Buddy Scheme Guidelines - Mentors

[TEMPLATE -Please review these guidelines and add any additional information specific to your scheme, for example, consent to share contact details and appropriate online conduct].

Name:

Student number:

## Responsibilities

I agree to:

* Be available to meet up with mentees in a public place such as a coffee shop or library observing any University and/or Government guidance and/or restrictions relating to the COVID19 pandemic, e.g. on social distancing, which may be in place or engage online using University approved software such as Microsoft Teams, Yammer, or Zoom.
* Accept that the exact contents, frequency, and duration of meetings will be agreed between the mentor and mentee in accordance with the buddy scheme in operation.
* Always use my Swansea University email address when corresponding with my mentee(s).
* Help the mentee by being an active listener and signpost them to appropriate sources of advice including the scheme co-ordinator where necessary.
* Attend the stated compulsory training sessions and utilise the skills developed through this training.
* Attend and participate in compulsory supervision sessions/meetings with my specified co-ordinator.
* Where there is a cause for concern, log dates of sessions with a brief note and submit logs to the co-ordinator.
* Maintain contact with the co-ordinator.
* Notify my mentee(s) if I am unable to attend any mentoring sessions or training and notify the mentee(s) and co-ordinator of any periods of which I will be unavailable for contact (whether face-to-face or electronic contact).
* Provide constructive feedback to help evaluate and develop the scheme.
* Follow principles of equal treatment and opportunities, and comply with the Equality Act 2010.

## Code of Conduct

I will:

* Not loan/give money or gifts to mentees or accept money/gifts from mentees.
* Be on time for meetings.
* Comply with the University’s policy on Unfair Practice and Academic Misconduct and will not help mentees with academic work content.
* Not make a video or audio recording of any meeting with a mentor and only take photographs with the permission of the mentor and any other mentee(s) present.
* I will observe that I am a guide, NOT a counsellor or tutor.
* Maintain the boundaries of the mentor and mentee relationship. Seek support from the co-ordinator and relevant staff if issues beyond the buddy mentor role arise.
* Immediately inform the co-ordinator if I wish to terminate my role as a buddy mentor.

## Confidentiality

A successful partnership between mentor and mentee is based on confidentiality. You may discuss general issues with other mentors and co-ordinators, but mentees must not be mentioned by name or be otherwise identifiable.

Below are examples of exceptions and there may be others not mentioned here:

* If there is reason to believe there is a risk of physical or mental harm to anyone.
* If there is reason to believe that a crime has been, or will be, committed.
* If the mentee has agreed that the mentor can speak to a member of University staff about an issue or problem. The mentee will agree who the mentor will contact, for example, a co-ordinator, tutor, Student Services or another member of staff.

Mentors should never guarantee to mentees that they will/can ‘keep a secret’.

I agree to:

* Ensure information discussed between mentor and mentees is kept confidential except for the exceptions as discussed and approved with the co-ordinator.
* Immediately pass on information to the scheme coordinator within the context of the guidelines that makes me concerned about the safety of anyone.
* Continue to maintain the confidentiality of all shared information if either I or my mentee withdraws from the scheme and after my participation as a mentor ends (including after leaving University).
* Contact my co-ordinator if I am unsure about any of these issues.

Signed:

Date:

## Faculty/School Commitment

The Faculty/School will:

* Be responsible for assigning mentees to mentors.
* Provide training.
* Provide information on where to direct mentees for assistance.
* Respond to feedback from mentors and mentees to improve the scheme.
* Provide on-going support for mentors and respond to any queries or concerns.
* Provide recognition of the role through a certificate and references, including recording your participation on your personal HEAR (Higher Education Achievement Report).

Scheme Coordinator name:

Signature:

Date:

Mae’r ddogfen hon ar gael yn Gymraeg / This document is available in Welsh

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