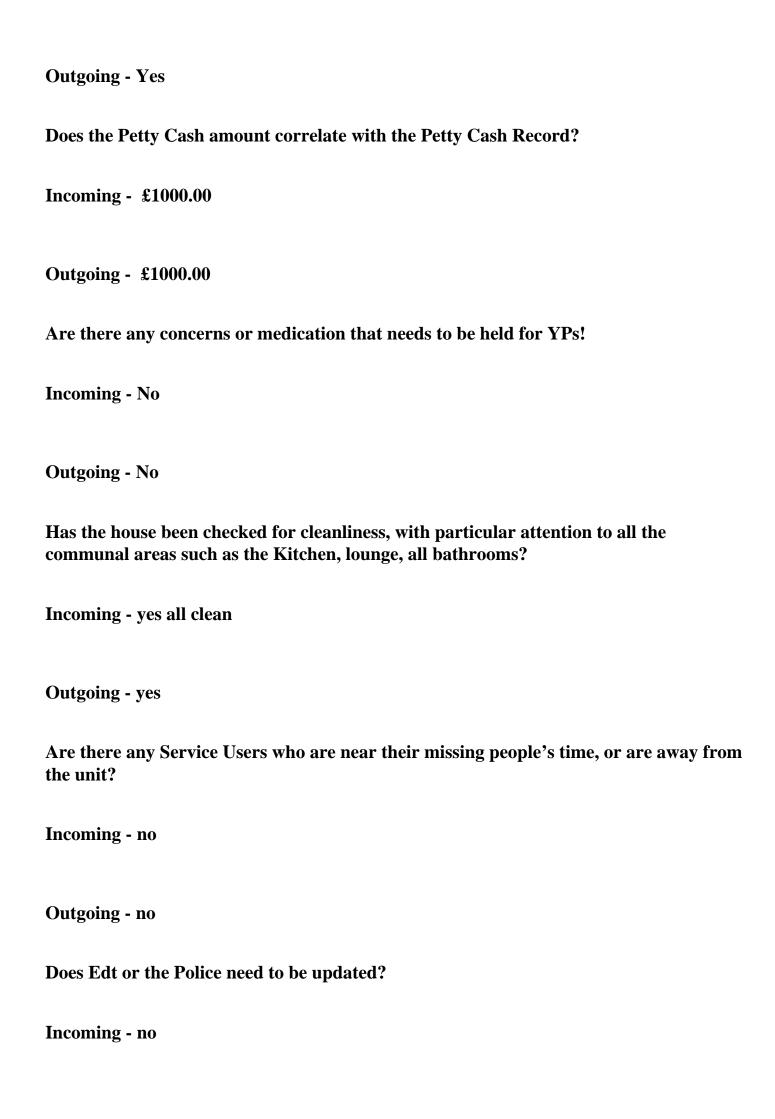


Handover

Info
10.00am Thursday, 24th Mar 2022
24/03/2022
Incoming Staff - Richard Ricky
Outgoing Staff - Richard Ricky
Have you read the staff communication, logged KWS & required data
Incoming - Yes
Outgoing - Yes
Is the Playstation/Xbox present at placement?
Incoming - Yes
Outgoing - Yes
Do you have the House Keys, Mobile and Petty cash?
Incoming - Yes



Outgoing - no
Any Safeguarding Concerns? If yes, has this been logged and reported to the safeguarding officer.
Incoming - yes AA amber today
Outgoing - no
Have all appointments been added to the diary?
Incoming - Yes
Outgoing - Yes
Has an allocated worker been assigned to support that YP?
Incoming - Yes
Outgoing - Yes
Has the YP been reminded/offered support for the appointment?
Incoming - Yes
Outgoing - Yes
Handover of each Service User:
Incoming - xoxoxoxo

Outgoing - xyxyxyxyxy
Are there any maintenance issues you need to deal with during your shift? If so, do you know who to contact?
Incoming - call plumber
Outgoing - xuxuxuxu
Outstanding task to complete
Incoming - chase up pest control

Outgoing - call jk sw