

ATTENDANCE REGISTER FOR VISITORS / SPEAKERS / GUEST FACILITATOR

ORGANISATION NAME: _____

LOCATION: Muckamore Presbyterian Church or TRIP LOCATION: _____

To accompany the Attendance Register for Leaders / Volunteers / Helpers, please provide the following information for any approved visitor, speaker or guest facilitator attending Muckamore Presbyterian Church who is not ordinarily part of the regular activities.

Please ensure that:

- The required information is recorded for each visitor, speaker or guest facilitator.
- The individual or group has read the Safeguarding Overview Policy, which should be forwarded to them as early as possible prior to their visit. When you have been informed that this policy has been read, please tick the appropriate box [✓]
- An **AccessNI check*** has been completed. Please tick to verify that a certificate has been issued for MPC [✓]

***AccessNI checks:** Any visitor who will be interacting with children or young people as part of contact activity, or who will be present on residential trips, must have an appropriate AccessNI check completed before participating in these activities. Visitors attending in an official or employed capacity on behalf of an organisation or company for community involvement may already have an appropriate AccessNI check through their employing or authorising organisation.

For example:

#	FIRST & LAST NAME (PRINT)	ORGANISATION / COMPANY / REASON FOR BEING HERE	DATE	TIME IN	TIME OUT	READ SAFEGUARDING POLICY	ACCESS NI COMPLETED
1	JOHN SMITH	CIRCUITS SESSION & TALK	01/08/2026	6.40pm	7.50pm	✓	✓
2	Officer JANE DOE	PSNI SAFETY PRESENTATION	14/12/2026	7.00pm	7.45pm	✓	Authorised by their employer/role

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#	FIRST & LAST NAME (PRINT)	ORGANISATION / COMPANY / REASON FOR BEING HERE	DATE	TIME IN	TIME OUT	READ SAFEGUARDING POLICY	ACCESS NI COMPLETED
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