

Draft New Explorations Mentoring Code of Ethics and Good Practice

Review and Board Approval

This code has been written in February 2010 where New Explorations mentoring service is still in its initial delivery stages. Therefore this initial code of practice will be reviewed and updated from experiences and our lessons learned. It will then be formally approved by New Explorations team and adopted by Grampian Employment Opportunities Ltd board.

New Explorations Mentoring Code of Ethics and Good Practice

Organisations Vision and Values in Practice

Grampian Opportunities supports disabled people and people with ill health or mental health problems to have choice and control in their lives.

Our vision is that every disabled person should have the same opportunity as everyone else to find and retain meaningful employment, or be involved in some kind of valued activity that uses and develops their own personal skills.

The organisations values are: diversity, equality, trust, honesty, openness, shared experience, not being judged, validation of feelings, personal space, and having fun. These values are underwritten with the following code of ethical practice and good practice.

The Code

Grampian Opportunities is committed to maintaining sound ethical practices. This code of ethics and practice sets out the minimum standards which would ensure safe and competent mentoring practice.

Responsibilities under the code of ethics and good practice

It is Grampian Opportunities responsibility is to ensure New Explorations provides the best possible mentoring service within current legal requirements. To everyone within the referral process and ensures that volunteer mentors act in such a way that causes no harm to any mentee or third party.

Volunteer mentors can also be members of staff, or board members. The day to day management of the mentoring service is by the Mentoring Coordinators and any complaint can be raised with them or Development Worker. See Grampian Opportunities complaint handling procedure.

Terminology

Definition of New Explorations Mentoring

Mentoring is the support given by a mentor to help a mentee explore their opportunities for personal growth. The relationship is based on mutual trust, commitment, and the belief that all people have potential.

A **volunteer mentor** is the helper.

A **mentee** is the person being helped.

A **mentoring relationship** occurs when a mentor and mentee are introduced and complete a written or verbal mentoring working agreement together.

A **mentoring approach or mentoring skills** can be used within a work based role, or within informal peer support.

'**Peer support**' is not considered to be mentoring relationship unless a formal written and verbal mentoring agreement is completed.

The purpose of mentoring

The mentor helps the mentee to explore their issues and work towards personal realistic goals or objectives, at their own pace and then move on. Mentoring is fully flexible, inclusive and is based upon the needs of the mentee. We take a 'one size does not fit all' approach.

Mentors Responsibilities

Mentors responsibility is to work within this code of practice to maintain healthy mentoring relationships which promote well being for their mentees, themselves, and others.

Mentors are responsible:

1. To treat mentees with respect and dignity and encourage mentees to take ownership, be responsible for their own their learning, and goals or objectives within the mentoring relationship. Even when they make mistakes.
2. To maintain their own physical and mental wellbeing while practicing and if not they should take appropriate action. Discuss doubts with coordinator. Mentees can be offered short term alternative support or can be re-matched if original mentor becomes unavailable.
3. To work within their own experience and knowledge. When a situation occurs outside their own limitations they need to highlight to mentoring coordinators. A more appropriate match or signposting to an outside agency referral that most meet mentees needs at that time.
4. To build a mentoring relationship within an accessible environment for disabled people. This should be agreed at the beginning and reviewed periodically.
5. To report conflicts of interests when they occur within a mentoring relationship immediately to the mentoring coordinator or development worker.

6. To work within the NE confidentiality agreement and guidelines, and understand that confidentiality is an active process. It does not end when the mentoring relationship has ended. Confidentiality covers verbal and safety security of audio recordings, all written documentation, and personal assistants (third parties). See Confidentiality Agreement, Mentoring Confidentiality Guidelines.
7. To work in an open and honest way, seek mutual clarity and transparency both verbally and in writing. Mentor will check to ensure mutual understanding or expectations especially at beginning of relationship. When the mentoring working agreement is completed together.
8. Be sensitive to issues of disability, gender, race, religion & belief, age, culture, sexual orientation as detailed within the Grampian Opportunities Equal Opportunities Policy.
9. To work within their own personal boundaries, do not seek to exploit mentees or the ongoing mentoring relationship for their own personal financial, sexual, needs or gains.
10. To engage within one to one ongoing support and supervision sessions with coordinators as detailed within mentor role descriptions.
11. To be aware that further training, with feedback is available on request, to support mentors ongoing personal development and the development NE service.
12. To conclude the relationship on good terms and plan for a good ending to avoid dependency.