# Visitors, volunteers and students on placement policy

## Attachment 1: Visitor register

|  |
| --- |
| Centre name [insert centre name here] |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |