



# Handover

## Info

12pm  
Tuesday, 19th Apr 2022

19/04/2022

**Incoming Staff** - James Arnold

**Outgoing Staff** - Steve Terry

**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 - Yes**

**Does the Petty Cash amount correlate with the Petty Cash Record?**

**Incoming - £200**

**Outgoing - £200**

**Are there any concerns or medication that needs to be held for YPs!**

**Incoming - Yes**

**Outgoing - Yes**

**Has the house been checked for cleanliness, with particular attention to all the communal areas such as the Kitchen, lounge, all bathrooms?**

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**Are there any Service Users who are near their missing people's time, or are away from the unit?**

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**Does Edt or the Police need to be updated?**

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**Any Safeguarding Concerns? If yes, has this been logged and reported to the safeguarding officer.**

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**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:**

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**Are there any maintenance issues you need to deal with during your shift? If so, do you know who to contact?**

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**Outstanding task to complete**

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