

Re-Registering after a break

You may wish to re-register as a volunteer after a period where you were not registered. This may be because of an extended sabbatical (for Supporters) or after a break for another reason (e.g. maternity). In order to ensure that you still meet the requirements for BfN registration, and to fully support you to support families, this process should be followed, provided it is completed within 5 years of your most recent BfN registration. After a break of over 5 years, further training will be required before you can be reregistered. Individual circumstances may be considered in exceptional circumstances on a case by case basis, e.g. if you also work in the area of infant feeding and have continued to do so during your break from BfN registration. Please contact Central Support for more information if you think this may apply to you.

You must not resume volunteering for BfN until Central Support has confirmed to you and your Supervisor that you have been re-registered.

Process

1. Contact your previous supervisor (or contact Central Support to ask for a new one).
2. Work through the [Re-Registration form \(click to download a copy\)](#), completing all sections. The form contains details of how to complete each of these steps and space to confirm you have done so:
 - a. Agree a named Supervisor
 - b. Bring your BfN Membership up to date.
 - c. Hold an Enhanced DBS (Child and Adult Workforce) or PVG (with BfN) dated within 2.5 years and have this seen by your Supervisor, who will note the details and pass these to Central Support.
 - d. Update your contact information and permissions.
 - e. Complete all Essential Updates:
 - i. Information Governance
 - ii. Health and Safety (inc. Hand Hygiene and Lone Working)
 - iii. Equality, Diversity and Inclusion
 - iv. Safeguarding Training and Safeguarding Annual Top-Up Session
 - f. Attend 3 group supervision sessions.
 - g. Attend a one-to-one, face to face supervision session, including assessment of knowledge and skills relevant to your role and a local update.
 - h. Submit a reflective paragraph.
 - i. Supervisors and Tutors should have additional supervision, reflection and (if needed) training to ensure they are fully up to date with current practice and to demonstrate a commitment to CPD.
3. Pass the fully completed form to your Supervisor, who should check it is complete before countersigning it and forwarding to Central Support to process. In some circumstances, your request to re-register may be discussed with other local supervisors and project lead, in confidence.
4. Central Support will then confirm when you have been re-registered and post a new badge.

To talk to a mum who knows about breastfeeding call the National Breastfeeding Helpline 0300 100 0212

Calls to 0300 numbers cost no more than calls to UK numbers starting 01 and 02 and will be part of any inclusive minutes that apply to your provider and call package.