

Attendance Register for Groups

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 young people. At least one of the leaders must have undergone a full- day training session. These leaders must sign this sheet and put their initials under each date to confirm that the children/young people and adults marked were in attendance, as indicated by the 'time in' and 'time out' for each date.

[illegible]

Data Protection This form will 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 form and will be held confidentially. The data may only be accessed by those with responsibility for managing 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.

Responsible Adult Consent

- I agree that this person has my permission to drive their car with the aforementioned child/children as passenger(s). Seatbelts will be worn at all times. I understand that the driver will have a full and valid driving license and be fully insured. If this is a regular car journey, his/her insurance company will have been informed of the arrangements.

Yes ☐

No ☐

(tick as appropriate)

Signature (*responsible adult*):

Name in Full:

Date:

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