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|  | (Name of RCHD) |
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| **Staff Outdoor Duty Record** | |

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| **Date** | **Name and post** | **Details of work**  **(please specify the name of residents for escort service or purchasing goods on behalf)** | **Place of outdoor work** | **Time of departure from the RCHD** | **Time of expected return to the RCHD** | **Actual time of return to the RCHD** | **Signature of staff** |
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