



CHARITY MENTORS OXFORDSHIRE

Code of Conduct for Mentors

Dear

Thank you very much for agreeing to become a mentor with Charity Mentors Oxfordshire. We are very grateful for your time and your expertise in supporting not-for-profit leaders in Oxfordshire. We do hope that you will enjoy working with us.

Whilst we don't want to get snarled in red tape, there are some basic things that we would like to clarify and ensure that you are comfortable with. Most of these things are taken from our role description.

1. Confidentiality: I agree to maintain strict confidentiality, sharing information with Charity Mentors only and respecting confidentiality when a mentoring project is used as learning case study at a mentors' meeting. I will ensure that any substantial documents about a project (for instance feedback forms) are emailed as a password protected document. I will not discuss details about cases with anyone outside of Charity Mentors, unless I discover something potentially illegal or I think there is risk of significant harm to individuals, in which case I will inform the coordinator or chair of Charity Mentors. If a mentee is known to me personally, I will reveal this before any discussions about their case take place and leave the room if necessary. Please see note at end¹

¹ Our referral form explains our approach to confidentiality to the mentee. There are 2 relevant statements on the referral form:

- **Confidentiality.** *The mentoring process is confidential to you and Charity Mentors. At a mentor's discretion, aspects of the project might be discussed within Charity Mentors if the mentor feels it would be helpful but only under conditions of utmost confidentiality. Details of matters discussed will not be passed on to anyone else without permission unless a mentor discovers something potentially illegal or the mentor believes there is risk of significant harm to an individual(s).*
- **Information to be shared.** *Exceptions to confidentiality. The fact of the project taking place is not confidential and may be shared by Charity Mentors or by your organisation. The outcomes from the project should be shared with your trustees.*

2. Role of mentor and responsibility for decisions taken: I understand that the role of a mentor is to provide mentoring support to charity leaders and managers. The aim is to encourage mentees to optimize their own problem solving abilities and knowledge, so that decisions can be made based on all available information and the analysis of all possible options. I will not give the impression that my role is to advise or fix problem for the mentee and when I share useful information or experience with a mentee it will be on the understanding that this does not constitute advice. Responsibility and ownership of decisions must remain with the mentee. If professional advice is required I will refer the mentee to an appropriate professional. Any agreement that extends the relationship between myself and the organisation, beyond that covered by the pro-bono mentoring services, must not proceed until after the termination of the Charity Mentors' project, and the coordinator of Charity Mentors should be informed of the terms of the relationship (this includes trusteeships).

3. I have seen the role description for a Charity Mentor and I will endeavor to fulfill the requirements of the role, which include:
 - Undertake an average of two mentoring projects per year.
 - Attend at least two of the four annual mentoring meetings, and, where possible active participation in group case discussions.
 - Attend a biennial review to discuss the mentoring process, performance standards, case histories and future availability.
 - Be willing to take on a range of problems and clients.
 - Communicate with the coordinator as needed during mentoring projects (and respond promptly to requests for information or enquiries about availability for a particular mentoring project, as far as possible within 2 working days for email replies).
 - Complete and return feedback forms at the end of each mentoring project and follow feedback guidelines for final meeting with mentee concerning reflection and 6-month follow-up.
 - If I can no longer fulfill the requirements of the role (including attending at least two meetings, the biennial review and mentoring projects), I will contact the coordinator and either agree to a suspension or a termination.

If you are happy to abide by these code, could you please copy and paste the paragraph below and send to Roz Warren as a separate email, subject: "Your name – Code of Conduct":

Date:

Name:

I have read the Charity Mentors Oxfordshire code of conduct for mentors and agree to abide by the terms contained within it.