# Mentoring Agreement

## Mentor: ………………………………………

## Mentee: ………………………………………

## *On the initial mentoring meeting please review and discuss the following agreement prior to signing. Each party should sign 2 copies. One stays with the mentee, one with the mentor. The mentor should scan and email their copy to {insert scheme e-mail address here}.*

## Logistics

Preferred method(s) of contact

Mentor: **………………………………………**

Mentee: **………………………………………**

We will aim to meet (frequency) **………………………………………**

The mentee/mentor will be responsible for setting up the session.

Session preparation;

*The mentee agrees to send the mentor a brief agenda for the meeting 24 hours prior to the session including points to discuss and desired outcomes {delete if not required}*

Cancellations should be avoided if possible but if necessary both parties will aim to give

….… days’ notice.

The duration of the mentoring relationship will be for 12 months, with an option to continue for a further 12 months with both parties’ agreement.

## Boundaries

As mentoring is provided for both personal and professional development there are no subjects that cannot be discussed.

The mentor is happy to be contacted between sessions. The best way to contact them is

**…………………………………………………………………………………………………..**

Both parties agree to respond to e-mails within [ ] days.

They are happy to be contacted by phone at the following times:

***…*………………………………………………………………………………………………….**

Both parties agree to not engage in joint research activity for the duration of the mentoring relationship. Also, that even after the mentoring relationship has finished that the mentor will not participate in peer review or selection committees assessing the mentee. The mentor will not actively engage in discussions concerning the mentee’s promotion or appointment. They will not provide a reference for the mentee even after the relationship has finished.

## Confidentiality

Mentors are bound by a duty of confidentiality and have a duty to not disclose any information to a third party. This is irrespective of the organisational position of either the mentor or mentee.

There are exemptions. All matters discussed are confidential except if information is disclosed which is illegal; which raises concerns regarding their health and wellbeing that are related to fitness to practice and the mentee refuses to seek help; or concerns regarding the health and wellbeing of others. If there is a need to breach confidentiality the mentee will always be informed prior to doing so.

This commitment to confidentiality endures after the mentoring relationship has ended.

## Documentation

Notes will/will notbe kept by the mentor. If made the notes will not contain identifying information and will be stored securely.

It is the mentee’s responsibility to keep any desired records/action plans up to date and in a safe place.

The mentor is/is not happy for the mentee to audio record the mentoring sessions for their personal use.

## No blame divorce

If either the mentor or mentee decides at any time that they no longer wish to continue with the relationship they must inform the scheme organiser and will not be asked to give a reason.

This agreement cannot be changed without prior agreement from both parties.

The mentor agrees to notify the scheme organisers at ***{enter scheme e-mail address}*** when the mentoring relationship ends or gets renewed.

***{enter scheme e-mail address}*** can also be contacted for escalating concerns.

|  |  |
| --- | --- |
| Date of issue **………………………………** | Date of renewal **…………………………** |
| Signatures:  Mentor: **………………………………………**  Mentee: **………………………………………** | Signatures:  Mentor: **………………………………………**  Mentee: **………………………………………** |