



OUR LADY IMMACULATE
TOLWORTH

SESSION RECORDING SHEET

Session Recording Sheet for: <i>(insert details of activity & group name)</i>			
Held on: <i>(insert date)</i>			
Children/young people in attendance: <i>(record names – on separate sheet if necessary)</i>			
Staff on duty: <i>(list names)</i>			
Focus of activity:			
Incidents of significance: <i>(if any - including concerns)</i>			
Action taken:			
Signed:		Date:	
Position:			