

KEY WORKER TASK LIST

- Typing up Key Worker session
- Updating Care Plans
- Updating the Risk Assessments
- Specific Individual Risk Assessments
- Check that pocket money books, savings & reparation books are correct
- Organise Young Person's files in line with Schedules 3 & 4
- Filing of new documents pertaining to your young person
- Ensure that absconding information is up to date
- Enter Young Person's contact into diary & check computer recording
- Contact arrangements are up to date
- PEP plans, education updates
- Ensure that your Young Person's timetable is kept up to date
- Pear Tree Independent Living Programme is monitored & progressed
- Ensure that the Young Person has the opportunity to do AQA's
- Audit Young Person's clothing against Pear Tree list
- Scrap Book: of places the Young Person has visited; their memory boxes are kept up to date and their photographs are printed off & put into an album at least once a month
- Outdoor clothing is available for farm & outdoor activities
- Ensure that all medical appointments are made; entered into the diary; follow-up appointments for future treatments
- Prepare Looked After Care Review report