

Attendance at Supervision

Date of supervision	Details: group, 1:1, phone, Teams Topic (if any)	Supervisor's signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Following Helper training there are specific supervision topics that are recommended to be completed – please speak to your supervisor for more details about this.

Helpers: Period October-March and April-September
1 session per month and a minimum of 4 per registration period. Must be re-registered by their Supervisor each March and September to continue volunteering.

Supporters (inc. Helpline Supporters): Period January to December
1 session every 2 months and a minimum of 6 per calendar year, including one 1:1.
Must submit a completed Annual Return to their Supervisor by March each year to be re-registered.

Ongoing Learning for Supporters (inc. Helpline Supporters)

2 study days, or equivalent learning units, per year. Please refer to current CPD guidance for what can count as a unit/day.

Date	Details: Topic / Training etc.	Supervisor's signature
1.		
2.		
3.		
4.		

Additional Requirements for Tutors/Supervisors

Tutors/Supervisors are expected to attend the BfN national and one regional conference each year.

National date:

Regional date:

Supervision Passport



Record of supervision and ongoing learning for _____
(enter period covered)

NAME:

MEMBERSHIP NUMBER:

SUPERVISOR:

MEMBERSHIP PAYMENT RENEWAL DATE:

Membership can be renewed on the BfN website.

DBS CERTIFICATE DATE:

2.5 years from this date please contact your supervisor to arrange a re-check

If your badge has expired and you have not yet received a new one, please contact Central Support.

Contact information

- Your supervisor _____@breastfeedingnetwork.org.uk
- Volunteer registration / membership queries
CentralSupport@breastfeedingnetwork.org.uk

Thank you for all that you do!

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Essential Updates for Volunteer Development

These can all be found in the Mandatory Training for Volunteers 2021 course at www.bfntraining.org.uk. Register for an account and then email Central Support to be added to the course, if you do not already have access.

Update	Timing	Date completed
Health and Safety (includes handwashing and lone working)	Annually	
Safeguarding Children* (full course)	3 yearly	
Safeguarding Children (refresher course)	Annually (between full courses)	
Safeguarding Adults*	Recommended	
Diversity and Inclusion	3 yearly	
Information Governance*	Annually	
Basic Life Support*	Recommended	

Updates marked * may also be completed locally or transferred from other organisations (e.g. NHS). You should show your supervisor your training certificate so that they can check it meets BfN's requirements.

Practical skills review with Supervisor	2 yearly	
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