## Mentoring agreement form

(Adapted from Mentoring and Befriending Toolkit on Developing Successful Mentoring and Befriending, Appendix 11: mentoring agreement)

The purpose of this agreement is to clarify the roles and responsibilities of both the mentor and mentee. By voluntarily entering into this mentoring relationship, we agree:

1. To meet (or speak to one another) at least once every \_\_\_\_\_\_\_\_ weeks for \_\_\_\_\_\_\_\_ months

2. To agree to contact each other between meetings by telephone/email no more than once every \_\_\_\_\_\_\_\_ days/weeks

3. To meet in a public place (e.g. cafe), not our home addresses

4. To arrive on time or to contact each other at least the day before if unable to make the meeting

5. To contact the project co-ordinator (Jessica Plant) if either of us feel the mentoring relationship is not working

 6. Not to attend meetings under the influence of drugs/alcohol

7. Not to give or accept money or gifts from each other

In addition, the role of the mentor is:

* To work with the mentee to identify goals and action needed to progress and support their needs and ambitions
* To give focus, encouragement, information and support to the mentee to help them achieve their ambitions working within arts and criminal justice
* To maintain regular contact with the mentee (suitable contact time to be agreed between the 2 parties)
* To provide support and guidance in a friendly, non-judgemental manner that enable the mentee to make their own decisions and to respect the decisions the mentee makes
* To act in the best interests of the mentee and the National Alliance for Arts in Criminal Justice mentoring scheme at all times, pointing out opportunities as well as potential problems
* To update the project co-ordinator on the progress of the mentoring relationship
* To seek help from the project if the mentee has a problem beyond my experiences and/or expertise
* To keep the content of the meetings confidential, unless otherwise agreed or if the information disclosed leads to concerns about the mentee or someone else’s welfare or safety in which case it must be reported to the project and your own organisation
* To be honest and provide constructive feedback to the mentee

And the role of mentee is:

* To cooperate with any reasonable request from the mentor provided it is in the interest of the mentee
* To work with the mentor to produce an action or development plan
* To keep the mentor and the project informed of any changes to contact details
* To be open to feedback from their mentor and to be honest in the information that he/she gives to the mentor

Anyone who is felt to break this agreement will be removed as a member of the National Alliance for Arts in Criminal Justice in line with our Terms of Reference.

Please state three goals you would like to get from the mentoring process:

Date……………………….

Mentors full name………………………….Mentors signature…………………………...

Mentees full name…………………………Mentees signature…………………………...