Adfam Professionals Peer Mentoring Guidelines

1. The role of the mentor is to respond to the developmental needs and agenda of the mentee in relation to the context ie: not to impose the mentor’s own agenda.

2. Mentors must work within the current commitment made to the mentee as regards confidentiality and as appropriate to the context. In relation to the Adfam Mentoring scheme, mentees should be made aware that the mentors may discuss the progress of their mentoring relationships with the Adfam coordinators for the mentoring schemes, who act as guides and provide advice, information and training on being a mentor, but that no information about the mentees will be shared with anyone else unless the mentee concerned has agreed to this in advance or unless the mentor has a legal duty to do so. Mentors must take care to ensure that mentees cannot be identified from any informal notes.

3. Mentoring must enshrine the principles of non-discriminatory practice and equality of opportunity.

4. Mentors and mentees must work within the Adfam policies and procedures at all times.

5. Mentors must work within the law.

6. Mentors and Mentees must have discussed their involvement with the Adfam Professionals Peer Mentoring Scheme with their Manager and gained their approval prior to applying.

7. Mentors and mentees must be aware that computer based records are subject to statutory regulations under the Data Protection Act 1984. Adfam keep records only so far as they enable the mentoring programme to be efficiently organised. Mentors must ensure that mentees cannot be identified from any personal information recorded on their computer.

8. Mentors and mentees should be aware of their rights and responsibilities, in particular the guidelines about:
   a. Personal safety
   b. Confidentiality
   c. Safeguarding
   d. The right to control what issues and in what depth they are prepared to discuss with their mentor (always bearing in mind the context)
   e. Procedures for addressing concerns or complaints
   f. The right to dissolve the relationship
   g. The process by which they can become involved in the evaluation of the mentoring programme, therefore having the opportunity to take part ownership of the programme including the potential to effect future changes to it.

   Adfam will provide all mentees and mentors with a Handbook, which will include information on these areas.

9. Mentor and mentee must demonstrate respect for each other through:
   a. Commitment to the mentoring process balanced by recognition of the inevitable time constraints involved in being individuals with a variety of responsibilities. Both parties should ensure that they do not impose beyond what is reasonable.
   b. Being open and truthful with each other and with themselves about the nature and progress of their mentoring relationship.
c. Acceptance by both parties that, unless invited to do so by the mentee, the mentor should not intrude into areas the mentee considers private. This should be balanced by an awareness that it could be beneficial for the mentor to facilitate the mentee’s exploration of how their professional development may be affected by those areas.

d. Ensuring that the relationship is not exploitative or open to misinterpretation.

10. Mentors must avoid creating dependency. Their role is to empower the mentee to accept increasing responsibility for managing the relationship as part of the process of promoting the mentee’s autonomy and self development.

11. Mentor and mentee have shared responsibility for the progress of the mentoring relationship. This includes the right of either party to dissolve the relationship. If this situation arises, mentor and mentee should discuss the matter together as this is not only part of mutual learning and self development, but also part of their respect for one another and commitment to the programme. However, if mentor or mentee have genuine concerns and feel unable to do this, they should discuss their concerns with the mentoring programme coordinator.

12. The mentoring relationship must be purposeful in terms of professional development for the mentee in particular, but also for the mentor. Mentoring may result in a friendship or close relationship between the two parties. If this happens, it should be acknowledged by mentee and mentor as part of their shared monitoring of the progress of the mentoring relationship.

13. Mentors must:
   a. Be aware of the limits of both their own competence and the role of the mentor.
   b. Operate within these limits, encouraging and enabling the mentee to seek appropriate support from other services or referring the mentee (with their agreement) to others as appropriate.
   c. Ensure that they have information about services and facilities that are available to support their mentee and/or know how to access such information.

14. Mentors have responsibility for preparing themselves for mentoring and developing their own practice.

15. Mentor and mentee share responsibility for the smooth drawing of the relationship to an end when it has achieved its purpose.