



**Form 8:
Session record**

Parish / Organisation:	
Event Leader:	
Session Recording Sheet for: <i>(insert details of activity)</i>	
Held on: <i>(insert date)</i>	
Children/young people in attendance: <i>(record names)</i>	
Staff on duty: <i>(list names)</i>	

Session Details (type/name of event or activity or group, date and time):			
Incidents of significance: (if any – including concerns)			
Action taken:			
Signed:		Date:	
Position:			