

Diary Sheet - Family Ref No:

Month:

Vol name:

Vol ref:

Office use only: MESH Collation

DATE of Planned visit or G,H	Visit took place Y/N	A. Reason visit did not take place (Code 1 to 6)	B. Who was at home when you visited?	Start time	End time	C. Activities (Code 1 to 5)	D. Service (Code 1 to 27)	E. Role with service (Code 1 to 6)	F. Travel Time	G. Vol Training ✓	H. Other ✓	
1.												
Comments on visit:												
2.												
Comments on visit:												
3.												
Comments on visit:												
4.												
Comments on visit:												
5.												
Comments on visit:												
6.												
Comments on visit:												

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Recent Life Events		
Do you know if the family has had a recent life event during the current month? (please circle) Yes/No		
If yes, please state when and describe briefly: If no please leave blank		
Life Event	Date	Describe
Recent bereavement		
immediate family		
extended family		
close friend		
Recent unemployment		
Reduction in employment		
Threat of unemployment		
Reduction in income (e.g. Benefits, tax credits, salary)		
Separation		
New partner/marriage		
Serious Illness		
Parent		
Child		
New birth		
A&E visit adult or children		
Becoming a carer		
Change in housing		
Immigration		
New job/employment		
Other (specify)		

Additional volunteer support:

Only complete if applicable: please record date/type of any one-off additional support outside planned home visits – for example a hospital or school visit; telephone call for emotional support. You do not need to record routine calls to confirm or change arrangements to planned visit.

Date	Type of support	Comments

Volunteer Signature: _____ Date: _____

N.B. This form must be completed after each visit or contact with the family. It should be returned to the Home-Start office **at the end of each month** together with your expenses claim form. It is important that the scheme has a record of contact with the family, so if you are unable to return the form to the office, then you should give the information to your co-ordinator over the phone.

Note there may be more than one activity or service for each visit. You may also play more than one role in supporting families with each service; please ensure the roles you play are noted alongside each service. For example, you may accompany your family on an appointment (3) then you may discuss the information from the appointment with them afterwards (4). Or you may signpost them to a service (1) and discuss how they could best use the service prior to an appointment (4). Please also use a code to give the reason the visit did not take place and to identify who was in when you visited and if seen or not seen.