Shape, circle

Description automatically generated**Form F**

**Session record**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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)* | | | | | |
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| **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:** |  | | | | |