



## **Mentor Code of Conduct**

*Version 1.0*

*Last Updated 18/06/2022*

### **Introduction**

Volunteer mentors play an important role in ensuring UniArk remains true to its values and is respected and credible. This Code sets out the standards and expectations of volunteers in terms of professional ethics, integrity, acting as a representative and safeguarding.

This code of conduct overarches all of UniArk's policies and procedures which guide conduct and behaviour.

This Code of Conduct applies to all volunteers. Failure to comply with the Code of Conduct may result in volunteer status review/dismissal.

### **1. PROFESSIONAL ETHICS AND INTEGRITY**

It is expected that UniArk volunteers will:

- Treat others with respect, being inclusive of diversity and promoting equality, including gender, age, ethnic origin, religion and belief, sexuality, or disability
- Do the utmost to ensure that all participants are included and valued, without making assumptions about their backgrounds.
- Approach work in a professional manner
- Follow instructions and set a good example

### **2. ACTING AS A REPRESENTATIVE OF UniArk**

It is expected that UniArk volunteers will:

- Be punctual for all events and activities they are involved in
- Inform the mentee and other relevant individuals, if unable to attend a meeting/session, giving at least a couple of hours' notice
- Use appropriate language at all times
- Regard anything discussed in meetings and mentor sessions as confidential and not to be shared beyond
- Maintain confidentiality and adhere to data protection guidelines when handling personal/sensitive data

### **3. Mentorship (Induction, Commitment and Cancellation)**

It is expected that UniArk volunteers will:

- Attend the mandatory induction, training and safeguarding session upon membership and renewal of membership.

- Take a responsible and proactive role in the mentoring programme (e.g regularly checking and ensuring the mentee is making progress and communicating this with the a senior member)
- Give as much notice as possible to the mentee for cancelling a meeting/session
- Provide detailed and timely feedback and support to mentee
- Communicate regularly with a senior member to report the mentee's progress
- Only commit to events/responsibilities that the volunteer know they will be able to attend and fulfil
- Give 1 month notice and reasonable explanation to a senior member if they wish to withdraw from the mentoring programme

#### **4. HEALTH AND SAFETY**

It is expected that UniArk volunteers will:

- Safeguard their own health and safety, and that of others being careful to not put self/others at risk.
- Inform staff of any medical issue / additional need if staff need to know about it for the volunteer's safety or the safety of others
- Inform a staff member if there is a risk of harm to the mentee

#### **5. SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

It is expected that UniArk volunteers abide by UniArk's Safeguarding and Child Protection Policy including:

- Not to harm young people (under 18 years of age) or anyone they come in contact with during the course of their engagement with UniArk, through action or omission
- Not to expose others to the risk of neglect, harm or abuse.
- Not to purchase, or coerce sex acts
- Work in accordance with health, safety and security guidelines and avoid behaviour that creates unnecessary risk to themselves or others.

It is expected that UniArk volunteers will:

- Place the safety and welfare of vulnerable young people above all other considerations
- Report any concerns they may have about the welfare of a young person
- Report any concerns they may have about the behaviour of a UniArk representative in relation to safeguarding
- When in a one-to-one in person interaction with a mentee under the age of 18, try to make sure another adult knows the contact is taking place and why. If possible, ensure another adult is in sight and that the young person knows another adult is around
- Report any concerns regarding the welfare of a young person to a senior member without delay

It is expected that UniArk volunteers will not:

- Sexually harass, assault or abuse another person

- Physically harass, assault or abuse another person
- Emotionally abuse another person, such as engaging in behaviour intended to shame, humiliate, belittle or degrade
- Condone, or participate in behaviour which is abusive, discriminatory, illegal or unsafe.
- Develop, encourage or fail to take actions of relationships with young people which could in any way be deemed sexual, exploitative or abusive
- Act in any way that may be violent, inappropriate or sexually provocative
- Agree with a young person to keep a secret which has implications for their safety or the safety of other young people
- Arrange to meet young people outside of the initiative
- Exchange personal details with a mentee under the age of 18
- Exchange a link with them on social media without consent
- Take photographs of mentees under the age of 18 during in person or online events on a mobile phone or camera without consent.

## **6. DUTY TO REPORT**

It is expected that UniArk volunteers will:

- Report immediately any breaches of this Code to a UniArk senior member of the team.

All suspected breaches of the Code will be investigated in line with UniArk's policy. Where it is found that there has been a breach of the Code of Conduct there will be a status review process.