



## Mentor Pair Agreement

Having clear expectations of how mentoring will work and what to expect from each other is the best way to start a mentoring relationship. When you and your mentor meet, we will ask you to read through and sign the mentor pair agreement below.

- we hope that all mentor pairs build a professional friendship, built on honesty, trust and mutual respect
- mentor pairs should understand that what is discussed during mentoring sessions should be kept confidential unless a mentor believes a mentee is at risk of harm. If mentors are worried about a mentee's wellbeing, they must report this to Arts Emergency\*
- it is important to be punctual for mentoring meetings. If punctuality or independent travel is an issue for any reason, please discuss this together. Arts Emergency can give you a 'Getting to know you' document to think about how best to support this. This form is available on our website:  
[www.arts-emergency.org/volunteer-resources/20/11/mentoring-sessions](http://www.arts-emergency.org/volunteer-resources/20/11/mentoring-sessions)
- if a mentor or mentee needs to cancel a meeting, there must be a valid reason and as much notice as possible must be given
- mentees and mentors should decide on the best means of communication and how best to meet whether in person or online. It will be important to keep an eye on your emails throughout your year of mentoring, making sure to reply promptly
- meetings should always be in a convenient public place where both of you feel comfortable or online/via phone if meeting in person is unsafe. Mentees should talk to their mentors if they need advice on travelling to a meeting. Meetings should never take place at a mentor or mentee's home
- mentor pairs understand that after each session, the mentor must submit a mentor report
- all communication between sessions should be made via email where possible and text or WhatsApp where necessary but not over social media
- the most successful mentor pairs aim to meet once a month. It is okay to miss a month of mentoring if it is a busy time, but please communicate this to your mentor/mentee and schedule your next meeting ASAP

\*Arts Emergency does ask mentors to pass on some details of meetings through mentor reports, but we will keep these details confidential.

If you have read and understood the expectations and are happy to abide by them, please sign below:

Mentee signature:	
Mentor signature:	
Date:	