Supporters Annual Return for 2023

All supporters must complete an annual return – including those on sabbatical. Please complete the grey parts of this form as soon as possible in January and return to your supervisor by post or email so that she can sign and submit it before **31st March 2023**. If you need help to complete this form, please contact **Central Support:** [**centralsupport@breastfeedingnetwork.org.uk**](mailto:centralsupport@breastfeedingnetwork.org.uk?subject=Annual%20Return%20Help)**.**

**If you have not yet met your requirements**, please contact your Supervisor immediately so that she can help you plan to make up the deficit before submitting this form. If your Annual Return is not completed, countersigned and received at Central Support then we will not be able to re-register you and you will no longer be insured to work or volunteer after your current badge expires.

**Please note – returning by email will save the BfN time and money, so this would be appreciated.   
Many thanks for all the hard work you do supporting mothers and babies!!**

# About You

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| --- | --- |
| **Your membership number:** |  |
| **Your full name:** |  |
| **Date membership expires:** | This is not the date printed on your badge – ask Central Support if unsure |

New BfN Helpers receive 2 years funded membership from the start of their course. After this period, keeping your own membership up to date is a requirement of ongoing registration. For more information, visit [www.breastfeedingnetwork.org.uk/become-a-member](http://www.breastfeedingnetwork.org.uk/become-a-member).

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| --- | --- |
| **Your named supervisor:** |  |
| **Your most recent DBS/PVG date:** |  |

If your DBS is more than 2 years and six months old it must be renewed before re-registration. If you have registered for the online update service, [complete this online](https://forms.office.com/Pages/ResponsePage.aspx?id=BwyFJ8LpPUWm4MmBwdEhK7eCHBV1fFNLgngTHcr0LKJUN0tTRVhaWEVCMTNVMkQ5UE1ZVFNUOURYOS4u) consent form or contact [Central Support](mailto:centralsupport@breastfeedingnetwork.org.uk?subject=DBS%20Update%20Consent%20Form) for a copy so that we can update it for you BEFORE returning this form. PVGs do not currently require to be refreshed.

# Mandatory training

If you have not yet completed the following, you cannot be re-registered. If you are not yet enrolled on the online training course, create an account at [www.bfntraining.org.uk](http://www.bfntraining.org.uk) and then email Central Support to be added.

|  |  |  |  |
| --- | --- | --- | --- |
| **Update** | **Required** | **Available from** | **Date completed** |
| Information Governance | Yearly | [www.bfntraining.org.uk](http://www.bfntraining.org.uk) |  |
| Health and Safety (inc. Hand Hygiene and Lone Working) | Yearly | [www.bfntraining.org.uk](http://www.bfntraining.org.uk) |  |
| Practical skills review | 2 yearly | Supervisor (group or 1:1) |  |
| Equality, Diversion and Inclusion | 3 Yearly | [www.bfntraining.org.uk](http://www.bfntraining.org.uk) |  |
| Safeguarding Children (full course) | 3 Yearly | [www.bfntraining.org.uk](http://www.vc-tms.co.uk) |  |
| Safeguarding Children (refresher) | Years without  full course | Supervisor or [www.bfntraining.org.uk](http://www.bfntraining.org.uk) |  |

# Ongoing Learning

You need to undertake at least 12 hours of ongoing learning each year to remain registered, which should be noted in the table below and you can add more rows if you need to.

Your supervisor can help you to plan your ongoing learning. Examples include time spent completing your mandatory training, conferences, study days, training sessions, webinars, ongoing learning at supervision, book/research paper/website reviews (as agreed with your supervisor).

Tutors and Supervisors are required to carry out additional CPD each year by attending a minimum of two Tutor and Supervisor CPD sessions or one CPD session and two Standardisation meetings. Tutors who are also working as Internal Moderators should attend at least one Standardisation meeting per year.

| **Date** | **Type of study** | **No. hours** | **Main topic / notes** |
| --- | --- | --- | --- |
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# Supervision

You are required to attend 6 supervision sessions per year, including at least one 1 to 1 session (just you and your supervisor – face to face or by phone). Enter dates and details of your supervision here, marking the relevant columns. You can insert more rows if you need to.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Supervisor** | **Face  to  face** | **Phone** | **Email** | **Other (add notes)** | **Tick if 1 to 1** | **Notes (if needed)** |
|  |  |  |  |  |  |  |  |
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# Sabbaticals *Only complete this section if you are on sabbatical – otherwise leave blank.*

Following a sabbatical you will need to contact your supervisor to discuss how to re-register before you can begin supporting again. The process for re-registration as a BfN volunteer can be found at [www.breastfeedingnetwork.org.uk/governance](http://www.breastfeedingnetwork.org.uk/governance).

|  |  |  |
| --- | --- | --- |
| **Date sabbatical began:** |  |  |
| **Expected return date (if known):** |  |  |
| **Are you continuing with supervision:** | Yes/No | *(delete one)* |

If you would prefer to take a longer break from volunteering, without completing Annual Returns, or if you want to resign from volunteering, you can choose to end your sabbatical. You will still be able to return using the same   
re-registration process found [here](http://www.breastfeedingnetwork.org.uk/wp-content/pdfs/governance/re-registeration.pdf), if you feel ready. If you would like do this, please contact [Central Support](mailto:centralsupport@breastfeedingnetwork.org.uk?subject=Stopping%20Volunteering) and we will update our records accordingly.

# Comments

If you have any other comments or suggestions you would like to give, please note them below:

|  |
| --- |
|  |

# For Supervisor Use

Please complete the green sections below and return to [Central Support](mailto:centralsupport@breastfeedingnetwork.org.uk?subject=Signed%20Annual%20Return%20for%20NAME) by email or post to the address shown at the top of this form. If the form is returned late, or with missing details, this will delay re-registration and the supporter may be unable to work or volunteer until these are resolved.

I *(name*), membership number confirm that this supporter can be re-registered for a further year and I have checked the following (mark/tick/initial each check below):

|  |  |
| --- | --- |
| Details on this form are correct |  |
| Membership is paid up to date (Expiry dates are noted on your supervisee list) |  |
| DBS is under 3 years old (or I include an Online Update Consent Form, unless check was a PVG) |  |
| All mandatory training has been completed and recorded |  |
| Minimum ongoing learning has been completed and recorded |  |
| Minimum supervision has been completed and recorded |  |

**Thank you! Once your supervisee has been re-registered, their badge expiry date will be updated on your supervisee list. If we need more information first, you will receive an email from Central Support.**