Attendance at Supervision

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| **Date of supervision** | **Details: group, 1:1, phone, Teams**  **Topic (if any)** | **Supervisor’s signature** |
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Following Helper training there are specific supervision topics that are recommended to be completed – please speak to your supervisor for more details about this.

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| Helpers: | Period October-March and April-September (Helpers on a 6 month registration period).  April-March (Helpers on a 12 month registration period). 1 session per month (minimum of 4 per 6 month registration period and 8 per 12 month registration period).  Helpers on a 6 month registration period must be  re-registered by their Supervisor each March and September to continue volunteering. Helpers on a 12 month registration period must be re-registered by their Supervisor each March 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)

12 hours of ongoing learning per year. Please refer to current CPD guidance for what can count.

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| **Date** | **Details: Topic / Training etc.** | **Supervisor’s signature** |
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Additional Requirements for Tutors/Supervisors

Tutors/Supervisors are also expected to attend a minimum of 2 of the 4 quarterly CPD sessions on offer.  
**Date 1: Date 2:**

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| 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**  I**f your badge has expired and you have not yet received a new one, please contact Central Support.**  Contact information   * Your supervisor [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@breastfeedingnetwork.org.uk](mailto:____________________@breastfeedingnetwork.org.uk) * Volunteer registration / membership queries [CentralSupport@breastfeedingnetwork.org.uk](mailto:CentralSupport@breastfeedingnetwork.org.uk)   Thank you for all that you do!  Registered Scottish Charity No SC027007  Company Limited by Guarantee Registered in Scotland Co No. 330639 |

Mandatory Training

These can all be found in the **Mandatory Training for Volunteers** course at [www.bfntraining.org.uk](http://www.bfntraining.org.uk). Register for an account and then email your tutor to be added to the course, if you do not already have access.

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| **Update** | **Timing** | **Date completed** |
| Health and Safety  (includes handwashing and lone working) | Yearly |  |
| Safeguarding Children\*  (full course) | 3 yearly |  |
| Safeguarding Children (refresher course) | Years between full courses |  |
| Safeguarding Adults\* | Recommended |  |
| Equality, Diversity and Inclusion | 3 yearly |  |
| Information Governance\* | Yearly |  |
| 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.

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| Practical skills review with Supervisor | 2 yearly |  |