Working with Children and Young People –

Volunteers and Visitors

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| Daily Sign-in Form for Volunteers and Visitors who are registered with Access Canberra under the *Working with Vulnerable People Act* |
| **Please sign in and out each visit. We hope your time spent as a volunteer or visitor is enjoyable and rewarding. Thank you.** |
| 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
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| **Volunteer/Visitor name (and organisation where appropriate). *Please print clearly.*** | **Volunteer/Visitor signature** | **Are you registered? \* (Yes/No)** | **Activity/program and location** | **Start time** | **Finish time** | **Staff member initials** |
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