

Title	Youth Mentoring Policy V2
Policy Created By Youth Minister	Mr. J Schnarr
Adopted By PCC of St George and St Paul	November 2022
Reviewed	November 2023
Next PCC Review Date	November 2025
Classification	Pastoral
Related Documents	Safeguarding, Safer Recruitment, Social Media, Lone Working, and Data Protection policies and Phototaking, Storage and Usage Policy
Location of Copies	Church website / policy folder
Scope	Policy applies to all PCC of St George & St Paul Tiverton employees plus those individuals who are designated as mentors. The PCC of St George & St Paul Tiverton reserves the right to amend this policy at its discretion at any time. It does not form part of any employees' contract of employment
Extensions	N/A
Exclusions	None

### Policy

Christian Mentoring is a dynamic, intentional relationship of trust between 2 people which identifies and promotes the work of God's spirit in the mentee's life, assisting them to access God's resources for their growth and strength in spirituality, character and ministry.

(Definition by Rick Lewis, Mentoring Matters)

St George & St Paul's Tiverton recognises the benefits and the need to offer church-wide mentoring to our young people and seeks:

- To create safe spaces for mentoring to take place based on good practice and clear policies
- To resource people to develop as mentors
- To provide a means by which young people can develop as disciples of Jesus in every aspect of their lives
- To grow people as leaders

This policy sets out guidelines and expectations for both mentors and mentees and becomes part of the Mentoring Agreement set out at the start of each mentoring relationship.

### Key Roles and Responsibilities:

#### Oversight:

The youth mentoring network is part of the mission and ministry of St George & St Paul, Tiverton and is accountable to the vicar and the PCC, who are responsible for reviewing this mentoring policy annually and supervising the work of the Youth Minister, who will assume the role of Mentoring Coordinator.

#### Mentoring Coordinator:

The youth mentoring network is coordinated by the Youth Minister, who is responsible for:

- Ensuring mentors are suitably equipped for their role through St George & St Paul's safer recruitment system, including DBS checks, references and safeguarding training
- Linking mentors with mentees
- Supporting the mentors and ensuring appropriate supervision
- Co-ordinating review and evaluation of each mentoring relationship
- Ensuring adherence to the church's mentoring and safeguarding policies

#### Mentors:

The individual mentors will:

- Develop one-on-one mentoring relationships with mentees, always informing the Youth Minister about such relationship if they haven't come through the Youth Mentoring Network

- Pray for the mentee
- Treat the mentee with respect, ensuring their welfare and safety
- Recognise and respect the mentee's ability and potential for development
- Promote the mentee's right and ability to make their own choices and decisions, unless deemed unsafe
- Supporting the mentee in fulfilling their development goals
- Refer the mentee to other helping roles when the limit of the mentor's role has been reached
- Attend relevant training and adhere to the agreed mentoring and safeguarding policy

#### **Mentees:**

The mentee will:

- Take responsibility for their development and work with the mentor to identify specific goals and developments
- Respect the time commitment given by the mentor by honouring meeting times and not contacting the mentor outside of agreed guidelines

#### **Procedures:**

##### **Youth Mentoring Network Procedure**

###### **1. Agreement, Consent and Support**

The mentor must be a committed Christian, exercising pastoral concern and working to help people develop their personal, social and spiritual skills. All mentors will be safer recruited, and must have completed the relevant safeguarding training, before being paired with a mentee.

A Mentoring Agreement must be signed and dated at the start of a newly formed mentoring relationship and annually henceforth by both the mentee and the mentor as well as the coordinator and parent/guardian of the mentee.

St George & St Paul's commits to offering training and support for mentors on a regular basis, including providing resources, practical activities and prayer support.

###### **2. Practicalities of Mentoring Meetings**

###### **a. Location**

Mentoring can happen in many different formats, depending on the mentee's needs and preferences. Meetings should always happen in a safe, but public place, for example a café, restaurant, park or public footpath, ensuring that other people are able to see the mentee, but not overhear the conversation.

If mentoring takes place via video call, parents need to be informed prior to the conversation taking place and should remain in an adjacent room, checking in with the mentor at the start and end of each conversation.

Mentoring conversations must not take place in the mentor's home or any other private space which is not overseen by other members of the public.

###### **b. Timings**

Mentoring conversations should take place at a time convenient for both the mentor and mentee. This will most likely be a mid-week afternoon or over the weekend. Mentoring meetings and conversations should not take place after 9pm or before 8am, respecting both the mentee's and mentor's need for privacy.

###### **c. Communication with Parents and Consent**

Mentors should always inform the parents/guardians of the mentee about upcoming mentoring meetings, including the timings and location. Mentors may contact mentees directly via WhatsApp, or agreed method of communication, if parental consent has been sought and the Youth Minister is aware this is happening. Another contact might be added to ensure best practice in discussion with the Youth Minister.

###### **3. Confidentiality**

Mentors must respect the confidentiality of the mentee and not share information with any third person apart from the Youth Minister, unless there are specific reasons why this cannot be done. This includes if both mentor and mentee agree to share information with someone else, if there is a risk of harm to the mentee or someone else or if a crime has or is about to be committed. In any of these cases the mentor is obliged to immediately follow Safeguarding practice as in the Safeguarding policy.

###### **4. Record Keeping**

Every mentor needs to keep a short record of each conversation, noting the date, time, place and a description of the topics covered. It might also be helpful to include goals and commitments made in order to follow up on these during future meetings. Notes need to be stored in a safe space at the mentor's home where it cannot be accessed by others. At the end of a mentoring relationship, notes need to be submitted to the Youth Minister and stored in the Church Office in accordance with GDPR regulations.

**5. Safeguarding and Disclosures**

Mentors must never promise secrecy or confidentiality. If a disclosure is made, the mentor should reassure the mentee without making promises. Ask TED (Tell me – Explain to me – Describe to me) questions and after the conversation write down in detail what the mentee has shared. The Safeguarding Lead ( whose contact details can be found on the church website) needs to be contacted immediately and a written report needs to be written, dated and signed.

**6. Complaints**

Mentors are trained to conduct their role in accordance with this mentoring policy. If either the mentor or mentee have a complaint against each other, it is encouraged that they sort it out between themselves. If this proves impossible or unsatisfactory, the complaint should be referred to the Youth Minister. The complainant will be offered a meeting and/or receive a written reply. If the complaint is not satisfied at this stage, matters will be referred to the PCC and vicar.

**7. Ending the Mentoring Relationship**

Both the mentee and the mentor may end the mentoring relationship at any point, if they feel it no longer serves its purpose or due to a clash of personalities. In this case the coordinator will meet with both the mentee and mentor to help end the mentoring relationship, including ongoing expectations and confidentiality. Mentoring Notes and any other confidential material needs to be handed to the Youth Minister at the end of this meeting. Both the mentee and the mentor may start a new mentoring relationship with others if deemed safe and beneficial.

Key Dates	Actions
November 2023	Added Under procedures: all mentors are required to complete relevant safeguarding training before paired with a mentee
November 2022	Policy presented and adopted by PCC

As part of the St George & St Paul's Youth Mentoring Network, this is an agreement between the mentor and mentee:

\_\_\_\_\_ & \_\_\_\_\_

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(Definition by Rick Lewis, *Mentoring Matters*)

For one year, we commit ourselves to walk together in a mentoring relationship, subject to ongoing mutual consent and continuing parental consent.

As a mentee, I will:

- Work with my mentor to identify what I would like to achieve over this year
- Respond quickly to contact from my mentor
- Always turn up for meetings on time, and, if I have to cancel a meeting, I will give my mentor as much notice as I can

As a mentor I will:

- Listen carefully, bring affirmation, support and challenge, informed by biblical insight
- Work with the mentee to identify goals and actions needed to support their personal development
- Be supportive of the mentee and agree clear and realistic goals
- Partner with the mentee's parent/guardian to agree appropriate forms of communication and keep them informed about upcoming mentoring meetings
- Adhere to St George & St Paul's Mentoring Policy, Social Media Policy and Safeguarding Policy

## Signatures

Mentee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_