**On Call Record Sheet**

|  |  |
| --- | --- |
| Name of home |  |
| Date & Time: |  |
| On call Manager details |  |
| Young person’s details |  |

|  |
| --- |
| **Residential Care Officer to record reasons for contact with the on call manager** |
|  |
| **On Call Manager to record support and advice given to Residential Care Officer** |
|  |
| **What follow up is needed ?** |
|  |

|  |
| --- |
| **Additional comments?** |
|  |

Signed by on call manager:

Signed by Residential Care Officer:

Signed by Service lead / Team Manager:

**Copy to be emailed to Service Lead and Team Manager**

**Copy to be placed in on call folder**