

This template allows you to collect information about the sessions that you have run for an activity and also to record who has attended. You can record up to 4 sessions ①②③④ on this paperwork, but you should ensure that the information is input on to the database after each session. Please turn over for the guide.

▶ **Name of activity:**

▶ **Session dates, times & locations**

	Date	Start Time	End Time	Venue of activity
①	/ /	: am pm	: am pm	
②	/ /	: am pm	: am pm	
③	/ /	: am pm	: am pm	
④	/ /	: am pm	: am pm	

▶ **Staff signing in/out sheet**

Name of staff member:	①		②		③		④	
	In	Out	In	Out	In	Out	In	Out
	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:
	:	:	:	:	:	:	:	:

▶ **Delivering organisation**

Name of organisation delivering the activity, tick each session:	①	②	③	④

▶ **Every Child Matters**

See guide and tick for each session	①	②	③	④

▶ **Session Aims**

See guide and tick for each session	①	②	③	④

▶ **Session Targets**

See guide and tick for each session	①	②	③	④

▶ **Session comments or general feedback**

①

---

②

---

③

---

④

---

The following codes should be setup at the point of creating an activity in the system. However, you may wish to record changes for an individual session.

► **Every Child Matters** The main categories (bold) can be recorded or the sub-categories.

**Be Healthy**

- Children and Young People are Physically Healthy
- Children and Young People are Mentally and Emotionally Healthy
- Children and Young People are Sexually Healthy
- Children and Young People live Healthy Lifestyles
- Children and Young People choose not to take illegal drugs

**Enjoy and achieve**

- Ready for school
- Attend and enjoy school
- Achieve stretching national educational standards at primary school
- Achieve personal and social development and enjoy recreation
- Achieve stretching national educational standards at secondary school

**Achieve economic well-being**

- Engage in further education, employment or training on leaving school
- Ready for employment
- Live in decent homes and sustainable communities
- Access to transport and material goals
- Live in households free from low income

**Stay Safe**

- Safe from maltreatment, neglect, violence and sexual exploitation
- Safe from accidental injury and death
- Safe from bullying and discrimination
- Safe from crime and anti social behaviour
- Children to have security, stability and cared for

**Make a positive contribution**

- Engage in decision making and support the local community
- Engage in law abiding and positive behaviour in and out of school
- Develop self confidence and successfully deal with significant life changes and challenges
- Develop positive relationships and choose not to bully or discriminate
- Develop enterprising behaviour

► **Session Aims (Performance Management/ SEF Coding)**

- SEF Teenage parents
- SEF Pregnant Teenagers
- SEF Lone Parents
- SEF Children in BME Groups
- SEF Children with disabilities
- SEF Work with Fathers
- SEF Childhood Obesity
- SEF Infant breast feeding
- SEF Improve EYFS outcome
- SEF Narrowing Gap EYFS
- SEF Workless benefits
- SEF Improve WFTC uptake
- SEF Emergency Hospital admissions

► **Session Targets (Full Core Offer)**

- FCO 1.1 Information & Advice
- FCO 1.2 Childcare provision
- FCO 2.1 CM Network
- FCO 2.2 CM Accreditation / Training
- FCO 3.1 Outreach
- FCO 3.2 Referral/ Signposting
- FCO 3.3 Links to Schools
- FCO 3.4 Children with Special Needs
- FCO 3.5 Access to Family Information
- FCO 3.6 Child Development
- FCO 3.6 Parenting Skills
- FCO 3.6 Fathers
- FCO 3.7 Community Cohesion
- FCO 3.8 Support by Key Person
- FCO 4.1 6-8week visit
- FCO 4.2 Community Health Services
- FCO 4.3 Breastfeeding
- FCO 4.3 Nutrition, Hygiene, Safety
- FCO 4.3 Healthy Lifestyle
- FCO 4.3 Smoking Cessation
- FCO 4.4 Positive Mental Health
- FCO 4.5 Support for Children with SN/D
- FCO 5.1 Parental Consultation
- FCO 5.2 Activities for children and carers
- FCO 6.1 Job Centre Plus

► **Continuum of Need (Session Target)**

- CNN Universal Level 1
- CNN Additional Level 2
- CNN Complex Level 3
- CNN Specialist Level 4

► **Delivery Mode (Session AIM)**

- DMD Creche
- DMD Group
- DMD One to One
- DMD Peer Support
- DMD Referral 121
- DMD Referral Group
- DMD Targeted 121
- DMD Targeted Group

▶ **Session Dates & Start/ End times** Brought forward from the session sheet

①	Date	Start	End	②	Date	Start	End
	/ /	:	:		/ /	:	:

▶ **Name of activity:**

③	Date	Start	End	④	Date	Start	End
	/ /	:	:		/ /	:	:

▶ **Important Information**

All staff have a duty to the children and will act in accordance to our guidelines concerning child protection issues – for further information please see ‘Policy Statement on Safeguarding Children’ that is on display or available on request from a member of the Children’s Centre team.

▶ **How we use information on this sheet**

The information provided on this form will be processed by Staffordshire County Council in accordance with the Data Protection Act 1998. The data you provide will be used by Children’s Centres in Staffordshire to provide and administer activities, to offer support to families where it is required and for evaluation purposes. We may provide access to the data we hold about you to other professionals working on behalf of Staffordshire County Council to provide a service to you at your local Children’s Centre. It may also be shared with other agencies in government or providing services to children where there is a legal basis to do so. For further information please see <http://www.staffordshire.gov.uk/education/yourdata>

For CC use: CCM Ident.	Name of parent/ carer or child	*Information required only if a membership form has not been completed		①		②		③		④	
		Date of Birth*	Address & post code*	In	Out	In	Out	In	Out	In	Out
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:
				:	:	:	:	:	:	:	:

