

Big Chill Clubs

Weekly youth club at The Kenilworth Centre

Reference	RA-08	Assessment date	24 September 2026
Applies to	Weekly Big Chill youth club; separately booked movie on alternate weeks	Review	When arrangements or risks change; following relevant incident or near miss
Venue	The Kenilworth Centre, including agreed rooms and activity areas	Owner	ILEAP CEO / session leadership team

Purpose and scope

Big Chill is a member-led weekly youth club at The Kenilworth Centre. Members choose from suitable sports, games and social activities, including pool, boccia and new age curling. Every other week, members who separately book the movie may stay for that part of the evening. The Session Leader checks the actual booking list, activity spaces, equipment and member needs on the day. Any different programme, including a special club activity, needs its own specific controls where these standard controls are insufficient.

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 who has separately booked the movie, 1:1 support 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 staff to each open room or activity area and to members needing additional help.
CHECK	Confirm the rooms and activities, equipment, first aid, exits, accessible toilet and venue arrangements; check the separate movie booking and collection plan.
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 Big Chill. Members are dropped off and collected at the agreed point unless an alternative is recorded. Parents or carers keep the membership form, health, allergy 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-led choices and changing activities

What could happen: An unplanned activity has hazards or insufficient supervision.

Controls: At the start and when choices change, agree which rooms and activities are open. Check staff allocation, member interests and support needs, equipment, access and venue rules. Explain boundaries and offer alternatives. Pause or change an activity that cannot be supervised or controlled safely. A novel or specialist activity needs specific controls before it starts.

Arrival, departure and handover

What could happen: A member is missed, leaves unsafely or is collected by the wrong person.

Controls: A named staff member receives members and marks the current website register. Check agreed independent travel and authorised collection arrangements. At the end, match each member to their confirmed plan. Check whether they are booked for the movie before allowing them to stay or leave; never assume club attendance includes the movie.

Member not accounted for

What could happen: A member becomes separated between rooms or at the changeover.

Controls: Use STOP-REGISTER-COUNT-CONFIRM on arrival, when moving between significant areas, when groups split or reunite, before and after the club-to-movie changeover, at movie start and finish, 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 transition checks. Staff communicate individual movements and confirm return. If anyone is missing, stop, supervise the group and follow ILEAP Missing Person Procedure immediately.

Staffing across rooms and activities

What could happen: A room is left without suitable oversight or support.

Controls: Maintain at least one approved ILEAP staff member or volunteer per five members, plus each dedicated 1:1. Allocate named staff to all open spaces. Before opening another area or splitting the group, confirm suitable cover and the ability to verify each member's location. Close or combine activities if staffing or supervision is insufficient.

Sports, games, boccia and new age curling

What could happen: Collision, falls, impact from equipment or overexertion.

Controls: Check floors, playing space and equipment, including balls and curling stones. Explain rules and boundaries in accessible ways; match play to ability, use turns and safe distances, keep spectators clear and stop rough or unsafe play. Offer breaks and adapt exertion and access to individual needs.

Pool and other table games

What could happen: Injury from cues or balls, crowding or conflict over turns.

Controls: Check the table and cues, provide space around players, keep cues lowered except during play and store them securely afterward. Set clear turn taking and intervene early if equipment is misused or competition causes distress.

Separate movie booking and changeover

What could happen: A member stays without a booking, is left behind or misses their expected collection.

Controls: The movie runs on alternate weeks only for those separately booked. Before club finishes, reconcile the movie booking list with the live club register by name; confirm who is staying, going home, or has a different arrangement. Independently count both groups and brief their assigned staff. Confirm collection for members leaving and recheck names at movie start, movie finish and final handover. Do not start the movie while a discrepancy remains.

Movie content and sensory needs

What could happen: Unsuitable material, distress, flashing images or fatigue.

Controls: Check content and age suitability in advance and consider individual sensory or photosensitivity information. Agree sound and lighting, offer a quieter alternative or break, allow members to leave with staff awareness and use proportionate oversight in the darkened room.

Food, snacks and drinks if offered

What could happen: Allergy, choking, unsafe sharing, hygiene issue or spillage.

Controls: Check current allergy, dietary and eating support information in the confidential register and ingredients or packaging. Parents or carers keep membership information current. Prevent unsafe sharing, follow hygiene and safe food handling, support choices and purchases transparently and clean spills promptly. A dedicated external 1:1 provides any specialist eating assistance agreed in the individual plan.

Slips, trips, access and equipment storage

What could happen: Fall or collision, blocked exit or inaccessible activity.

Controls: Keep walkways and exits clear, deal with spills and defects, store sports and games equipment safely and use accessible routes. Follow agreed mobility support plans; do not lift or move a member unless trained and authorised for the agreed support.

Toileting and personal care

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

Controls: Use the adapted toilet where available and apply ILEAP's one in, one out rule at every venue. Staff know when a member leaves an activity and confirm return while respecting privacy. A member's external 1:1 provides personal care under the individual plan; ILEAP staff do not provide it or cover the worker's breaks.

Health, medication and first aid

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

Controls: Check current confidential health and support information and confirm individual arrangements before the session. Parents or carers keep details current. The member's external 1:1 provides any agreed medication support; ILEAP staff do not administer medication. Ensure first aid access, charged phone and emergency contacts, call 999 when necessary and report incidents.

Communication, relationships and safeguarding

What could happen: Distress, bullying, unwanted touch or exclusion.

Controls: Use accessible instructions, member choice, calm support, clear consent and respectful boundaries. Offer a quieter space and known de-escalation strategies. Keep proportionate oversight across areas and report safeguarding concerns promptly to Pete (DSL) or Vanessa (Assistant DSL).

Vaping and outdoor movement

What could happen: Sharing, influence or someone leaving the group unnoticed.

Controls: No vaping indoors. Follow venue rules and use only a designated or permitted outside area under the member's agreed arrangement. The member tells staff when leaving and returning, goes alone and does not share or offer a vape. Staff maintain oversight and act on safeguarding concerns.

Fire or venue emergency

What could happen: Injury or failure to account for everyone across rooms.

Controls: Identify exits, assembly point and venue instructions before activities start. Allocate assistance for members who need it. Follow venue directions, take the register if safe, evacuate and independently verify names and totals at the assembly point, including those in the movie or another room.

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 Big Chill 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. The Kenilworth Centre's venue 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 weekly Big Chill, member-led activities and the separately booked alternate-week movie.