Golden Keys Care Agency Ltd
34 Grange Gardens, Southend on Sea, Essex, SS1 2LL
Phone: 01702 616 643, Fax: 01702 616 643

PM06 - Staff attendance record

Staff Attendance Record

Name of employee:						
Date	Client ref/name	Time in	Time out	Visit duration	Signature (employee)	Signature (client)

Key Lines of Enquiry Table

Key Line of Enquiry	Primary	Supporting	Mandatory
C.S3 - How does the service make sure that there are sufficient numbers of suitable staff to keep people safe and meet their needs?	✓		✓

Note: All QCS Policies are reviewed annually, more frequently, or as necessary.

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