



Mentoring Policy

1. Introduction

The aim of this policy is to ensure that identify the structure and framework for the mentoring programme to ensure it is fair and equitable and delivers value for money.

2. Overview of Mentoring

The mentoring programme will be for selected individuals that require additional support. There will be a programme of support for those that are not selected for the 1:1 mentoring programme. (See separate policy)

Mentoring Selected Individual	Year Group Programmes	Extracurricular Clubs Open to everyone
<div data-bbox="240 1079 548 1251">Termly Activity organised by for all mentors and mentees</div> <div data-bbox="240 1409 548 1604">Bespoke support eg.counselling, extracurricular club, tutoring</div> <div data-bbox="240 1751 548 1923">1:1 meet ups / activities with mentors</div>	<div data-bbox="639 1022 948 1188">Year 5-7 4 camps a year Lunch Clubs</div> <div data-bbox="639 1199 948 1383">Year 8 Termly Workshop Annual fun activity</div> <div data-bbox="639 1398 948 1583">Year 9 Termly Workshop Annual fun activity</div> <div data-bbox="639 1598 948 1782">Year 10 Termly Workshop Annual fun activity</div> <div data-bbox="639 1797 948 1982">Year 11 Termly Workshop Annual fun activity</div>	<div data-bbox="1029 1188 1338 1419">Kids on Track run– Swimming Craft Club</div> <div data-bbox="1029 1604 1338 1835">External clubs - we pay membership</div>

The main goal of the Mentoring Programme is to provide additional support when children are facing significant challenges that might lead them to become more vulnerable due to family circumstances like a bereavement to external risks such as grooming, gangs, drugs etc.

The Mentoring Programme aims:

1. To develop cultural capital
2. To build self-esteem.
3. To develop self efficacy

2.1 Cultural Capital

Cultural capital is a sociological theory that there is a basic set of skills and knowledge that is required to be successful in life particularly around arts, theatre, history, language etc. Our aim is to widen the experiences the children / young people are exposed to and therefore give them a better foundation for learning at school and an improved sense of belonging to the local community.

2.2 Self Esteem

Self-esteem is how we value and perceive ourselves. It's based on our opinions and beliefs about ourselves. It can affect whether a person:

- likes and value themselves as a person
- are able to make decisions and assert themselves
- recognise their strengths and positives
- feel able to try new or difficult things
- show kindness towards themselves
- move past mistakes without blaming themselves unfairly
- believe they matter and are good enough
- believe they deserve happiness.

Through mentoring we can begin to correct the negative talk that leads to poor self-esteem and provide opportunities to achieve which can improve children / young people's sense of self-worth.

2.3 Self-Efficacy

This is a person's belief that they can succeed in a given situation. High self-efficacy leads to perseverance, resilience, a healthy lifestyle and improved educational performance and job success. Self-efficacy is improved by:

- Learning new skills successfully.
- Role models – seeing other people succeed through sustained effort
- Receiving encouragement.
- Strong mental health and wellbeing

By trying new things together, providing encouragement, acting as a positive role model Mentors can improve self-efficacy.

The support will be given for a period of time determined by the Committee, there must be clear objectives that will be linked to a goal or outcome. The measure of success will be defined by how those children are during and/or after the 1:1 support and whether their needs have been met so they can progress.

3. Criteria For Selection

To be eligible for mentoring a child must have attended at least 4 camps and have attendance of 80% or better and meet at least one of the following criteria:

- Have experienced significant trauma
- A family history of dropping out of school
- On a child in need or a child protection plan
- Have a parent that has serious mental health issues, or has an addiction

The family liaison team alongside the Chief Executive will decide who should receive mentoring. Children / young people can be referred for mentoring at any time during their time at Kids on Track.

4. Mentor Selection

Anyone who would like to become a mentor will be required to fill in an application form and will be interviewed by a member of the Kids on Track Team. All mentors will be asked to provide two references unconnected with anyone at Kids on Track. These references may be followed up verbally.

Mentors do not need to have any specific experience, but they do need to demonstrate that they exhibit the values of Kids on Track and have the time to commit to the programme. The values we would expect are:

- Fun
- Able to operate as part of a team
- Positive attitude
- Trustworthy
- Caring
- Kind
- Good listener

All mentors will be required to attend the Introduction to Mentoring training and have a clear DBS check before they are accepted as a mentor.

5. Mentor Training

All mentors will be required to attend annual face to face safeguarding training. Mentors will also be required to attend at least one support meeting per year.

6. Mentor / Mentee Allocation

Mentors will be allocated to mentees by the family liaison team based on:

- Similar interests
- Type of support required
- Personality traits

All mentors will receive a one-page summary of their mentee giving:

- Background
- Key contact details

They will also be briefed on any safeguarding concerns by the family liaison team.

7. Mentoring process

Kids on Track will be responsible for:

- Identifying the mentees
- Recruiting and training the mentors
- Providing parental consent forms
- Making initial contact with the families of potential mentees to find if the child / young person would be interested in being mentored
- Allocating mentees to mentors
- Arranging an initial meeting between the mentor / mentee and the parent / carer
- Providing a programme of events / meetings that support the mentoring process
- Approving any additional support eg. counselling, tutoring etc.
- Tracking the impact of the mentoring

Mentors will be responsible for:

- Committing to meet regularly with their mentee
- Attending training as required
- Getting the parent consent forms signed
- Following the mentor code of conduct
- Making arrangements about any meet up with the parents / carers of their mentees
- Notifying the Mentoring Co-ordinator of any potential meet ups.
- Letting the mentee and their parents know if they are unable to make a meet up
- Contacting the parents / carer in the event of a no show from the mentee
- Communicating with the mentees about any other Kids on Track workshops / events
- Following the Kids on Track safeguarding policy
- Making sure that any trips / visits are age appropriate
- Setting individual goals and targets
- Agreeing a timeframe for mentoring with their mentee
- Making notes after every meet up on the google drive
- Reporting any safeguarding concerns using the online form.
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8. Expenses

Mentors will be allocated a budget of £20 per month to spend on their mentee. Any expenses outside of that should be approved by a member of the Mentoring Co-ordinator.

Any gifts should be pre-approved with the Mentoring co-ordinator and should not exceed £10.

All expenses should be submitted to the Financial Officer using the Kids on Track form.

[Expenses Form](#)

Request for expenditure over £100 should be submitted on the grant approval form and agreed by the operating committee.

[Grant Approval Form](#)

9. One to one meet ups

Kids on Track approved trips / outings are as follows:

- Museums
- Cinema (only if in groups with more than one mentor)
- Restaurants
- Coffee shops
- Leisure complexes
- Sports events
- Theatre
- Climbing walls
- Golf clubs
- Sports clubs
- Shopping
- Bowling
- Minigolf
- Zoo
- Country parks
- Cycling
- Dog walks

Mentors and mentees must agree together how often they would like to meet up. The most successful relationships are those where the meetings are at least once a fortnight, as this frequency allows the relationship to develop.

The Mentor should notify the Mentoring Co-ordinator when and where they are planning to meet up with their mentees.

The mentor should make brief notes after each meeting on the Kids on Track Google drive and report any safeguarding concerns.

10. Counselling

Counselling will only be offered to Mentees who have experienced or witnessed significant traumatic events including (but not limited to):

- Bereavement
- Domestic Violence
- Sexual Assault
- Abandonment by a parent or removal from the family home

Counselling will also be offered to Mentees who have severe mental health issues such as:

- Eating Disorders
- Inappropriate sexual conduct
- Alcohol / drug addiction
- Depression

Any referrals for counselling will need to complete the counselling referral form.

[Counselling referral form](#)

Anyone being offered counselling will be offered six initial sessions. After these six sessions Kids on Track will review progress and agree a plan going forward. Kids on Track will only use counsellors they have vetted.

11. Other Additional Support

Requests for additional support will be considered on a case by case basis. There will be a fixed sum of money available, agreed in the budget and once this fund has been allocated no more grants will be considered. Mentors will have to demonstrate:

- The money could not have been found elsewhere
- There will be significant impact from the support

12. Activities Organised by Kids on Track for Mentors and Mentees

These will be held termly. Children will only be able to attend when accompanied by their mentors unless their mentor has made a prior arrangement for another mentor to take responsibility for their mentee. Mentors will arrange any transport directly with their mentee. Taxis will only be paid for in exceptional circumstances. There is no obligation for mentors to attend each activity. These are held to provide a supportive structure for the mentors.

13. Communications

All email / text communication with mentees must go through the parents

If this proves to be blocking communications Kids on Track can set up a WhatsApp group with the Parents, Mentor and Mentee. This ensures that all communication is transparent. This will only be allowed with the knowledge and consent of Kids on Track, and the parent/carer of the young person.

Mentors should not communicate with their mentee through social media even if the mentee contacts them.

14. Safeguarding

Kids on Track takes safeguarding very seriously. We believe that safeguarding is everyone's responsibility and that everyone who comes into contact with the children and their families has a role to play. Please see our Safeguarding Policy for more detail.

[Safeguarding and Child Protection Policy](#)

All mentors are interviewed, DBS checked and will be required to provide two references which are from someone unrelated to Kids on Track and preferably who know the potential mentor in a professional capacity.

We have a strict code of conduct to which all mentors must adhere.

All mentors attend annual safeguarding training and are asked to report any safeguarding concerns immediately.

15. Transport

Kids on Track will only use taxi firms that have the appropriate safeguarding checks. Taxis will only be provided if it is deemed unsafe for the child / young person to walk home and there is no other reasonable alternative.

16. Health and Safety

Please see the Health and Safety policy below for more detail:

17. Monitoring Impact

Impact will be measured using the Impact Questionnaire which each child will complete with their mentor at the beginning of the relationship and 6 monthly thereafter. The questionnaire is based on the Self Efficacy Questionnaire for Children and the Rosenberg Self Esteem Tool which are evidence based assessment tools developed by psychologists. The data will be collated to form an overall picture of the development and success of the Mentoring Programme.

18. Complaints Policy

Kids on Track views all complaints as an opportunity to develop and improve our services, as well as a chance to put things right for the person that has made the complaint. The Policy aims:

- To provide a fair complaints procedure that is clear and easy to use for anyone wishing to make a complaint.
- To publicise the existence of the complaints procedure so that people know how to contact us to make a complaint.
- To make sure everyone at Kids on Track knows what to do if a complaint is received.
- To make sure all complaints are investigated fairly and in a timely way.
- To make sure that complaints are, wherever possible, resolved and that relationships are repaired.
- To gather information which helps us to improve what Kids on Track do in the future

Definition of a complaint

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of Kids on Track.

Confidentiality

All complaint information will be handled sensitively, talking to those who need to know and following any relevant data protection requirements.

18.1 Complaints Procedure

Stage one

Complaints about aspects of Club activity:

- The Manager will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual volunteer:

- If appropriate the parent will be encouraged to discuss the matter with the volunteer concerned.
- If the parent feels that this is not appropriate, the matter will be discussed with the manager, who will then discuss the complaint with the volunteer and try to reach a satisfactory resolution.

Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the CEO of Kids on Track, who will:

- Acknowledge receipt of the letter within 7 days.
- Investigate the matter and notify the complainant of the outcome within 28 days.

- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the camp’s practices or policies as a result of the complaint.
- Meet relevant parties to discuss the camp’s response to the complaint, either together or on an individual basis.
- If child protection issues are raised, the manager will refer the situation to the Club’s Child Protection Officer, who will then contact the Local Authority Designated Officer (LADO) and follow the procedures of the Safeguarding Children Policy. If a criminal act may have been committed, the manager will contact the police.

19. Equal Opportunity Policy

Kids on Track will ensure that a safe and caring environment is provided, free from discrimination, including children with additional needs.

As part of this policy people will:

- Respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- Not discriminate against children on the grounds of disability, sex, age, race, sexual orientation, class, family status or HIV/Aids status.
- Help all children to celebrate and express their cultural and religious identity by providing a wide range of appropriate resources and activities.
- Strive to ensure that children feel good about themselves and others, by celebrating the differences which make us all unique individuals.
- Ensure that the camp’s recruitment policies and procedures are open, fair and non-discriminatory.
- Work to fulfil all the legal requirements of the Equality Act.
- Monitor and review the effectiveness of its inclusive practice

Children with additional needs

Kids on Track recognises that the needs of individual children vary, and will endeavour to accommodate children with specific needs and/or medical conditions. It is our policy not to exclude any child due to specific needs and/or medical conditions wherever possible.

20. Confidentiality Policy

At Kids on Track we respect the privacy of the children on the mentoring programme and the privacy of their parents or carers. Our aim is to ensure that all those taking part can do so with confidence. We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child but will not have access to information about any other children.
- Mentors are made aware of the importance of confidentiality during their induction process.
- Information given by parents to Mentors will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Policy).
- Confidential records are stored securely using Google drive.
- Mentors will only have access to the notes of their mentee. Only the Mentoring Team will have oversight of all notes.
- Contact details will not be shared generally with all Mentors.

Date agreed by Trustees		Next review Date	
Date agreed by Operating Committee		Signature of Chief Executive Officer	