

## SESSION RECORDING SHEET

|  |  |              |  |
|--|--|--------------|--|
| <b>Session Recording Sheet for:</b><br><i>(insert details of activity)</i> |  |              |  |
| <b>Held on:</b><br><i>(insert date)</i>                                    |  |              |  |
| <b>Children/young people in attendance:</b><br><i>(record names)</i>       |  |              |  |
|  |  |              |  |
| <b>Staff on duty:</b><br><i>(list names)</i>                               |  |              |  |
|  |  |              |  |
| <b>Focus of activity:</b>  |  |              |  |
|  |  |              |  |
| <b>Incidents of significance:</b><br><i>(if any - including concerns)</i>  |  |              |  |
|  |  |              |  |
| <b>Action taken:</b>   |  |              |  |
|  |  |              |  |
| <b>Signed:</b>   |  | <b>Date:</b> |  |
| <b>Position:</b>   |  |              |  |