**Eàrr-ràdh 17 /** Appendix 17

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| --- | --- |
| **Clàr Làitheil**  Feumaidh a’ bhuidheann dèanamh cinnteach gun cumar clàr làitheil aig toiseach gach seisein le neach-obrach no neach saor-thoileach, sam bi clàr ga chumail air gach pàiste is inbheach a tha an làthair.  Ma bhios teine ann, no turchairt eile far am feum sibh an t-àite fhàgail, feumaidh an stiùiriche-cluiche no neach saor-thoileach ainmichte na modhan a leantainn airson teine is sàbhailteachd airson an àite agus nì iad cinnteach gun tèid clàr a thoirt don àite chruinneachaidh às dèidh do dhaoine an t-àite fhàgail gus dèanamh cinnteach gu bheil a h-uile duine ceart gu leòr. | **Daily Register**  The group must ensure that a daily register is completed at the beginning of every session by a member of staff/volunteer recording all the children and adults present.  In the event of a fire or other incident requiring evacuation the play leader/nominated volunteer must follow fire and safety procedures for the venue and ensure the register is taken to the designated assembly area to check that everyone is safe. |

**Clàr**

Register

**Ainm na Buidhne**

Group Name

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| --- | --- | --- | --- |
| **Ceann-latha**  Date | **Ainm a’ Phàiste**  Child’s Name | **Aois**  Age | **Ainm a’ Phàrant/Neach-cùraim**  Parent’s/Carer’s Name |
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