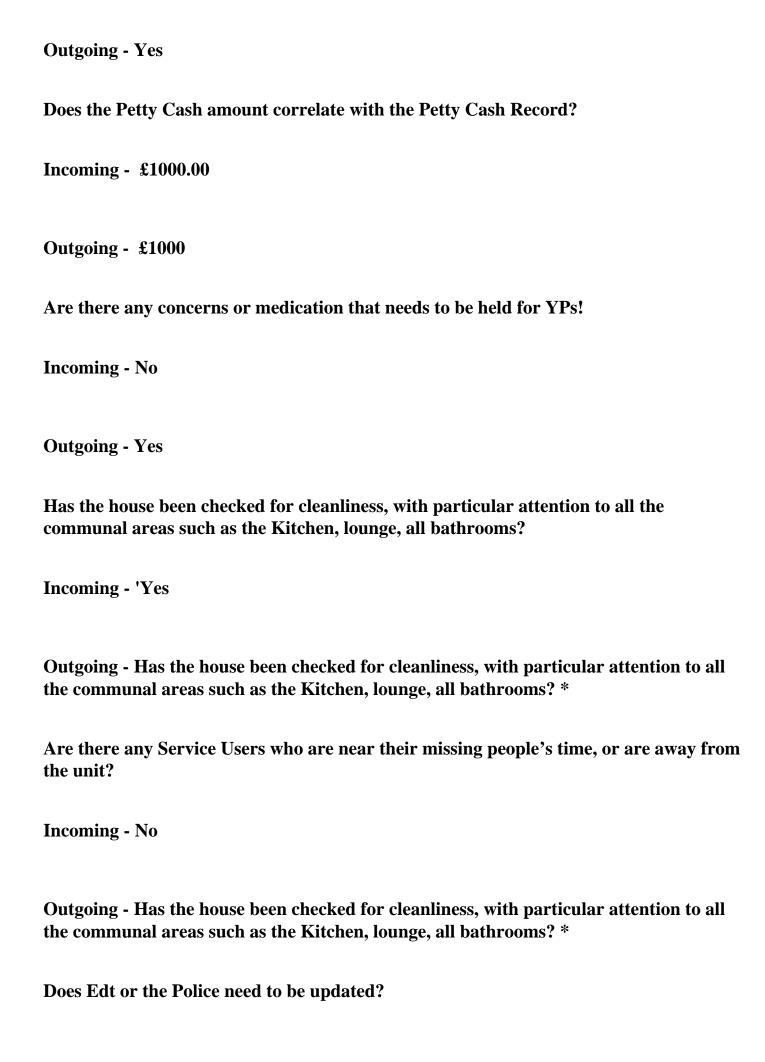


Handover

Summary
10am Tuesday, 22nd Mar 2022
22/03/2022
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



Incoming - No
Outgoing - Has the house been checked for cleanliness, with particular attention to all the communal areas such as the Kitchen, lounge, all bathrooms? *
Any Safeguarding Concerns? If yes, has this been logged and reported to the safeguarding officer.
Incoming - No
Outgoing - Has the house been checked for cleanliness, with particular attention to all the communal areas such as the Kitchen, lounge, all bathrooms? *
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 - xyz
Outgoing - Has the house been checked for cleanliness, with particular attention to all the communal areas such as the Kitchen, lounge, all bathrooms? *
Are there any maintenance issues you need to deal with during your shift? If so, do you know who to contact?
Incoming - xyz
Outgoing - Has the house been checked for cleanliness, with particular attention to all the communal areas such as the Kitchen, lounge, all bathrooms? *
Outstanding task to complete
Incoming - 1 call SW
Outgoing - Has the house been checked for cleanliness, with particular attention to all the communal areas such as the Kitchen, lounge, all bathrooms? *