

Monday Matters

The Glasshouse classroom and member-chosen community visits

Reference	RA-06	Assessment date	24 September 2026
Applies to	Monday Matters and local community activity on foot	Review	Check when arrangements or risks change; update following relevant incident, near miss or concern
Venue	Glasshouse classroom, Jephson Gardens, and agreed local destinations	Owner	ILEAP CEO / session leadership team

Purpose and scope

Monday Matters is a smaller group that meets in the Glasshouse classroom in Jephson Gardens. Members choose together what they would like to do locally, then the group goes on foot to access community places and activities. The Session Leader agrees a feasible route and destination after checking members' needs, staffing, weather, access and any activity-specific hazards. This assessment covers the classroom, local walk and ordinary community visits; a substantially different activity needs its own controls before it starts.

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 health, mobility, 1:1, travel and collection arrangements.
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 who leads and follows the walking group and who supports any member needing additional help.
CHECK	Agree the member-chosen destination and route; check crossings, accessibility, weather, public space, costs, return time and new hazards.
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 Monday Matters. Members are dropped off and collected at the agreed place unless an alternative is recorded. Parents or carers keep the membership form, health and 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.

Member choice and changing plan

What could happen: A chosen destination has hazards, access barriers or staffing needs not considered.

Controls: Begin in the Glasshouse classroom and offer accessible choices. The Session Leader confirms the destination, route, time, costs, accessibility, opening arrangements and member support before leaving. Explain the plan and any alternative to the group. Add controls for a new activity; if it cannot be made safe with available staffing, choose another option. Off-site transport or a substantially different activity requires a separate assessment.

Arrival, departure and handover

What could happen: A member is missed at the classroom or leaves with the wrong person.

Controls: A named ILEAP team member receives members at the agreed Glasshouse classroom meeting point and checks the current website register. Return in time for agreed collection, or notify authorised contacts of a material change. Confirm each member's agreed collector or recorded independent travel arrangement before they leave.

Member not accounted for

What could happen: A member becomes separated in the Gardens or a public venue.

Controls: Use STOP-REGISTER-COUNT-CONFIRM with a named register holder and independent ILEAP checker on arrival, before leaving the classroom, before and after significant road crossings or venue changes, on entering and leaving each destination, on return and before collection; count at least hourly while stationary. Check names and totals and record significant transition checks. Communicate toilet or other-area movements and confirm return. If anyone is unaccounted for, stop, supervise the remaining group, tell the Session Leader and follow ILEAP Missing Person Procedure immediately.

Small walking group and staffing

What could happen: One person is unable to supervise the group and independently verify checks.

Controls: Maintain at least one approved ILEAP staff member or volunteer per five members, plus dedicated 1:1 support. For community walks, allocate a named leader and an independent ILEAP checker and ensure enough team members to supervise the route and carry out verified transitions. Do not set off if these roles or individual support cannot be covered. External 1:1 workers support only their named member and arrange suitable cover for breaks.

Road crossings and walking route

What could happen: Traffic injury, fall, fatigue or separation.

Controls: Choose accessible pavements and safe crossing points. The leader briefs boundaries, pace and the next stopping point; staff position themselves to oversee the front and rear. Pause together before crossing, check traffic and complete the named transition check. Adjust for mobility, weather and fatigue; stop or change route if a crossing is unsafe.

Jephson Gardens and waterside areas

What could happen: Fall, water-entry risk, uneven paths or changing conditions.

Controls: Check the route through the Gardens, weather and any water edges. Agree clear boundaries and keep suitable distance and oversight near water. Do not add water-based activity without separate controls. Use accessible paths, breaks and an indoor alternative when needed.

Community venues and public contact

What could happen: Crowding, unwanted contact, access difficulty or separation.

Controls: Check the destination's entrance, exits, accessible facilities and any venue instructions. Agree where the group may go and a meeting point. Maintain proportionate oversight, respect members' independence and support them in ordinary interactions. Leave or adapt the plan if the venue is too crowded or unsuitable.

Raising awareness in the community

What could happen: A member feels pressured, is identified publicly or faces an uncomfortable interaction.

Controls: Participation in conversation about ILEAP and disability is each member's choice. Staff support members to speak for themselves where they wish, use respectful language and avoid sharing personal details without permission. Follow current ILEAP photo and media permissions; do not assume a community visit authorises filming or publicity.

Toileting and personal care

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

Controls: Check the availability of an adapted toilet at the chosen destination where needed and apply ILEAP's one in, one out rule at every venue. Staff know when a member leaves the group and confirm return while respecting privacy. 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.

Food, drink and purchases if chosen

What could happen: Allergy, choking, unsuitable food, overspending or unmet eating support.

Controls: Where the group chooses a café, meal or purchase, check current allergy, dietary and eating information on the website register. Parents or carers keep it up to date. Confirm ingredients and cross-contact with the provider where relevant; do not guess if food is suitable. Agree individual spending support and a safe eating arrangement. Specialist assistance remains with the external 1:1 worker.

Health, medication and first aid

What could happen: Illness, seizure, injury or delayed response away from the classroom.

Controls: Check current website register information and individual plans before departure. Parents or carers keep membership and health details current. 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, know the location and access to first aid, call 999 when needed and report the incident.

Sensory, communication and emotional needs

What could happen: Anxiety, distress, exclusion or difficulty with a changed plan.

Controls: Discuss choices in accessible ways, explain the route and changes in advance and offer breaks or a quieter place. Use known communication and support strategies, allow a member to decline an activity and avoid unnecessary restriction.

Vaping and safeguarding

What could happen: Unaccounted movement, sharing, influence or unwanted public contact.

Controls: Follow venue and ILEAP smoking and vaping rules. A member uses only a permitted outside area under their agreed arrangement, tells staff before leaving and on return, and does not offer or share a vape. Maintain proportionate oversight, make people safe and report safeguarding concerns promptly to Pete (DSL) or Vanessa (Assistant DSL).

Fire or venue emergency

What could happen: Injury, distress or a member not accounted for.

Controls: At the Glasshouse classroom and each destination, identify exits, assembly point and venue instructions. Follow staff directions, take the register if safe, evacuate and independently check names and totals. If outdoors, move to a safe meeting place, account for everyone and contact 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 Monday Matters 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. 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 member-chosen local walking activities from the Glasshouse classroom, with verified transitions.