

Mentoring Contract

Mentoring is about helping others to develop more effectively. It is a relationship designed to build confidence and support the mentee, so they can take control of their own development and work. It is trust-based, confidential and supportive. A Mentoring Contract helps to create a shared understanding of the process, including:

- the purpose and objectives of the relationship
- topics of conversation
- practical arrangements

This Contract supports the mentoring relationship between:

[Insert Mentor Name] _____ and [Insert Mentee Name] _____

1.	Mentors and mentees agree to allocate regular and reasonable times in their schedule to meet and will not make excessive demands on the other's time	Agreed to meet (weekly/monthly/quarterly) for X hours at a pre-agreed time face to face/online via X
2.	Mentees will set a meeting Agenda before each meeting detailing the subject matter for that meeting	The Agenda will be shared in a timely manner with the mentor
3.	The first meeting will set out the objective(s) of the Mentoring Relationship, to be measured against at each subsequent meeting	
4.	Mentors and mentees will agree an action plan at the end of each meeting and progress will be monitored at the next meeting	The final meeting will include feedback from each party which will be added to then mentoring record by the mentee
5.	Mentees will always keep the mentoring relationship record on the Mentors for Women system up to date	Mentor will be able to view, but not edit
6.	Mentors will abide by the mentoring scheme Code of Ethics and be aware of the Mentor Guidelines	The Code of ethics is stored on the Documents Store, under How Can I help you?
7.	Mentors and mentees will respect each other's boundaries, cultural customs, and religious beliefs	

8.	Both parties will accept that the mentoring partnership is ultimately a professional relationship and so must be treated as such	A mentor is bound by confidentiality only up until a point as contained within the Code of Ethics
9.	Either party can end the relationship at any time with no blame being attached to either party	Due notice will be given to end a relationship and details passed to Mentors for Women
10.	Consideration needs to be given to the Data Protection Act if records or notes of meetings are kept	Specific provision is made under the Act for processing sensitive personal information, including areas such as mental health
11.	If there are serious concerns about a mentee's wellbeing and/or behaviour, the mentor will inform Mentors for Women at the first opportunity	
12.	If there are concerns about the mentor/mentee relationship from either party, they will inform Mentors for Women at the first opportunity	

Signed: _____ (Mentor)

Date: _____

Signed: _____ (Mentee)

Date: _____