



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 - Yes

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

Incoming - £1000.00

Outgoing - £1000.00

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

Incoming - No

Outgoing - No

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

Incoming - yes all clean

Outgoing - yes

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

Incoming - no

Outgoing - no

Does Edt or the Police need to be updated?

Incoming - no

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