



DOCUMENTS TO TAKE TO HANDOVER	Staff Allocated	Shift Leader Checked + Time	Staff Allocated	Shift Leader Checked	Staff Allocated	Shift Leader Checked
Message Book, Diary, Clothing Lists, Support Plans, This is Me, Risk Assessments, Positive PHP, Petty Cash, CYP Pocket Money						
<b>SHIFT LEADER TO CHECK FIRE PANEL ALL OK AND WALK AROUND UNIT CHECK FIRE EXITS CLEAR</b>						
Building Security (Check Windows, doors locked)						
Care Plan/Risk Assessments (staff to read)						
Petty Cash, Pocket Money						
Confirmations (Any outstanding)						
Appointments, CYP's Daily Logs (Upload to ICS)						
<b>Check Break Placement Calendar (CYP Overnight Stay on ICS and admissions &amp; Discharge Sheet)</b>						
Clothing Lists (Inc. CYP Bag Search for contraband)						
Booking In/Out Meds, Medication Visual Check Sheet & Time Last Administered Check Record						
Daily Health & Safety Check Sheet (AM)						
CYP Personal Targets						
Cooking, Tidy & Clean kitchen						
Check staff for next shift						
Check Complaints Board, Diary & Message Book						
Laundry + check & Empty Filter in Dryer						
Vacuuming, Polishing/Anti-Bac [whole unit]						
Clean Bathrooms & Toilets						
Check Areas Isolated or Restricted Log Book						
Allocation of Buddy						
Agency staff handover (bruises, incidents, report broken items, fire evacuation procedure, etc.) Key Issue/ Key Return to Agency Staff			Issue	Return		
Accident/Incident forms, Body charts completed fully and signed, parents/carers informed and recorded on ICS						
Disinfect Toys/Equipment						
Shampoo Carpets as Required						
Tidy Garden-Toys etc. to be Put Away						
Sensory Room-Ensure Clean and Tidy, Equipment Switched Off						
Change & Clean Beds – Personalise Rooms (i.e. TV, books, games, CD players), Name Plates, hoists in docking stations to charge, <b>Auditorium Checklist Sheet (To be signed by the AM shift leader after completion)</b>						
End of Shift Check all around unit by shift leader taking over. Once signed for it is the responsibility of the shift leader taking over.			WN/ AM AM/ PM PM/ WN			
<b>SHIFT LEADER KEYS (To be signed by the both shift leaders after handing over the keys)</b>						
<b>Activities Planned</b>			<b>Things to Do</b>			

**MONDAY**

- Take bins out
- **PM Staff to complete the shopping list**

**TUESDAY**

- Bring bins in
- Clean taps and shower heads incl. outside tap with viakal
- Check the watches working in epileptic bum bag and the sleep-in staff alert bell working
- Transport List to be done and e-mailed to A'vale and Transport Dept

**WEDNESDAY**

- Put Recycling Bins Out (Green Garden Waste every 2 weeks)
- Test Fire Alarms and Emergency Lights
- Staff CYP Meeting (CM chair)
- **AM staff to Order Shopping**
- **SO to call his mum in the evening**

**THURSDAY**

- **Bring Recycling bins In**
- Tidy Toy cupboard
- Disinfect settees & chair, clean underneath
- Sweep around outside of the building

**FRIDAY**

- Tidy Arts & Craft Cupboard
- Disinfect settees and chair and clean underneath
- Water Temperature Check – Flush for 5 minutes both hot and cold for each outlet

**REMEMBER - PLEASE TAKE AND RECORD FOOD TEMPERATURES IN RED FOLDER IN KITCHEN AND BELOW**

**FOOD COOKED**

**TEMPERATURE**



## EDUCATION & CHILDREN'S SERVICES BREAKAWAY – CLOTHING LIST

Name.....Room..... Date.....

<b>Underwear</b>	<b>Socks/Tights</b>
<b>Shirts/T-Shirts</b>	<b>Jumpers/Tops</b>
<b>Trousers/Jeans/Shorts</b>	<b>Nightwear</b>



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<b>Dresses/Skirts</b>	<b>Toiletries</b>
<b>Coat</b>	<b>Bag/Suitcase</b>
<b>Footwear</b>	<b>Personal Belongings</b>  <b>Bag Search for Contraband</b>  <b>Staff Sign:</b>
<b>Medication Yes/No</b>	<b>Pocket Money</b>  In     £  Out    £
<b>School bag and contents</b>	<b>Missing items</b>
<b>Checked In by</b>  <b>Print</b> .....  <b>Signed</b> .....  <b>Date</b> .....	<b>Checked Out by</b>  <b>Print</b> .....  <b>Signed</b> .....  <b>Date</b> .....