



Mentoring Handbook

Helping you to keep things in motion.



PHOENIX UTD
COMMUNITY INTEREST COMPANY

Useful Numbers



CHILDLINE

0800 1111



NSPCC

0808 800 500



SAMARITANS

08457 909090

WELCOME!

We are delighted you have chosen to be part of our mentoring project. We hope this handbook gives you a good understanding of mentoring and the rewarding relationship you are about to enter into.

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WHAT IS A MENTOR?

MENTORS

These are volunteers. They come from all walks of life and from many different backgrounds. All of them have an interest in working with other people.

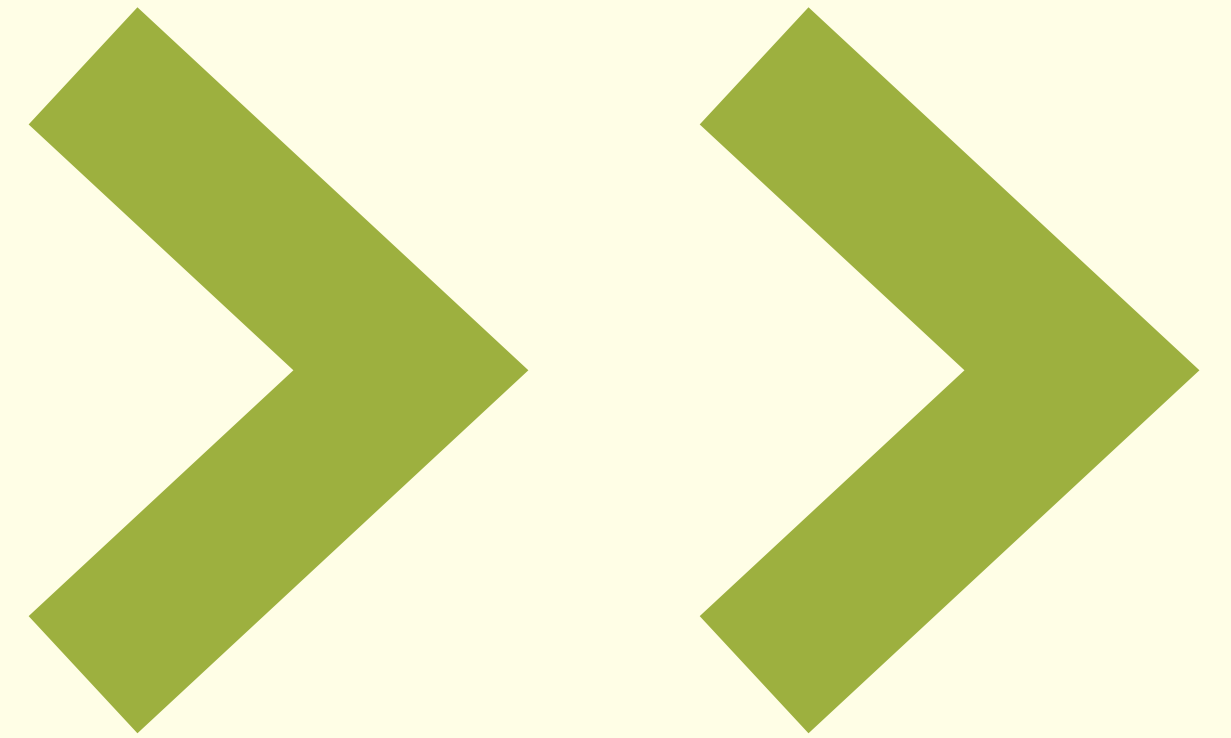
THEY MAY BE

Someone to talk to, a sounding board, an adviser, a motivator, a guide, a good listener...

HOW HAVE THEY BEEN SELECTED?

They have all applied to work on this project. Normally they will have seen a poster, leaflet or advertisement promoting the project. They have all filled in an application form, where we check their background by asking for two references and an enhanced DBS. Once we are happy they are suitable, they will be trained in mentoring.

They have training in leadership, listening & communication, safeguarding and Prevent, equal opportunities, health & safety, setting goals, boundaries and confidentiality.





THE RELATIONSHIP

The mentor will be matched with the person they will work with. We look at the details that mentors have provided and the details you have provided to work out who will work best together.

The relationship will last for up to 12 months. It will involve a meeting between half an hour and anything up to a few hours. Locations of your meetings will vary e.g. school, library, cafe etc.



YOUR MENTOR WILL

OFFER REGULAR SUPPORT/CONTACT,
LISTEN TO YOU, HELP YOU FIND ADVICE,
HELP YOU MAKE DECISIONS, TAKE AN
INTEREST IN YOUR PROGRESS,
ENCOURAGE YOU TO FIND NEW THINGS TO
DO, CHALLENGE YOU, BUILD YOUR
CONFIDENCE, TREAT YOU WITH RESPECT,
HELP YOU THINK ABOUT THE FUTURE

YOU SHOULD

ATTEND ALL ARRANGED MEETINGS, BE ON
TIME, INFORM THE MENTOR IN ADVANCE IF
YOU CANNOT ATTEND OR WILL BE LATE, BE
POLITE AND RESPECTFUL, BE OPEN AND
HONEST



BOUNDARIES

- It is important to understand the boundaries of a mentoring relationship. This will help you and your mentor understand expectations.
- You must not go to a mentor's home.
- You must not use inappropriate language.
- Always let someone responsible know where you are going and when you are due back.
- Always inform someone if you are unhappy with the relationship.



CONFIDENTIALITY

OUR AIM

We aim to provide a safe and comfortable relationship. What you tell your mentor will not be shared with anyone outside the project except on these occasions: you are being abused (physically/sexually/emotionally), you are being threatened with violence, you tell your mentor about criminal involvement, if you are likely to hurt yourself or someone else.

IF YOU DO TALK ABOUT THESE THINGS WITH YOUR MENTOR THEY WILL EXPLAIN:

Why we need to share this information, who we will tell, what will happen next.

WE WILL KEEP YOU INVOLVED IN EVERYTHING THAT HAPPENS

HEALTH AND SAFETY

We make sure you are not put somewhere you will be at risk or in danger. All the venues we use for meetings and activities are risk assessed to make sure they are safe. If you and your mentor go out and about the mentor will ensure that you are both safe.

IF THINGS GO WRONG

Although on most occasions the relationship will be a happy one, sometimes problems may occur; most of these will be dealt with between you and the mentor. However, if your mentor needs assistance they will speak to someone within the project. If you have a problem please do not hesitate to contact us so we can deal with it and make sure everyone is happy.

WHEN THE RELATIONSHIP ENDS

The relationship will eventually finish. At this time you and your mentor will review what has happened and look over your goals and aims. This way we can check to see if the experience has been useful for you. This will give you and your mentor a chance to look back at what you've achieved, and what you will do next.



Finally...

YOUR NAME

MENTOR

CO-ORD

CONTACTS



Thank you!

Thank you for your interest and commitment. Good luck, we hope you enjoy the experience!



info@pucic.co.uk



pucic.co.uk



0121 227 8657