



# Key Worker Compass

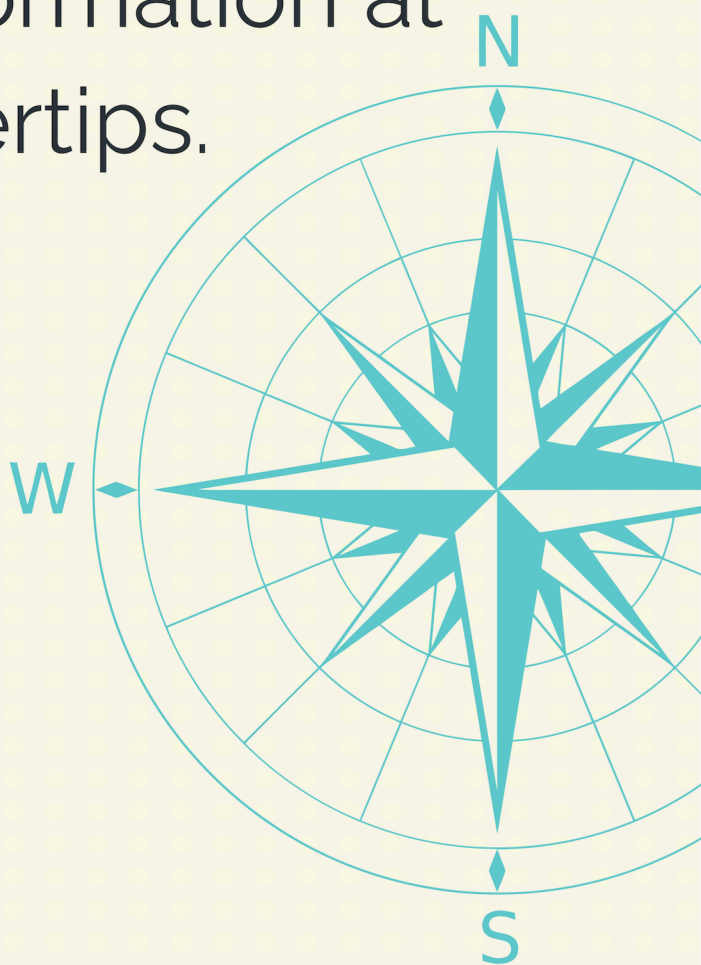
Interactive and accessible  
key-worker information at  
your fingertips.

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WRITTEN BY

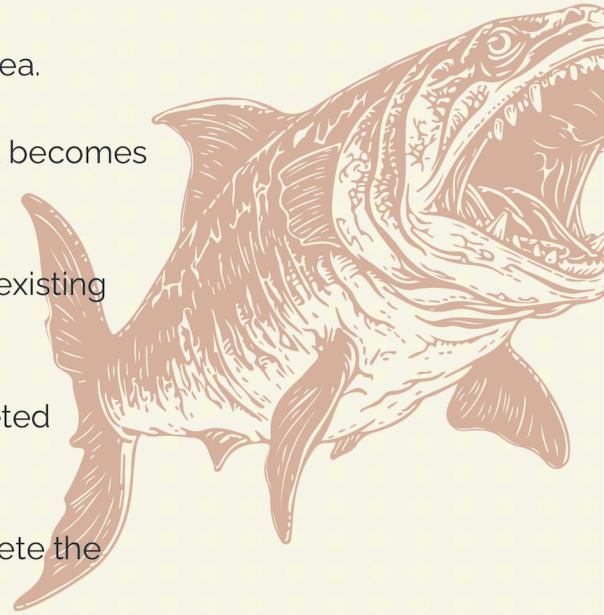
**Michael Dawson**

The Action Factory



# How to Use This Document

- Download it to your device and save it in a secure area.
- Open the document and type in the information as it becomes available.
- As the situation changes, you can easily update the existing text.
- In the case of a handover, you can share the completed document.
- Depending on your existing procedure, securely delete the document after use.



You can copy and reuse the document for future use once the information is deleted.

**Prefer paper?** Simply print it in black and white and keep it as a handy reference within the young person's files.

# Duty of Care



Please note that this document is not a policy manual but is intended to serve as a quick reference aid to minimize repetition. It should be utilized alongside your organization's procedures for client confidentiality and off-site records management. As an electronic file, it can be updated throughout the lifecycle of the case and easily transferred. It is recommended that it be stored in a password-protected area for general use. This document can serve as a valuable resource for care and team meetings, either in paper format or electronically.



## Quick Access Contact List:



Young Person

**CONTACT**

Mobile:

Telephone:

Email:

**CONTACT**

Mobile:

Telephone:

Email:

**CONTACT**

Mobile:

Telephone:

Email:

**CONTACT**

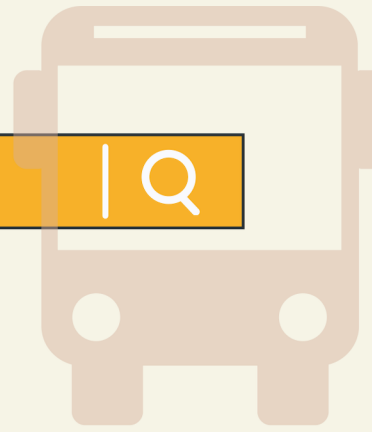
Mobile:

Telephone:

Email:



# Personal Information:



FULL NAME:

DATE OF BIRTH:

GENDER INDENTITY:

LEGAL GUARDIAN:

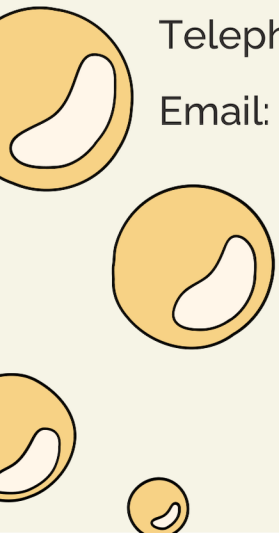
## EMERGENCY CONTACT

**NAME**

Mobile:

Telephone:

Email:

# Recent Developments:



NOTES:



**Family & Significant Others:** | 

**VISITATION ARRANGEMENTS:**

**CONTACT**

Mobile:

Telephone:

Email:

**CONTACT**

Mobile:

Telephone:

Email:

**CONTACT**

Mobile:

Telephone:

Email:

**CONTACT**

Mobile:

Telephone:

Email:

**Family & Significant Others:** | 

**CONTACT**

Mobile:

Telephone:

Email:

**CONTACT**

Mobile:

Telephone:

Email:

**CONTACT**

Mobile:

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# Health Information:

## DOCTOR:

**CONTACT**

Mobile:

Telephone:

Email:

## DENTIST:

**CONTACT**

Mobile:

Telephone:

Email:

## OTHER:

**CONTACT**

Mobile:

Telephone:

Email:



# Health Information:



## ALLERGIES & DIETARY REQUIREMENTS

## MEDICATION & DOSAGE





# Educational Information:



SCHOOL:

**CONTACT**

Mobile:

Telephone:

Email:

Address:

SPECIAL EDUCATION NEEDS:

SCHOOL CLUBS & ACTIVITIES

ACTIO  
FACTO



# Social Worker Information:



## CONTACT

Mobile:

Telephone:

Email:

Address:

Case Ref:



## NOTES:

## COURT DATES & APPOINTMENTS:



# Social and Emotional Well-being: |



## CLOSE FRIENDS & CONTACTS:

## HOBBIES & INTERESTS

## LIKED & DISLIKED FOODS



# Social and Emotional Well-being: |

## BEHAVIOUR TRIGGERS:

## MANAGEMENT STRATEGIES:

## SLEEP HABITS:

## PROFESSIONAL INVOLVEMENT:

PASSPO



# Missing Person Information:



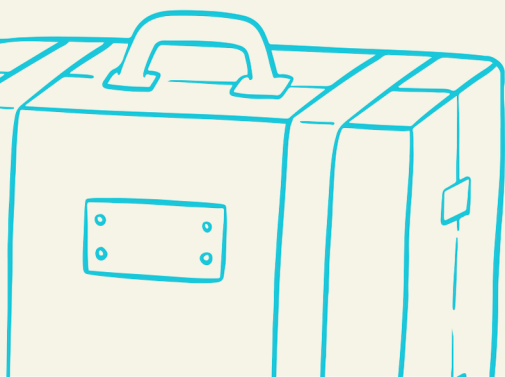
NAME AND NICKNAMES:

PHYSICAL DESCRIPTION (HEIGHT, WEIGHT, HAIR COLOR, EYE COLOR, DISTINGUISHING MARKS)

PRIMARY LANGUAGE - MEDICAL OR COMMUNICATION NEEDS

RECENT BEHAVIORAL OBSERVATIONS:

ANY RECENT CHANGES IN BEHAVIOR OR MOOD - ANY INCIDENTS OR CONVERSATIONS THAT MAY SUGGEST A REASON FOR LEAVING





# Missing Person Information:



## HISTORY OF ABSCONDING:

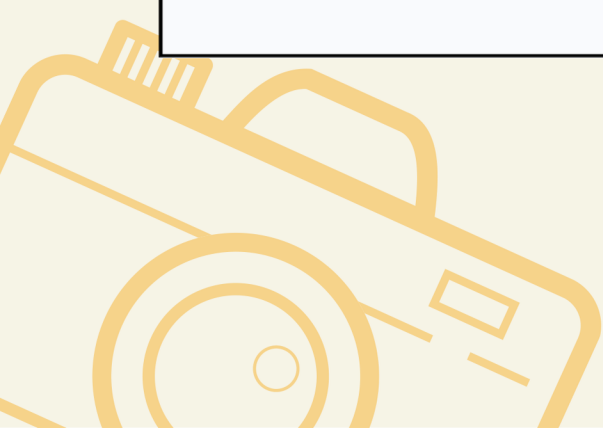
DATES AND DETAILS OF PREVIOUS INSTANCES - PLACES WHERE THEY WERE FOUND PREVIOUSLY - POSSIBLE TRIGGERS OR PATTERNS OBSERVED

## USUAL HAUNTS AND HANGOUTS:

COMMON PLACES THEY VISIT (PARKS, FRIENDS' HOUSES, COMMUNITY CENTERS, ETC.) - ANY KNOWN PLACES THEY HAVE TALKED ABOUT GOING TO.

## SOCIAL MEDIA AND ONLINE ACTIVITY:

KNOWN SOCIAL MEDIA ACCOUNTS AND HANDLES - ANY RECENT ONLINE ACTIVITIES OR COMMUNICATIONS THAT MAY PROVIDE CLUES





**Miscellaneous Information:** | 

**CLOTHING SIZES:**

Empty text box for clothing sizes.

**EQUIPMENT NEEDS:**

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**TRANSPORTATION ARRANGEMENTS:**

Empty text box for transportation arrangements.

**FINANCIAL INFORMATION:**

Empty text box for financial information.





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Michael Dawson is a passionate advocate, trainer and author specialising in:

**'The Greatest Job In The World.'**

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