

1.0 APPENDIX A Mentor Code of Conduct

FIRST FOUNDATION

MENTOR CODE OF CONDUCT

“Mentoring is the process by which a more experienced, trusted guide forms a relationship with a young person who wants a more caring experienced person in his/her life, so that the young person is supported in growth towards adulthood and the capacity to make positive social connections and build essential skills is increased”
(Guide to Effective Practice in Youth Mentoring in New Zealand, 2008)

Purpose

To ensure that the highest standards possible are maintained in the Mentor/Student relationship; this Code of Conduct is aimed at making certain Mentors are clear about expectations, their boundaries and responsibilities in our programme.

Protection of Student Rights

Mentors must act in the best interests of their Student at all times. All Mentors acknowledge that the welfare and interests of the Student is the main priority with Student safety being paramount.

Respect

The Mentor will acknowledge and respect the culture, diversity and individuality of the Student and will treat them with respect and consideration. Discrimination on the basis of age, sex, ethnic or socioeconomic background, creed, disability or sexual orientation will not be tolerated.

Protection of Student Privacy and Confidentiality

The Mentor will respect the Student's privacy both physical and emotional, and ensure the confidentiality of the Student's information at all times. Personal information shared between the Student and Mentor is confidential; disclosure of information may be given with the Student's permission or where the Mentor feels the Student is in danger or there is a threat of harm, to themselves or endangering another person. This disclosure will be given in the first instance to the appropriate First Foundation staff, and/or relevant community organizations if after hours (e.g. police, or Children & Young Persons Services etc).

Crisis situations

Other than medical emergencies, the Student Support Manager should be the Mentor's first point of contact in a crisis situation.

Difficult Situations

The Mentor must not put the Student in any situation where they might be in danger of verbal, physical abuse or general harm.

Conduct and Competence

- The Mentor will be a positive role model for the Student by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact and maturity.
- The Mentor will conduct themselves in a professional manner at all times.
- The Mentor will use a strengths-based approach of positive reinforcement and encouragement to guide and the Student (rather than competition, comparison or criticism)
- The Mentor will be responsible for ensuring they respond to the learning needs of the Student.

Exchange of Money or Gifts

Mentors as a general rule, must not loan or give money or other items beyond small gifts to the student, (and must use their discretion when giving gifts to the student). It is not the Mentor's responsibility to provide financial support for the student. If there is a concern the Mentor should discuss it with the Student Support Manager.

Caregivers and Mentors

Mentors must ensure that the Student's caregivers are comfortable with their role as Mentor, with the activities that the Student gets involved in with the Mentor, and the Mentor should abide by the rules and expectations of the caregivers when their Student is in their care.

Transportation and Vehicles

Mentors transporting Students must do so in a warranted and registered vehicles, and should adhere to safe practice and abide by all legal requirements; including ensuring they have a full valid driver's license and that seatbelts are worn at all times.

Mentor Support

Mentors agree to complete the reporting requirements, attend professional development workshops as required, participate in Mentor networking events and Mentor/Student activities (as convenient and appropriate), and communicate regularly with the Cohort Manager, who is there to support all Mentors and manage the Mentor programme. If a Mentor has any concerns or needs to speak about ethical or conduct issues they should speak promptly to the Cohort Manager.

I understand that Compliance with this Code of Conduct is a condition of continued volunteer placement as a Mentor for the First Foundation programme. I have read the Code and fully agree to comply with the conditions. I understand that a violation of these standards will be grounds for termination.

Signature

Date

Name