



## **Forward Ever Inclusive Education CIC Youth Mentoring Project**

### **Stakeholders Terms of Reference**

This document highlights the aims and objectives of the project; it also outlines the key actions required from all the stakeholders involved.

Please read this carefully so you have a clear understanding of your role and demonstrate you agree to fulfilling these roles throughout the life of the mentoring relationship by signing it.

#### **The Aim**

The aim of this Youth Mentoring Project is to provide effective one to one support for Children/Young People who agree this intervention will be beneficial to supporting them to meet their needs.

The Youth Mentoring Support will be open ended and continue for as long as all stakeholders feel it is relevant and beneficial for the Mentee

#### **The Objectives**

- Referral of to the service
- Matching Youth Mentors to Mentees
- Regular contact between Youth Mentors and Mentees
- Supervision and Review of the Mentor - Mentee relationship
- Evaluation of the Mentor - Mentee relationship
- Close the relationship

In order for this Youth Mentoring Intervention to be most effective all the stakeholders need to carry out a number of specific tasks.

### **Referring Organisation/Individual**

The Referring Organisation/Individual is required to:

- Identify Referrals that meet our Referral Criteria
- Communicate with the Parent/Carer explaining why Youth Mentoring is a suitable option/intervention for their Child/Young Person
- Refer the Child/Young Person to Forward Ever Inclusive Education's Mentoring Coordinator
- Communicate the needs of the Child/Young Person to the Mentoring Co-ordinator via the completion of the Referral Form
- Agree the type of contact the Youth Mentor will have with the Child/Young Person
- Maintain regular communication with the Forward Ever Inclusive Mentoring Coordinator throughout the mentoring relationship

### **Mentor Co-ordinator**

The Forward Ever Inclusive Education CIC Mentor Co-ordinator is required to:

- Accept suitable referrals from the Referring Organisation
- Identify a potential match for the Referral
- Attend the Match Meeting introducing yourself to the Mentee, and Parent/Carer
- Oversee the match of Youth Mentor to Mentee and meet with both at Bimonthly to review the dynamics of the relationship and its effectiveness
- Supervise the match throughout the life of the mentoring relationship
- Inform the Mentor of the type of contact they should have with each Mentee
- Supervise the Mentors whilst they are attached to the Youth Mentoring Project
- Respond to any concerns about the Mentoring relationship raised by the Mentee, Mentor, Parent/Carer or the Referral Organisation

### **Youth Mentor**

The Youth Mentor is required to:

- Receive and read referrals identified for them
- Attend Match Meetings
- Work towards building a positive trusting relationship with their Mentee
- Work with their Mentee to agree on a Personal Development Plan that addresses their needs and aspirations
- Communicate with the Parent/Carer to gain access to their Mentee if they are under fourteen years old
- Make contact with their Mentee on a weekly basis via the agreed methods
- Keep Parents/Carers and the Mentor Co-ordinator informed of type of contact, activities and locations for engagements with their respective Mentee
- Work with their Mentee to review their development on a monthly basis
- Work with their Mentee to evaluate their development and the effectiveness of the intervention at the end of mentoring relationship
- Raise any concerns they have about the mentoring relationship to the Mentor Co-ordinator at the earliest possible time
- End the relationship appropriately

## **Mentee**

The Mentee is required to:

- Agree to be mentored
- Attend the Matching Meeting
- Work towards building a positive trusting relationship with their Youth Mentor
- Work with their Youth Mentor to agree on a Personal Development Plan that addresses their needs and aspirations
- Communicate with their Parent/Carer to gain access to their Mentor if they are under fourteen years old
- Keep their Parent/Carer informed of the type of contact, activities locations and locations for engagements with their respective Mentor
- Make contact with their Youth Mentor on a weekly basis
- Work with their Youth Mentor to review their development on a bimonthly basis
- Work with their Youth Mentor to evaluate their development at the end of mentoring relationship
- Raise any concerns they have about the Mentoring relationship to their Parent/Carer, the Mentor Co-ordinator or the Referring Organisation at the earliest possible time
- End the relationship appropriately

## **Parent/Carer**

The Parent/Carer is required to:

- Discuss the possibility of their Child/Young Person being referred to the Forward Ever Inclusive Education CIC Youth Mentoring Project with the Referring Organisation
- Agree to the referral
- Agree the type of contact our Youth Mentors can have with their Child/Young Person (Length of meetings, how far away vicinity type of contact direct telephone/email)
- Maintain regular contact with the Forward Ever Inclusive Education CIC's Youth Mentor to enable access to their Child/Young Person on a weekly basis
- Highlight any concerns they have about the mentoring relationship to the Mentoring Co-ordinator as soon as possible

Thank you in advance for your contribution.

Referring Organisation/Individual Representative

Name: Signature:

Youth Mentor Co-ordinator

Name: Signature:

Youth Mentor

Name: Signature

Mentee  
Name:

Signature:

Parent/Carer  
Name:

Signature: