

# Signposts Main Office, 58 Regent Road, Morecambe LA3 1TE

Telephone : (01524) 419021

Fax : (01524) 411541

E-mail: signpostsmarc@signposts.org.uk

Website: www.signposts.org.uk

Info & Advice: (01524) 419597 Community Links: (01772) 759413

Community Shop: (01524) 413064 DIY Shop: (01524) 833080

Preston Office: (01772) 734888 Camforth Office: (01524) 732807

Community  
Legal Service



Help Point



**‘Working to Empower the Community’**

Pamela Beswick - Project Director

## Young Carers Case Check List

Can you please ensure that all the following are completed and signed off by a manager when a new case is opened and put into the clients file.

Name of client:

Date received:

Task	Date Completed
Client contacted and informed that case will be allocated at Monday's case review meeting.	
Referrer contacted to say we have received referral.	
Initial visit arranged with client	
Letter sent to referrer regarding support to be put in place.	
Case on database	



Children's Fund

Charity Registration Number 1076393

Member of AdviceUK (previously FIAC)



INVESTOR IN PEOPLE