

SESSION RECORDING SHEET

<b>Session Recording Sheet for</b> (insert details of activity)	
<b>Held on</b> (date)	

<b>Children/Young people in attendance: record names</b>

<b>Staff on Duty (list names)</b>

<b>Focus of Activity</b>

<b>Incidents of Significance (if any including concerns)</b>

<b>Action Taken</b>

<b>Signed</b>		<b>Date</b>	
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<b>Position:</b>	
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