

# Roman Catholic Diocese of East Anglia



Form Ref: CaSE 5

## SESSION RECORDING SHEET

<b>Session Recording Sheet</b> for (insert details of activity)	
<b>Held on</b> (date)	

<b>Children/Young people in attendance: record names</b>	
<b>Staff on Duty (list names)</b>	
<b>Focus of Activity</b>	
<b>Incidents of Significance (if any including concerns)</b>	
<b>Action Taken</b>	
<b>Signed</b>	<b>Date</b>
<b>Position</b>	