Activity and planning log

This template is used to:

* record actions taken and required
* identify and provide a record of actions undertaken, and the current status

[Grey text] is an example only, and is replaced with required information. Brown text can be deleted.

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| Activity & Planning Log  Record of Actions Required and Taken  *Care and protection services for children and young people* | | | | | | | | | |
| EMERGENCY: [insert]  DATE: [insert] | | | | | | | | | |
| Ref: | Date | Time | Description | Actions Required | Responsibility | Priority  Low  Med  High | Actions undertaken | Status | Open/  Closed |
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*Add rows as required*