

# Safe Contents

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A safe contents book must be in place for all services.

A safe refers to where cash and non-cash items are secured on clients behalf by staff. This could be an actual safe, locked cabinet, locked cash tin, etc.

All non-cash items secured on clients behalf by staff should be recorded in a safe contents book. The safe contents book should record the contents held at any one time. To do this non-cash items should be recorded in and out of the safe contents book as it is removed or deposited.

Non-cash items should be recorded and deposited in the safe contents book on separate, individual pages for each client. The index page of the safe contents book should record the client's name according to which page their non-cash items have been recorded. As non-cash items are removed and deposited from the safe, it is likely that more than one page will be used for a client. The index page should be updated with the client's name for each new page started.

Non-cash items which are secured by staff and do not belong to clients, such as service items, should be recorded in the Miscellaneous section of the safe contents book. Any miscellaneous non-cash items should also be recorded in and out of the safe contents book as it is removed or deposited.

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## Safe Contents book – Index Page

**You must complete these steps each time a new page is started.**

**Separate pages are used for each client.**

### 1.1 - The Client's Name

Page No	CLIENT'S NAME	Comments / Other information
1	<i>B Client</i>	

The name of the client should be recorded on the index page

**1.2 – Safe Contents Page Client’s Name**

Safe Contents Book

Client’s Name: *B Client*

ITEMS IN				ITEMS OUT		
Date item deposited	Description of article deposited in the safe	Client/Staff Signature	Staff Signature	Date Item taken out	Client/Staff Signature	Staff Signature

Page 1

The clients name should also be recorded at the top of the same page recorded on the index page

**Safe Contents book – Depositing items**

**You must complete these steps at the time of depositing non-cash items back to the safe.**

**2.1 - The Date**

ITEMS IN				ITEMS OUT		
Date item deposited	Description of article deposited in the safe	Client/Staff Signature	Staff Signature	Date Item taken out	Client/Staff Signature	Staff Signature
<i>01/01/99</i>						

The date should be recorded in this format: DD/MM/YY

You should record the date for **every** transaction

You should **never** use ditto marks (i.e. “ “ )

## 2.2 – Description of item

ITEMS IN				ITEMS OUT		
Date item deposited	Description of article deposited in the safe	Client/Staff Signature	Staff Signature	Date Item taken out	Client/Staff Signature	Staff Signature
01/01/99	<i>Birth Certificate</i>					

These details are very important as they help to identify the item.

You need a sufficient description to differentiate items e.g. 'cheque (00053, £52.00)', 'silver signet ring', etc.

You should **never** use ditto marks (i.e. " ")

## 3.2 - The Signatures

ITEMS IN				ITEMS OUT		
Date item deposited	Description of article deposited in the safe	Client/Staff Signature	Staff Signature	Date Item taken out	Client/Staff Signature	Staff Signature
01/01/99	<i>Birth Certificate</i>	<i>A Staff</i>	<i>A Staff</i>			

The signatures evidences who has deposited the item

Two signatures should be recorded.

Unless lone work, where one signature should always be recorded.

### Safe Contents book – Withdrawing items

You must complete these steps at the time of withdrawing non-cash items to either return to client or use on an activity.

#### 3.1 - The Date

ITEMS IN				ITEMS OUT		
Date item deposited	Description of article deposited in the safe	Client/Staff Signature	Staff Signature	Date Item taken out	Client/Staff Signature	Staff Signature
01/01/99	<i>Birth Certificate</i>	<i>A Staff</i>	<i>A Staff</i>	15/01/99		

The date should be recorded in this format: DD/MM/YY

You should record the date for **every** transaction

You should **never** use ditto marks (i.e. “ ”)

#### 3.2 - The Signatures

ITEMS IN				ITEMS OUT		
Date item deposited	Description of article deposited in the safe	Client/Staff Signature	Staff Signature	Date Item taken out	Client/Staff Signature	Staff Signature
01/01/99	<i>Birth Certificate</i>	<i>A Staff</i>	<i>A Staff</i>	15/01/99	<i>A Staff</i>	<i>A Staff</i>

Two signatures should be recorded.

Unless lone work, where one signature should always be recorded.

The signatures evidences who has taken responsibility for the item.

### What NOT to do....

- Do not record non-cash items by page
- Do not record items on the index page
- Do not pre-assign all pages on index page
- Do not leave blank rows in between entries
- Do not record cash into a safe contents book
- Do not record checks in a safe contents book