

Pioneer Centre Residential

Overnight outdoor pursuits visit • travel from Leamington

Reference	RA-16	Assessment date	24 September 2026
Applies to	Pioneer Centre overnight visits, 5 or 6 times a year	Review	When arrangements or risks change; after a relevant incident or near miss
Venue	The Pioneer Centre, Shropshire	Owner	ILEAP CEO / residential leader

Purpose and scope

ILEAP arranges travel by staff cars and a minibus taxi from Leamington, stays overnight and returns the following day. The Pioneer Centre provides the accommodation and its own instructors deliver the outdoor activities under their activity-specific risk assessments. ILEAP staff support members to participate, coordinate the group and manage ILEAP travel, care arrangements, safeguarding and handovers. The leader checks the actual programme, group and conditions before each visit.

Safe start / residential leader

STOP	Pause at significant transitions until every member is accounted for; no vehicle or subgroup leaves on an assumed total.
REGISTER	A named holder checks the current website register, passenger lists, each member's support plan, emergency contacts and collection arrangements.
COUNT	Count members by name. A second ILEAP team member independently checks names and totals at transitions; two staff check boarding and alighting for transport.
CONFIRM	Resolve any mismatch, verbally confirm names and totals, and record significant transition checks and handovers.
CHECK	Brief staff on vehicle allocations, 1:1s, room and night plan, meals, agreed support, activity choices, weather and Pioneer emergency arrangements.
ACT	Add the needed control or pause, adapt or cancel where safe delivery cannot be confirmed; report concerns promptly.

Use STOP-REGISTER-COUNT-CONFIRM before and after travel, on arrival, at accommodation/activity and meal transitions, on return, and at final collection. Count at least hourly while the group is in one place. Keep the member's location and named support clear when the group splits. A missing member triggers the ILEAP Missing Person Procedure immediately.

Roles, staffing and support

- Pioneer staff: lead and supervise their activities, assess suitability, supply and check specialist equipment, brief participants and manage activity-specific emergencies under their current assessments.
- ILEAP: at least one staff member or approved volunteer per five members, with agreed ILEAP 1:1 support additional. Increase cover if group needs, vehicles, activities or the night plan require it. Pioneer instructors are not counted as ILEAP group cover.
- Support boundary: ILEAP staff encourage, prompt and assist members to do as much as possible for themselves. For a member who needs extra help, agree either personal care support or medication support, not both, in the individual residential plan before booking. Staff do not take over tasks outside that agreed supporting role. Where both are required, agree a separate appropriate support arrangement before attendance.
- 1:1 and volunteers: each ILEAP 1:1 has a named member and cover plan, including breaks and overnight needs. External 1:1 workers meet ILEAP's enhanced DBS requirement and remain responsible for their agreed care. Approved ILEAP volunteers have a named mentor for their first six sessions.
- Current information: parents/carers keep membership, health, allergy, mobility and contact details current. Staff use the restricted website register and individual plans; share only the necessary information with Pioneer staff securely.

Core activity controls

These are standing controls. The leader checks the actual members, programme, transport, staffing and venue before travel and again when conditions change. If a necessary control is unavailable, pause or adapt the visit until a safe arrangement is agreed.

Booking and individual planning

What could happen: A member's support or access needs cannot be met.

Controls: Before confirming a place, agree participation, accommodation, transport and overnight arrangements with the member and family. Review current plans, required 1:1 cover, independence goals, accessibility and Pioneer's ability to accommodate them. Agree an alternative or defer attendance if essential support cannot be arranged.

Travel by staff cars and minibus taxi

What could happen: Collision, missed passenger or inadequate support in a vehicle.

Controls: Use approved drivers, appropriate insurance, roadworthy vehicles, seatbelts and agreed seating. Prepare a named passenger list and support allocation for every vehicle, including the taxi; confirm who escorts and supervises each group. Two ILEAP staff independently check members on and off transport and reconcile lists before any vehicle leaves and again when everyone is safely clear. Agree contact and contingency arrangements for separated or delayed vehicles; do not drive in convoy unsafely.

Arrival, movements and collection

What could happen: A member becomes separated or leaves without an agreed handover.

Controls: Confirm the meeting point and each arrival with the live register. Identify room and activity subgroups and their named staff. Use STOP-REGISTER-COUNT-CONFIRM at the accommodation, before and after each activity or meal transition, at return travel and final collection. Confirm the agreed collector or independent travel arrangement before releasing a member. Record significant checks.

Centre-led outdoor activities

What could happen: Fall, impact, entrapment or distress during an activity.

Controls: Obtain and check Pioneer's current risk assessments for the activities actually booked before the visit. Its instructors determine suitability, briefing, equipment, safety rules and whether an activity goes ahead. ILEAP shares relevant needs, supports understanding and choice, stays in the agreed support role and follows instructor directions. Offer a suitable alternative without pressure if a member does not take part.

Changes to programme or weather

What could happen: An unassessed activity, exposure or unsafe surface.

Controls: Confirm the daily programme with Pioneer and check footwear, clothing, weather, terrain and any mobility or sensory needs. Do not treat a new activity as covered just because it is at the same centre: check its provider assessment, suitability and staffing before it starts. Pioneer decides whether specialist activities proceed; ILEAP adapts the member support and group plan.

Dorm rooms, privacy and overnight support

What could happen: Distress, unwanted contact, missed overnight need or lack of sleep.

Controls: Members may share an ensuite dorm. Ask about a single room in advance where requested and confirm availability and allocation before travel; never promise one until confirmed. Agree rooming with members, privacy, gender and safeguarding needs in mind. Staff agree who is on call, where they sleep, how members summon help, checks and support for early waking; explain the plan discreetly. No unplanned room entry except for safety, welfare or the agreed support plan.

Toileting and personal care

What could happen: Loss of dignity, unmet need or a member unaccounted for.

Controls: Use the adapted toilet where available and ILEAP's one in, one out rule at the venue. Encourage independence and follow the member's agreed support plan and privacy preferences. ILEAP support is limited to the agreed personal care role for a member, or medication support, not both. Allocate appropriately trained staff and an agreed break or night cover plan; record and escalate any unmet need.

Medication and health conditions

What could happen: Missed dose, incorrect support or delayed response.

Controls: Check the member's current plan, what they can do independently, medicine details, storage, timing, emergency instructions and who is authorised to support before travel. For a member allocated medication support, ILEAP prompts or assists within the agreed plan and records the support; staff do not assume an administration task. If a task requires administration or support beyond the agreed role, arrange an appropriate competent person before attendance. Follow emergency plans and call 999 when needed.

Meals, allergies and hydration

What could happen: Allergic reaction, choking or insufficient food and drink.

Controls: Families keep dietary and allergy information current. Share necessary details with Pioneer catering in advance; on arrival confirm the actual provision, ingredient and cross-contact arrangements with its staff before food is served. Follow individual eating support plans, support choice and independence, and make water available throughout the visit.

Safeguarding and relationships

What could happen: Unwanted contact, bullying, boundary or disclosure concern.

Controls: Brief members on respectful behaviour, privacy and how to seek help. Staff maintain proportionate oversight, including at night, without unnecessary restriction. Raise concerns promptly with Pete (DSL) or Vanessa (Assistant DSL), and with Pioneer's lead when relevant, following each organisation's procedure. Keep member-specific details out of the public assessment.

Fire, missing person and other emergency

What could happen: Delayed evacuation or failure to account for everyone.

Controls: On arrival confirm exits, assembly point, alarm and night evacuation arrangements with Pioneer, including anyone needing help. Take the register if safe and check members by name with an independent ILEAP check at the assembly point. Alert Pioneer and emergency services immediately where required. If someone is missing, secure the rest of the group and start ILEAP Missing Person Procedure without delay.

Vaping and leaving agreed areas

What could happen: Unsafe sharing, fire or unaccounted absence.

Controls: Follow the centre's site rules and ILEAP's no-vaping-inside rule. A permitted break takes place only in a designated area under the member's agreed arrangement; the member goes alone and does not share a vape. Staff know when the member leaves and returns. Nobody leaves the site or agreed area without the leader knowing and an agreed support plan.

Changes, incidents and review

- For a small change, put the extra control in place and brief the team; record it if it may recur or change this assessment.
- For a significant change, pause or adapt the visit until safe arrangements are clear. Contact Pete or Vanessa as 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 the visit and when it changes. The leader briefs the team on the actual programme and member plans. Review after a relevant incident or near miss and whenever arrangements, needs or controls change.

Related arrangements

Use ILEAP safeguarding, Missing Person Procedure, one in, one out toileting, individual residential support and medication plans, first aid, incident reporting and transport arrangements alongside this public assessment. Pioneer's current activity, accommodation, fire and site procedures apply to the services it provides. Confidential member details remain in restricted plans and the website register.

Document control

Version	Date	Change
1.0	24 September 2026	Public assessment for recurring Pioneer overnight visits, provider-led activities, travel, accommodation and agreed support.