**Volunteers and Visitors in Schools**

**DAILY SIGN-IN/OUT FORM - NOT-REGISTERED**

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| This form is to be used for volunteers and visitors who are NOT registered under the *Working with Vulnerable People (Background Checking) Act 2011* | | | | | | | | |
| Please remember:   * You must sign-in and sign-out on each visit * Your Nomination Form must be completed and accepted by the school and the Code of Conduct form completed before commencing activities * You must notify the supervising teacher or principal of any incidents or injuries before leaving the school | | | | | | | | |
| **We hope your time spent as a volunteer or visitor is enjoyable and rewarding. Thank you for your time and contribution.** | | | | | | | | |
| **Date** | **Volunteer/Visitor name (and organisation where appropriate).  *Please print clearly.*** | **Volunteer/Visitor signature** | **Have you applied to be registered?\* (Yes/No)** | **Will you be under frequency limit by end of day? \*\***  **(Yes/No)** | **Activity/program and location** | **Start time** | **Finish time** | **Staff member initials** |
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