



## Draft NFCC Mentoring Agreement

This Agreement is entered into by and between:

Name Mentor	
Name Mentee	

### **Purpose of this document**

This mentoring agreement is designed to set out the responsibilities, ethics and standards, together with a clear definition of what is meant by confidentiality. It also provides clarity over what can be expected from a Mentor and a Mentee under the terms of the agreement.

The agreement is a document both Mentor and Mentee will discuss and agree to sign before a formal mentoring arrangement can be established. It is designed to ensure everyone understands the basis of the mentoring relationship along with the roles and the responsibilities of both parties.

### **What is Mentoring**

Mentoring is about imparting knowledge, advice, and guidance from a place of experience to enable individuals (Mentees) to become competent in their roles. It involves Mentors giving advice and offering direction, and the relationship is usually based on someone more senior or with more experience offering this support, as they are recognised as an expert in their field.

It calls on the skills of questioning, listening, clarifying, and reframing that are also associated with coaching.

One key distinction is that mentoring relationships tend to be longer term than coaching arrangements. A Mentor/Mentee relationship will often be long-lasting and can span years.

Mentoring relationships work best when they move beyond the directive approach of a senior colleague 'telling it how it is', to one where they both learn from each other. An effective mentoring relationship is a learning opportunity for both parties, encouraging sharing and learning across generations and/or between roles.

## **Mentor-Mentee Relationship Guidelines**

- The Mentor and Mentee agree to maintain the ethics and standards of behaviours as defined within the NFCC Leadership Framework and the Coaching and Mentoring Ethical Code
- The Mentee may terminate or discontinue the Mentoring relationship at any time.
- The Mentee understands that to enhance the mentoring relationship, they agree to communicate honestly, be open to feedback and assistance, and to create the time and energy to participate fully in the program.
- The Mentee understands that they are responsible for enacting any decisions or action they determine appropriate following a mentoring session. The Mentee fully understands that they will be held to account by the Mentor at subsequent sessions.

## **Process**

The parties agree to engage in several sessions determined by the Mentee in conjunction with the Mentor and using virtual meetings, face-to-face meetings, and telephone calls. The time of the mentoring meetings and/or location will be determined by the Mentor and the Mentee based on a mutually agreed upon time.

The Mentee will initiate all scheduled calls and will determine these in conjunction with the Mentor.

Refer to the *Considerations for a Coaching and Mentoring Scheme* document for further information.

## **Mentoring and wellbeing**

- The Mentee is solely responsible for creating and implementing their own physical, mental, and emotional well-being, decisions, choices, actions and results arising from the mentoring relationship.
- The Mentee agrees that the Mentor is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by the Mentor.
- The Mentee understands mentoring is not therapy and does not substitute for therapy, if needed, and does not prevent, cure, or treat any mental disorder or medical disease.
- The Mentee acknowledges that mentoring does not involve the diagnosis or treatment of mental disorders and that mentoring is not to be used as a substitute for counselling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals, and that it is the Mentee's exclusive responsibility to seek such independent professional guidance as needed.
- If the Mentee is currently under the care of a mental health professional, it is recommended that they promptly inform the mental health care provider of the nature and extent of the mentoring relationship agreed upon by the Mentee and the Mentor.

## **Confidentiality and Safeguarding**

This mentoring relationship, as well as all information (documented or verbal) that the Mentee shares with the Mentor as part of this relationship, is bound by the principles of confidentiality. The Mentor agrees not to disclose any information pertaining to the Mentee, including their name, without their written consent.

There are boundaries to this confidentiality, with exceptions being:

- A breach of any relevant Codes of Conduct or policies

- Where there is an equality and diversity concern
- A person being at risk to themselves or others
- Illegal or unethical actions
- Where there are safeguarding issues or concerns

**Resolving differences**

The Mentor and the Mentee agree to work through any issues in a calm and professional manner. If the Mentor and the Mentee are unable to work through the issues themselves, they will either terminate the agreement or seek independent advice.

**Where to go for further information**

- Coaching and Mentoring
- Coaching and Mentoring Ethical Code
- Coaching Agreement
- Mentoring Agreement
- Leadership Framework
- Code of Ethics
- Considerations for a Coaching and Mentoring Scheme

**Entire Agreement**

This document reflects the entire agreement between the Mentor and the Mentee and reflects a complete understanding of the parties with respect to the subject matter. This Agreement supersedes all prior written and oral representations. The Agreement may not be amended, altered, or supplemented except in writing signed by both the Mentor and the Mentee.

Mentor name .....	Mentee name .....
Mentor signature .....	Mentee signature .....
Date .....	Date .....