

## Guidelines for mentor and mentee

**In order for mentoring to go well, please follow these guidelines:**

- 1) Agree to a regular day and time each week for mentoring sessions. It is fine if you need to meet at a different day or time, but it is important to agree days and times in advance. At the end of each session agree the arrangements for the next meeting.
- 2) If you need to change the times of meetings, call and text each other in advance. Re-arrange a definite time. Do not leave the arrangements for a future phone call. This rarely works.
- 3) Spend your first few meetings getting to know each other and agreeing goals that you will work towards.
- 4) Please fill out written records for each session together so that you have a record of your progress towards your goals. We also ask you to fill out a longer set of questions together at about your 3<sup>rd</sup>, 8<sup>th</sup> and final meetings.
- 5) If you feel uncomfortable about any of the arrangements or with the person you are meeting then please talk with the person supervising your partnership. They should be able to help you sort out any problems or change partners if necessary.
- 6) In order to keep everything professional and safe please do not: give gifts, lend money or contact each other socially. Although these things are friendly, they can also be seen as misleading and it will make situations complicated.
- 7) Your meetings are confidential. The mentor needs to be able to talk about your meetings with their supervisor but information will only be shared outside Bridging the Gap Islington if:
  - Mentee gives their consent for information to be shared
  - Information is related to child/adult protection
  - Anybody is in immediate danger
- 8) Bridging the Gap Islington has a comments and complaints policy. We want to make our service as good as it can be so please let us know if there is a way it can be improved. If you have a comment or complaint, please talk to the people most directly involved or ask your supervisor or the administrator for a copy of our complaints policy

**If you have any questions or concerns with the above points, don't hesitate to speak to your referrer or supervisor.**