arrangement; remain with them until handover is complete.

Member not accounted for

What could happen: A member is not located in another room, toilet or filming area.

Controls: Use STOP-REGISTER-COUNT-CONFIRM with a named register holder and independent ILEAP checker for each group on arrival, before and after room or filming-area changes, whenever groups split or reunite, before collection and at least hourly while stationary. Check names and totals and record significant transition checks in the session record. Communicate toilet and other-area movements and confirm return. If anyone is unaccounted for, stop, tell the Session Leader, supervise the others and follow ILEAP Missing Person Procedure immediately.

Drama movement, performance space and props

What could happen: Collision, fall, impact or injury from equipment.

Controls: Clear and check the performance space and exits. Rehearse movement at a suitable pace, set boundaries and use props appropriate to members' abilities. Avoid sharp, heavy, breakable or hot items unless separately controlled. Offer seated or adapted roles, breaks and help without pressuring anyone to perform.

Physical comedy and staged action

What could happen: A member copies a slapstick fall or strike and is hurt.

Controls: Create the silent-film comic effect through acting, framing and editing rather than real impact. Do not stage actual hits, falls, unsafe chases or risky stunts. Explain the plan, rehearse slowly and stop if a member is uncomfortable or movement is unsafe.

Camera, lights, cables and screens

What could happen: Trips, electrical fault, glare or sensory discomfort.

Controls: Use suitable approved equipment, position tripods securely, route cables away from walkways and exits and check equipment before use. Avoid dazzling lights or unexpected loud sound. Offer breaks and an alternative role where the set-up is uncomfortable. Do not leave equipment unattended where it could be misused.

Filming, images and recorded voices

What could happen: A person is recorded or their work is shared contrary to their wishes or permissions.

Controls: Check current ILEAP filming and sharing permissions and explain the activity in an accessible way. Respect a member's choice not to be filmed, photographed or recorded; provide an equivalent off-camera role. Avoid filming other venue users or identifiable personal information. Use approved devices and secure storage; share or publish only through ILEAP's authorised process and current permissions.

Themes, roles and emotional response

What could happen: Distress, confusion, embarrassment or conflict in a scene.

Controls: Choose age-appropriate and respectful scripts and roles, explain that scenes are fictional and agree boundaries before role play. Use clear structure and advance notice of changes, particularly for members who benefit from predictability. Offer choice, quiet breaks and support; pause or adapt if anyone becomes distressed.

Safeguarding and personal boundaries

What could happen: Bullying, coercion, unwanted touch or inappropriate portrayal.

Controls: Check consent before contact, costume changes, close-up filming or sharing a scene. Avoid humiliating roles or pressure to perform. Maintain proportionate oversight, listen to members and report safeguarding concerns promptly to Pete (DSL) or Vanessa (Assistant DSL) under ILEAP's procedure.

Toileting and personal care

What could happen: Loss of privacy, unmet care or separation.

Controls: Use an adapted toilet where available and apply ILEAP's one in, one out rule at the SYDNI Centre. Staff know when a member leaves the group and confirm return while respecting dignity. A member requiring personal care is supported by their own external 1:1 worker; ILEAP staff do not provide personal care or cover the worker's breaks.

Health, medication and first aid

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

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

Vaping and movement outside

What could happen: A member leaves without the group knowing or a vape is shared.

Controls: No vaping or smoking inside the venue. A member may use an area permitted by the SYDNI Centre under their agreed arrangement, tells staff before leaving and on return, and goes alone unless their support plan requires accompaniment. Do not allow vapes or cigarettes to be offered or shared.

Fire or venue emergency

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

Controls: Identify SYDNI Centre exits, assembly point and venue instructions at the safe start. Allocate support to each group. Follow venue staff, take both registers if safe, evacuate and independently confirm each group by name at the assembly point. Tell emergency services promptly if anyone is missing.

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 session in either group 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, image and media permissions, volunteer induction and individual plans apply alongside this public assessment. Personal health and support details remain in the restricted website register and individual plans. Any off-site filming needs its own route and venue controls.

Document control

Version	Date	Change
1.0	24 September 2026	Public assessment for the two Tuesday groups, including staged comedy, filming permissions and verified headcounts.