

Meals Out

Three monthly meals at local pubs and restaurants

Reference	RA-13	Assessment date	24 September 2026
Applies to	Three meals out each month, 6:30–9:00 pm	Review	When arrangements or risks change; following relevant incident or near miss
Venue	Pub or restaurant named on each live booking	Owner	ILEAP CEO / session leadership team

Purpose and scope

ILEAP runs three busy evening meals out each month at different pubs and restaurants, normally 6:30–9:00 pm. Members are encouraged to choose, order and pay for their own meal, with agreed support when needed. Some venues require a pre-order. Staff and volunteers may eat with members to support an inclusive social experience while remaining on duty. Parents may wait in a separate part of the venue or drop off and collect; they do not join the ILEAP group unless a specific arrangement is agreed. The leader checks the current booking, venue and group needs before each meal.

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 allergies, dietary and eating needs, 1:1 support, pre-orders 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 across tables and agree who oversees entrances, toilets and collection.
CHECK	Confirm venue, reserved tables, access, pre-orders, allergens, prices, toilets, vaping area, 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 ILEAP staff member or approved volunteer per five members, plus additional help if the venue, group size or individual needs require it. Seat staff across the group and maintain cover when someone orders, pays, uses the toilet or eats.
- Dedicated 1:1: additional to the group ratio and responsible for the named member. The member's external 1:1 provides agreed personal care, medication or specialist eating support under their plan. ILEAP staff do not provide these or cover the worker's breaks.
- External support: confirm the worker's role and ILEAP's requirement for an appropriate enhanced DBS before attendance; barred list eligibility must be established. Brief them on venue boundaries, headcounts and emergencies.
- Volunteers: complete approval and induction before assigned duties. A named mentor supports a new volunteer for their first six sessions; the leader checks readiness. Unapproved volunteers do not count in the group ratio.
- Parents and family: may wait elsewhere in the pub or restaurant, or drop off at 6:30 pm and collect at 9 pm. They do not count as group staff. Confirm any different collection or support arrangement against the member's current information.

- Current information: parents or carers keep membership, allergy, health, eating and support details up to date. Staff use the confidential website register before each venue visit.

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.

Changing venues and booking plan

What could happen: An access, seating, travel or meal risk is missed at a new venue.

Controls: Before each meal, the leader checks the venue on the live booking, opening and table reservation, step-free access, adapted toilet if needed, parking or drop-off, exits, menu and any pre-order process. Ask about unusual hazards or events and agree staff allocation. Adapt or change venue arrangements where the group's needs cannot be met safely.

Arrival, departure and handover

What could happen: A member is missed, separated at the entrance or collected unsafely.

Controls: Use an agreed meeting and collection point away from traffic. A named staff member checks members against the live register at 6:30 pm and confirms how each will leave at 9 pm, including recorded independent travel. Parents waiting elsewhere in the venue remain outside the ILEAP dining group unless separately agreed. Confirm each authorised collection or travel arrangement by name before departure.

Member not accounted for

What could happen: A member becomes separated in a busy venue or during a move.

Controls: Use STOP-REGISTER-COUNT-CONFIRM on arrival, before and after any change of dining area or venue, when subgroups split or reunite, before and after significant movements, at evacuation and before departure; count at least hourly while seated. A named register holder and second ILEAP checker independently verify names and totals, verbally confirm and record significant transitions. Communicate toilet, bar, outdoor or vape movements and confirm return. Stop and follow ILEAP Missing Person Procedure immediately on a mismatch.

Busy restaurant, seating and public contact

What could happen: Fall, distress, separation or unwanted interaction.

Controls: Reserve accessible seating with clear routes and a visible group boundary; avoid isolated tables unless separately staffed. Spread ILEAP team members across the party, agree who monitors movement to toilets or counters and offer a quieter seat or break where needed. Support independence and choice while responding promptly to distress or safeguarding concerns.

Ordering, pre-orders and choice

What could happen: A meal is missed, unsuitable or incorrectly served.

Controls: Tell members about menu, prices and whether pre-orders are required in advance. Support each member to choose and communicate their own order where possible; check the name, meal and any dietary request against the booking and with the venue. Confirm substitutions and changes before serving, and do not assume an old pre-order is still suitable.

Allergies and dietary needs

What could happen: Allergic reaction or unsafe cross-contact.

Controls: Check current allergy and dietary details in the confidential website register; parents or carers keep them current. Communicate each relevant allergy to the venue and ask its staff to confirm allergen information for the exact dish, pre-order and any substitution. Do not guess from a menu or rely on removing an ingredient after preparation. If safe food cannot be confirmed, choose a suitable alternative; follow individual emergency plans and call 999 when required.

Hot food, drinks and eating support

What could happen: Burn, choking or unsafe food sharing.

Controls: Allow hot food and drinks to cool and help members check safely. Follow individual eating and swallowing plans, seat members appropriately and prevent unsafe sharing. A dedicated external 1:1 gives specialist eating assistance under the member's plan. Seek urgent help for choking or an allergic reaction and follow first aid arrangements.

Paying and handling money

What could happen: Loss, unauthorised spending, pressure or disagreement.

Controls: Explain likely costs and payment method beforehand. Encourage members to order and pay themselves, offering only the help recorded or agreed with them. Keep member and staff money separate, make any assisted transaction transparent and retain receipts where required. Check a pre-order is paid or payable in the agreed way and resolve a discrepancy with the venue calmly.

Staff and volunteers eating with members

What could happen: A member lacks support while staff are distracted by a meal.

Controls: Eating together is part of the inclusive session, but staff and volunteers remain on duty. Agree who is monitoring each table and retain enough active cover for ordering, toilets, emergencies and handover. Pause eating to assist when needed; do not leave a member unsupported while team members collect or pay for their own food.

Alcohol and the licensed setting

What could happen: Intoxication, vulnerability or an unsafe interaction with health needs.

Controls: Follow venue licensing rules and any individual support plan. Staff and volunteers do not drink alcohol while on duty. Support members to make informed choices within agreed arrangements; do not buy alcohol for another member or overlook signs of impairment, coercion or a known health risk. Intervene proportionately and seek help if safety is affected.

Toileting, personal care and vaping

What could happen: Loss of dignity, unaccounted movement or unsafe sharing.

Controls: Use an adapted toilet where available and apply ILEAP's one in, one out rule at every venue. Staff know when a member leaves the group and confirm return. An external 1:1 provides personal care; ILEAP staff do not. Follow venue rules: no vaping indoors, only a permitted outside area under the member's arrangement, one person at a time, no sharing or offering a vape, and tell staff before leaving and on return.

Slips, access and mobility

What could happen: Fall near tables, steps, spills or the entrance.

Controls: Check routes, lighting, floors and seating; use accessible routes and keep bags, chairs and mobility aids clear of exits. Ask venue staff to deal promptly with spills or defects and keep people away until safe. Follow individual mobility arrangements; no lifting without an agreed trained plan.

Health, medication and safeguarding

What could happen: Illness, seizure, unwanted contact or delayed response.

Controls: Check current health and individual plans and have a charged phone and emergency contacts. The member's external 1:1 provides any agreed medication; ILEAP staff do not administer it. Access first aid, call 999 when needed, and report concerns or incidents. Maintain respectful boundaries and promptly contact Pete (DSL) or Vanessa (Assistant DSL) about safeguarding concerns.

Fire or venue emergency

What could happen: Injury or failure to account for the group.

Controls: Identify exits, assembly point and venue instructions on arrival, including for members with mobility or sensory support needs. Follow venue staff, take the register if safe, evacuate and independently check names and totals at the assembly point, including dedicated 1:1 workers. Communicate with parents waiting elsewhere without delaying the group check.

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 Meals Out 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. Each pub or restaurant's current access, fire and food allergen information also applies. 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 master assessment for three monthly meals out, including venue checks, member choice, pre-orders and handover.