Call Log for Telephone Support/Befriending

Name of volunteer­­­­­: ­­­­­­­­ Initials (ONLY) of Service user: ­­­­­­­­­­­­**initials** **maintains privacy of document**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date and Time of Call** | **Duration (mins)** | **Topics Discussed** | **Any Concerns that need actioned** | **Concerns passed to coordinator** |
|  |  |  |  | **Yes / no**  **Date passed on**  **Method – email/phone** |
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**Please return this to insert here email address or return method**