

## SESSION RECORDING SHEET

(to be completed after each session)

Date	Title of Session
Team present	Location
	Visitors and/or other people/groups on the premises during the activity
Desired session outputs/outcomes (Plan)	Session outputs/outcomes (Evaluation)
Incidents and action taken	Any other key interactions, comments or concerns

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Common Register *                                     | <input type="checkbox"/> Accident Book            | <input type="checkbox"/> Notice of Concern         |
| <input type="checkbox"/> Restraint Incident form<br>(children/youth work only) | <input type="checkbox"/> Notification of Accident | <input type="checkbox"/> Report of Suspected Abuse |

Signed	Signed
Date:	Date:

This form is to be completed for clubs such as *Over 60's, Home League, Luncheon Club* etc and **ALL youth and children's programmes** except those where parents/carers are present. For programmes that are 'open to the public' (eg parents and toddlers, Messy Church) please refer to *Leaders in Attendance*

- \* All *children and young people* in attendance must be listed on the Common Register and include all relevant contact details, DoB, parent/carer details etc as per *Safe & Sound* requirements
- \* For adult programme participants: names, contact details and any payments required are to be added to the Common Register