

VALUABLES RECORDING

2020-21




Vista Care Solutions Ltd trading as Sunlight Care Newham. Registered in England. Company No: 11353031.
Registered Office: 3-9 Balaam Street, London, E13 8EB

DOCUMENT CONTROL

DOCUMENT TITLE: VALUABLES RECORDING 2020-21
DOCUMENT NUMBER: SCGVR_V1.0
AUTHOR: SHAK HABIB
CHANGE AUTHORITY: THE BOARD OF DIRECTORS

Mr Shak Habib

Signature: _____ 

Date: 29/01/2020

Designation: Director of Quality & Compliance

Review Date: 29/01/2021

CHANGE MECHANISM

Any person seeking to alter this document must consult the author before making any change.

SCG Change Authority must endorse any alterations to the approved version of this document before any wider dissemination of the altered document version.

The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

COPYRIGHT

The copyright in this work is vested in SCG, and the document is issued in confidence for the purpose for which it is supplied. It must not be reproduced in whole or in part or used for tendering or manufacturing purposes except under agreement or with the consent in writing of SCG and then only on condition that this notice is included in any such reproduction. No information as to the contents or subject matter of this document or any part thereof arising directly or indirectly there from shall be given orally or in writing or communicated in any manner whatsoever to any third party being an individual firm or company or any employee thereof without the prior consent in writing of SCG. Copyright© SCG, 2020. All Right Reserved

Vista Care Solutions Ltd trading as Sunlight Care Newham. Registered in England. Company No: 11353031.
Registered Office: 3-9 Balaam Street, London, E13 8EB

VALUABLES RECORDING

All residents' valuables brought into Sunlight Care must be individually detailed and recorded with a copy given to the resident and/or relatives. A copy will be put in the resident's file.

If any valuables are found within the home and they are unable to be returned to the owner or it is not possible to identify the owner, they should be placed in an envelope with the time, date and place found, the name of the person finding and a brief description of the item. It should then be taken to the person in charge for recording and safe keeping.

If any valuables are given to staff by a resident or taken from a resident for safe keeping a dated record of this should be made in the resident's file, the item should be put in an envelope with details noted on the front with the date and then given to the person in charge for recording and safe keeping. The resident's relative should be informed of this event and the item given to the relative if requested. The relative should be asked first to sign and date a form of receipt for the item and this should then be placed on the resident's file.

All valuables being held either for storage or having been found should be placed in a secure locked place within Sunlight Care.



Vista Care Solutions Ltd trading as Sunlight Care Newham. Registered in England. Company No: 11353031.
Registered Office: 3-9 Balaam Street, London, E13 8EB