**Form F**

**Session record**

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| --- | --- |
| **MAC / PCC****Organisation:** |  |
| **Event Leader:** |  |
| **Session Recording****Sheet for:***(insert details of* *activity)* |  |
| **Held on:***(insert date)* |  |
| **Children/child in attendance:** *(record names)* |
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| **Staff on duty:** *(list names)* |
|  |
| **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:** |  |