

## 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        Period January to December  
*(inc. Helpline* 1 session every 2 months and a minimum of 6 per calendar year, including one 1:1.  
*Supporters):* 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.

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

## 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:

# 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](mailto:_____@breastfeedingnetwork.org.uk)
- Volunteer registration / membership queries [CentralSupport@breastfeedingnetwork.org.uk](mailto:CentralSupport@breastfeedingnetwork.org.uk)

**Thank you for all that you do!**

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## Mandatory Training

These can all be found in the **Mandatory Training for Volunteers 2021** course at [www.bfntraining.org.uk](http://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)	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.

Practical skills review with Supervisor	2 yearly	
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