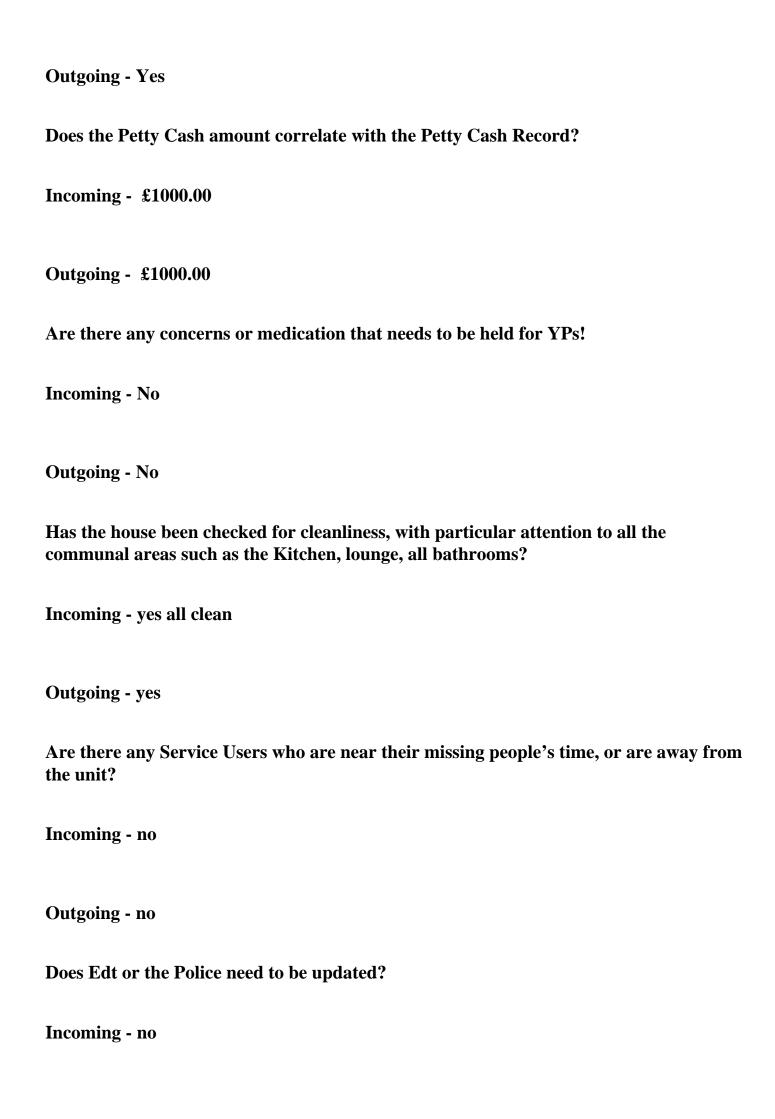


Handover

| 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