

LCEBA mentoring procedures for the selection and de-selection of volunteer mentors.

Position statement

We are committed to ensuring that students participating in LCEBA mentoring programmes are given the opportunity to maximise the personal development and learning opportunities that mentoring can provide.

In order to achieve this goal we believe it is vital that significant care is given to the selection of mentors, whilst being fair and open with potential volunteers. To this end the following procedures have been developed to raise the standard of mentoring and provide transparency.

We recognise that despite best endeavours to pre-select, it is likely that unsuitable mentors may still on occasion become involved in the project. This document contains procedures to deal with this eventuality.

Procedures for the selection and de-selection of volunteers

1. Pre-mentor training

The role of the Borough Co-ordinator

- To explain the application and screening process to volunteers
- To identify and recruit potential volunteer mentors.
- To supply volunteers with an application form and CRB form.
- To initially assess the volunteer application form against the person specification.
- To process the CRB form in line with own policy.
- To send for two written references on each volunteer, one to be from current or most recent employer.
- If there are concerns regarding a volunteer, there are two possible outcomes:
 - The volunteer may be advised by the Borough Co-ordinator that they are unable to be involved in the mentoring and perhaps suggested alternative types of volunteering.
 - The Borough Co-ordinator alerts the LCEBA Project Manager and mentor trainers of their concerns and requests that they are observed during training.
- Suitable mentors are then referred to one of the centrally held mentor training events.

The role of the LCEBA Project Manager

- To invite mentors to a centrally held training event. Invitation to include:
 - Details of time and location of training
 - Faxback attendance sheet
 - Person specification for mentors, including request for self assessment – optional. See below.
- To notify mentor trainers of any volunteers who have been identified by the Borough Co-ordinators as requiring observation and a completed VTO1 (Volunteer Training Observation) form. See below.
- To notify mentor trainers of any volunteers who have been identified from the self assessment form as requiring observation and a completed VTO1 form. See below.

2. During training

Role of mentor trainers

- To observe volunteer(s) identified prior to training and complete form VTO1 and feedback to LCEBA Project Manager, who will then inform the Borough Co-ordinator.
- To generally observe whole group and complete a VTO1 form if any volunteer causes them concern.

3. Post training

- It is the role of the LCEBA Project Manager to ensure that the Borough Co-ordinator receives a copy of the completed VTO1 form.
- It is the responsibility of the Borough Co-ordinator to decide on the outcome.
- The Borough Co-ordinator should then discuss the outcome with the volunteer using VTO1 as the basis for their discussion.
- The outcome is to be recorded on VTO1 by the Borough Co-ordinator and filed.

Procedures for the de-selection of mentors who are actively involved in the project.

It is the responsibility of both the Borough Co-ordinators and School Co-ordinators to monitor the mentoring relationships within his/her borough/school.

- If a mentor causes concern the Borough Co-ordinator should record these on form VMO1 (Volunteer Mentoring Observation) after discussion with School Co-ordinator.
- VMO1 requires written assessment of the mentor against set criteria. This assessment will be the basis from which a decision on the appropriate course of action will be made.
- The Borough Co-ordinator must inform the mentor of the decision. This could be that the mentor requires support, must address specific issues or be withdrawn from the project.
- The decision and its outcome must be recorded on the reverse side of VMO1.
- If the Borough Co-ordinator or School Co-ordinator has serious concerns regarding the mentor's attitudes towards child protection or boundaries and confidentiality then the mentoring relationship must be immediately suspended pending further investigation.

The London Child Protection Procedures

If an accusation is made against a mentor, the London Child Protection Procedures will be followed, further details are available at www.westminster.gov.uk/healthandsocialcare/socialservices/childrenandfamilyservices/childprotection.cfm

Grievances

It is the policy of the LCEBA mentoring project that any grievances must be dealt with by the Borough Co-ordinators own organisation's grievance procedures.

Additional notes

This document must not be seen as negating the responsibility of schools and their co-ordinators. It is strongly recommended that schools formalise their procedures for working with and monitoring mentors.

LCEBA sub contract the delivery of mentoring to a number of organisations who identify one person as responsible for its delivery, these individuals are referred to as Borough Co-ordinators.

Person Specification

Set out below are the main requirements needed to undertake the role of a mentor. These will form a key part of the selection process:

It would be helpful if you would indicate by circling the number of any of the criteria that you feel you may need support, this will not automatically exclude you from the project.

1. You have experience of listening to others without judgement or disapproval.
2. You are open and approachable and willing to share your experiences when appropriate.
3. You are able to explore others' options and feelings and assist them to set goals by giving appropriate direction or advice, when requested.
4. You are aware of your own and others' needs and limitations.
5. You are able to work independently, being largely self-supporting, and able to use initiative to meet your objectives.
6. You will have the capacity to get along with young people from a range of backgrounds and are aware of the negative effects of stereotyping.
7. You are a good timekeeper and are willing to be punctual.
8. You will be willing to understand and comply with the child protection, boundaries and confidentiality guidelines of a project and seek advice from co-ordinators where necessary.
9. You are able to keep accurate records of meeting dates.
10. You have the confidence to end relationships sensitively and appropriately.
11. You are willing to attend and contribute to additional training, support or review meetings.
12. You will agree to work within and support the mentoring programme's equal opportunities policy.

Volunteer Mentoring Observation

Volunteer Name:

Co-ordinators Name:

Skills: Please add comments

- Listening

- Time management

- Self-awareness

- Self-supporting

Attitudes to young people: Please add comments, positive and/or concerns as applicable

- Non-judgmental

- Sensitive to the needs of others

- Empowering

- Friendly

- Committed

- Boundaries/confidentiality

- Child protection

- Goal setting

Risk status:

High

Medium

Low

The mentoring co-ordinator to complete overleaf a summary of the decision made and the date it was taken. The Mentoring Co-ordinator must also provide their name and signature.

Volunteer Training Observation

Volunteer Name:	Trainer Name:			
Training Course:	Training Date:			
Skills: Please add comments <ul style="list-style-type: none"> • Listening • Time management • Self-awareness • Self-supporting 				
Attitudes to young people: Please add comments, positive and/or concerns as applicable <ul style="list-style-type: none"> • Non-judgmental • Sensitive to the needs of others • Empowering • Friendly • Committed • Boundaries/confidentiality • Child protection • Goal setting 				
Participation: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">Good</td> <td style="text-align: center; width: 33%;">Satisfactory</td> <td style="text-align: center; width: 33%;">Unsatisfactory</td> </tr> </table>		Good	Satisfactory	Unsatisfactory
Good	Satisfactory	Unsatisfactory		
Risk status: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%;">High</td> <td style="text-align: center; width: 33%;">Medium</td> <td style="text-align: center; width: 33%;">Low</td> </tr> </table>		High	Medium	Low
High	Medium	Low		

The mentoring coordinator to complete overleaf a summary of the decision made and the date it was taken. The Mentoring Co-ordinator must also provide their name and signature.