S5. A Template 2: Attendance Register for Large Groups

A minimum of two officially appointed leaders, who have completed the Church body 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 provided by trainers registered with the National Board. 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.

Name (children and adults)	Date		Date		Date		Date		Date	
	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out
Leader's signature	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials
Leader's signature	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials
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