**Mentoring Agreement**

**How often are we going to meet?** (Fortnightly / every three weeks / monthly / as needed)

**Where are we going to meet?** (On campus / local cafe / other)

**How are we going to contact each other?** (SHU email / text / call / other)

**Does the mentor want to take notes at/after meetings?** (Yes / No)

*There is no requirement to take notes but some mentors find it helpful*

**Does the mentee consent to this?** (Yes / No)

*If yes, how will the mentor do this? (Notepad / electronically etc)*

**Confidentiality**

In order to develop a successful mentoring relationship, both mentor and mentee must feel that anything discussed in meetings is kept private. By signing this document you contract each other to keep the specifics of your discussions confidential unless given permission to share this information by the other person.

If there are any concerns from either mentor/mentee these should be discussed with your local mentoring coordinator(s).

The only time confidentiality should be broken (other than speaking to the local mentoring coordinator) is if you have an immediate concern for the safety of the mentor/mentee or the safety of others.

Mentee signature:

Mentor signature: