St John's Pastoral Centre
John's Hill
Waterford X91 HW9D
Tel: 051-874199
Email: safeguarding@waterfordlismore.ie

Diocese of Waterford & Lismore

1.4A (1): Attendance Register for Large Groups

A minimum of two Parish / Diocesan Youth Ministry leaders, who have been Garda Vetted and completed appropriate Safeguarding training, 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.

Data Protection *- The information in this form will be used to facilitate you/your child's participation in the activity outlined above. The information will be stored confidentially and will only be shared outside the parish/group where there is a legal obligation on the parish/group to do so. The information will be retained for as long as necessary in compliance with Safeguarding laws and policies. Certain photographs and videos may be retained indefinitely for archiving purposes. Your data/Your child's data will be processed under Articles 6(1) (a), 6 (1) (c), 6 (1) (d), 6 (1) (f), 9 (2) (a), 9 (2) (c) and 9 (2) (d) of the General Data Protection Regulation, 2016. By signing this form, you consent you your/your child's data being used in this way. This form should only be used if the event/activity has the prior approval of either the Diocese or the local parish within the Diocese.*

Name (children & 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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