**Code of Conduct for Mentors**

You are expected to demonstrate good conduct and integrity in your work as an Aimhigher mentor, for your protection and that of the learners you support. Our expectations of you are detailed in the training, resources and support we provide, and are summarised in this Code of Conduct, which Aimhigher mentors are required to sign before they commence work with young people. Please speak to your university co-ordinator if you have any questions or need further clarification.

**Safeguarding & Confidentiality**

* I have attended Aimhigher Mentor training and understand the information given to me, including the specified safeguarding training and requirements
* I understand that there may be situations where I may be legally required to report a situation (such as any child protection or illegality concerns)
* I understand that mentoring sessions should always take place within my host schools and colleges, in locations that are fully observable by school and college staff
* I **WILL NOT** release personal details to learners or any other student within the school/college, (including my address, email addresses, phone/mobile number or social media accounts).

**Equal Opportunities and Anti-Racism**

* I will demonstrate a commitment to equalities by engaging in honest discussions with the young people involved about discrimination and other relevant issues.

**Commitment and Reliability**

* I will endeavour to be a good role-model to the young people
* I commit to delivering between 12 and 15 face-to-face sessions, wherever possible on a weekly basis, and to attend sessions on time
* I will inform **BOTH** the school and my university co-ordinator as soon as feasibly possible if I am unable to attend a mentoring session for any reason
* I will inform my university co-ordinator if a learner drops out of the scheme or if there are any changes in learner details (name changes etc.)
* I will inform my university co-ordinator of any changes in my mentoring hours
* If delivering my mentoring commitment becomes difficult I will contact my university co-ordinator before taking any action, and will endeavour to arrange a final session with my learner/s to explain why I cannot continue

**Administration of scheme**

* I will record Learner and Mentor absences on my timesheets.
* I will get my timesheets signed by the school co-ordinator or alternative contact at the end of each mentoring visit
* I will submit payment forms and signed timesheet **on time**
* I realise that failure to return forms on time will result in loss of or delayed payment
* I will support the evaluation of the mentoring scheme.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**