

**Session Recording Sheet**

|  |
| --- |
| **Context**  |
| **Activity Type** | Activity |
| **Date of Activity** | **Date** |
| **Location** | Place |
| **Staff / Volunteers Present** (please include full names and roles) | Staff / Volunteers Present |
| **Children / Young People Present** (please include full names) | Activity |
| **Session Recording** |
| **Recording**Session Recording |
| **Incidents of significance including concerns**Incidents |
| **Response / Action Taken**Response |

|  |
| --- |
| **Recording Author** |
| **Completed by** | Name  |
| **Role** | Role |
| **Signature** |  |
| **Date Form Completed** | Date |