

Language Futures Checklist for Mentoring

Mentor checklist:

- 1) Had an interview?
- 2) Completed mentor application form?
- 3) Sent in two forms of personal ID?
- 4) Provided names of two people for character reference?

Co-ordinator checklist for mentoring:

- 1) Emailed an application form to potential mentor?
- 2) Arranged an interview time?
- 3) Prepared for interview (see interview form as a starting point): liaise with school HR contact to ensure all school procedures are met?
- 4) Prepared a file for each mentor containing application form, references etc?
- 5) Contacted the two named individuals for character reference?
- 6) Pass the ID copies to HR to begin DBS checks?

*****It is strongly advised that you seek advice from both your school HR department as well as the Designated Professional Lead for safeguarding regarding your own school's arrangements for reference requests and DBS checks etc as well as the content of this form and information required to comply with statutory requirements on safeguarding***

Language Futures was originally developed by Linton Village College as part of a Paul Hamlyn Foundation initiative. Management of the initiative passed to the Association for Language Learning in summer 2015. When using and/or adapting resources, we would ask you to acknowledge the Language Futures initiative and the Paul Hamlyn Foundation as the original publishers of the material.