**Mentor-Mentee Agreement**

**Purpose of Relationship**

Mentoring will mean different things to different people. Discuss with each-other at the initial meeting what you hope to get out of the mentoring relationship.

**Frequency**

We will aim to meet **every 6 months** *(Contact within this time can be done remotely with mutual agreement (telephone/facetime/WhatsApp).*

The mentee will be responsible for setting up the session.

There should be an agreement between the mentor and mentee about acceptable times and means of contacting each other.

**Duration of contract**

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.

**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 (a) illegal (b) raises concerns regarding their health and wellbeing that are related to fitness to practice and the mentee refuses to seek help or (c) concerns regarding the health and wellbeing of others. If there is a need to breach confidentiality the mentee will always be informed prior to the mentor doing so. This commitment to confidentiality endures after the mentoring relationship has ended.

**Documentation**

Note-keeping will not be required routinely. However if there is discussion around a sensitive matter that the mentor deems appropriate to record, than both mentor and mentee should retain a copy of this.

**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. Both mentor and mentee can request a new match without supplying a reason by contacting a supervisor.

The mentor agrees to notify the scheme organisers when the mentoring relationship ends or gets renewed.