



**Session Recording Sheet**

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| --- | --- |
| **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 |