## Attachment 1: Visitor register

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| Centre name [insert centre name here] |

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| Name | Date | Time of arrival | Time of departure | Purpose of visit | Signature of visitor | WWCC or VIT cited and verified  (record # here) | Name of Early Learning Victoria staff member citing documents | Initials of Early Learning Victoria staff member |
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Source: ELV Visitors, Volunteers and Students on Placement Policy