**Residential – Day To Day File Content Sheet**

**Name of Young Person: DOB :**

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| **Section** | **Details** |
| SECTION 1 – BASIC INFORMATION | |
| **1.1** | PEN PICTURE |
| **1.2** | BASIC INFORMATION |
| SECTION 2 – PLACEMENT PLAN | |
| **2.1** | DAILY LIVING PLACEMENT PLAN – PoP BASELINE |
| **2.2** | JOURNEY TO SUCCESS- PoP CONSULTATIONS |
| **SECTION 3 – KEYWORKERING** | |
| **3.1** | KEYWORKER SESSIONS |
| **SECTION 4– CONTACT SHEETS** | |
| **4.1** | CONTACT OVERVIEW |
| **4.2** | CONTACT SHEETS |
| **4.3** | MEDICAL APPOINTMENTS |
| **SECTION 5 – INCENTIVE PLANS** | |
| **5.1** | POSITIVE INCENTIVE PLANS |
| **SECTION 6 – FINACIAL ALLOWANCES** | |
| **6.1** | POCKET MONEY AND PHONE ALLOWANCES |
| **6.2** | CLOTHING |
| **6.3** | TOILETRIES |
| **6.4** | REPAYMENTS |
| **6.5** | ACTIVITY RECORD |
|  | **SECTION 7 – BEHAVIOUR MANAGEMENT** |  |
| **7.1** | POSITIVE HANDLING PLANS AND CONSEQUENCES |
| **7.2** | RISK ASSESSMENTS |
| **7.3** | RESTORATIVE JUSTICE INTERVENTIONS |
| **7.4** | SANCTIONS |
| **7.5** | RESTRAINTS |
| **SECTION 8 – INCIDENT REPORTS** | |
| **8.1** | INCIDENT REPORTS |