

Best Practice Guidelines for Mentors

- Only contact students via the **school** email
- Do not exchange mobile numbers
- Do not accept any invitations via social media (Facebook etc)
- You must not meet students socially outside of school
- Ideally you should not be in a room alone with the student. If you must, leave the door open or make sure you work with a pupil in a room where there is glass in the door
- Please speak to the classroom teacher if you have any concern regarding a pupil's use of a PC/iPad
- You must not 'keep a confidence', and must share any concerns you have with the classroom teacher. If a student wants to tell you something, ensure you remind them that you cannot keep secrets, and that you are obliged to share information if you consider it a danger or threat to student welfare
- [Insert name of school] is committed to safeguarding and promoting the welfare of young people. You must therefore declare any convictions, cautions or reprimands, warnings or bind-overs which you have ever had, and give details of these offences

**Please ensure that you consult the Designated Professional Lead for safeguarding in your school to ensure you are following all school policies and procedures correctly and that the above meets the statutory requirements on safeguarding*

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