

Ford Forward Mentoring Agreement –

THE 'RULES' OF MENTORING

Mentee

I agree;

- to work with my mentor to identify what I would like to achieve in terms of education, employment, self-employment or training and social inclusion
- to work to achieve my goals, with support from my mentor
- to respond quickly to contact from my mentor
- to always turn up for meetings on time
- if I have to cancel a meeting, I will give my mentor as much notice as I can
- if I have a concern I can't share with my mentor I can contact Ford Forward's Volunteer Coordinator

I also understand that my mentor is a volunteer and is not being paid to support me. It is important, therefore, that I treat them with respect at all times.

Mentor

I agree;

- to work with the mentee to identify goals and actions to help them lead productive law abiding lives
- to be supportive of my mentee and agree clear and realistic goals
- to meet my mentee face-to-face on a regular basis appropriate to agreed needs. To contact them weekly for a period of approximately six months
- to keep in contact with the mentee, even if there are occasions when they don't respond to my contacting them
- to be supportive of my mentee and agree clear and realistic goals
- to keep Ford Forward updated through regular reports
- to abide by the Ford Forward guidelines regarding confidentiality
- to abide by prison protocols

We both understand:

- **There should be no home visits under any circumstances.**
- Meetings should always take place in a public place, suitable for serious discussion.
- **No gifts financial or otherwise can be given or received.**
- Things discussed during meetings are confidential, and subject to the Consent Form. However, the mentor will keep the Ford Forward Volunteer Coordinator in touch with how the relationship is developing and what is being discussed. **If the mentor has any concerns which may impact the mentee's or another's' wellbeing or safety, they must share this with Ford Forward.**
- That we should not bring friends or family to the meetings unless previously agreed. The mentoring relationship is between the mentee and the mentor only.

Mentor	Name	Signature	Date
Mentee	Name	Signature	Date