



Mentoring Agreement

This agreement is to help clients and volunteer mentors to be clear about roles. We hope this will help the mentoring relationship be successful.

For both...

- Please meet no later than 7.30pm.
- In the first four weeks complete an action plan for at least one goal.
- At least one day before meeting, the client should contact the volunteer to confirm the date and time of the meeting. The volunteer should reply promptly.
- Be on time. If you are late or need to cancel, agree what is okay.
- Agree how to contact each other, at what times, and how quick you will respond.
- Record issues, actions and set the agenda for meetings in advance
- Complete activities between meetings.
- Communicate on the phone as much as possible, but also by email and text.
- Share ideas, cultures and be honest - but respectful.
- Talk about worries, weaknesses or mistakes.
- Always meet in public places, e.g. cafes, libraries.
- Refugees & Mentors can pay for drinks, up to £5.00 per meeting. The mentor should buy these and will be reimbursed by the project manager.
- Look after your own personal safety.
- If mentoring is not going well, talk to each other or the project manager quickly.
- **Confidentiality** - Is between the client and Refugees & Mentors. Volunteers should only contact an external agency or individual on a clients behalf with express consent from the client and after the project manager has agreed to this. Refugees & Mentors will only break confidentiality if there is a serious risk to an individual or others.

Never

- Meet in houses, other private places or go in each other's car.
- Bring anyone to a meeting without agreeing it with the project manager first.
- Give or receive presents or money.
- Socialise outside the mentoring relationship.

Clients

- Carefully identify your goals. What's best for a mentor to support you with?
- Try to take steps independently but **always** ask for support when you need it.
- If you are experiencing difficulties, tell your mentor or the project manager as soon as possible.

Date mentoring started:

Date mentoring will finish:

Client:

Signed:

Date:

Volunteer mentor:

Signed:

Date: