SO10: Attendance Register for One-off Group or Activity

Safeguarding Office
CATHOLIC DIOCESE OF DOWN AND CONNOR

- A minimum of two officially appointed leaders, who have completed the Diocesan recruitment process (including the provision of vetting/AccessNI checks, if appropriate), should be responsible for each activity involving children and young people.
- At least one of the leaders must have undergone the full- day child safeguarding training for leaders session.
- These leaders must sign this sheet to confirm that the children, young people and adults marked were in attendance, as indicated by the 'time in' and 'time out'.

PARISH AND GROUP/ACTIVITY DETAILS

Name of Parish:	
Group Name/Activity:	
Date of Activity:	
Leader 1 in Charge:	
Leader 2 in Charge:	
Assistant(s) present:	

REGISTER

NAME of Child/Young Person	TIME IN	TIME OUT

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REGISTER

NAME of Child/Young Person	**TIME** IN	OUT

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REGISTER

NAME of Child/Young Person	TIME IN	TIME OUT

Leader's Signature:

Date:

Leader's Signature:

Date:

Data Protection This formwill be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at **http://www.downandconnorsafeguarding.com/privacy-notices/**
The data entered will be used only for the purpose indicated on the formand will be held confidentially. The datamay only be accessed by those with responsibility formanaging records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.