



Mentoring Welfare Policy and Procedures

Code of Conduct for Mentors

The Mentor must acknowledge the dignity of all. They must conduct themselves in a way which respects diversity and promotes equal opportunities.

It is the primary responsibility of the Mentor to provide the best possible support and solution to the Mentee and to act in such a way as to cause no harm to the Mentee.

The Mentor is committed to functioning from a position of dignity, autonomy and personal responsibility.

This Ethical Code covers the following:

- Competence
- Context
- Boundary Management
- Integrity
- Professionalism
- Confidentiality
- Monitoring and feedback

Competence

The Mentor will:

- a. Ensure that their level of experience and knowledge is sufficient to meet the needs of the Mentee.
- b. Ensure that their capability is sufficient to enable them to operate according to this Code of Ethics and any standards that may subsequently be produced.
- c. Develop and enhance their level of competence by participating in relevant training and appropriate ongoing development activities.
- d. Take part in reviews and assessments of competence to ensure they are continuing to deliver competent mentoring.

Context

The Mentor will:

- a. Understand and ensure that the mentoring relationship reflects the context within which the mentoring is taking place.
- b. Ensure that the expectations of the Mentee are understood and that they themselves understand how those expectations are to be met.
- c. Seek to create an environment in which the Mentee is focused on and has the opportunity for learning.



Boundary Management

The Mentor will:

- a. At all times operate within the limits of their own competence, recognise where that competence has the potential to be exceeded and where necessary refer the Mentee either to a more experienced Mentor and agency, or support the Mentee in seeking the help of another professional.
- b. Be aware of the potential for conflicts of interest of an academic, professional, commercial, operational or emotional nature to arise through the mentoring relationship and deal with them quickly and effectively to ensure there is no detriment to the Mentee or Track Academy.
- c. Mentors should always have professional boundaries to avoid any overstepping from the mentees such as having a non touching policy in line with the England Athletics Safeguarding policy. For example: hugging, very friendly could be miss interpreted
- d. Mentors should be aware of their power of influence as it can influence the young person's perspective and decision making and how they interact with staff members and the public.
- e. When speaking with students-athletes it is essential that we maintain high regards for our colleagues at all times. Negative or dismissive comments about staff members can create an environment of disrespect, undermine trust and set a poor example for our students.
- f. Mentors will meet their mentee at the prime location Willesden Sport Centre, at the time agreed.

Integrity

The Mentor will:

- a. Maintain throughout the level of confidentiality which is appropriate and is agreed at the start of the mentoring relationship.
- b. Disclose information only where explicitly agreed with the Mentee, unless the Mentor believes that there is convincing evidence of serious danger to the mentee or others if the information is withheld.
- c. Act within applicable law and not encourage, assist or collude with others engage in conduct which is dishonest, unlawful, unprofessional or discriminatory.

Professionalism

The Mentor will:

- a. Respond to the client's learning and development needs as defined by the agenda brought to the mentoring relationship.
- b. Not exploit the Mentee in any manner, including, but not limited to, financial, sexual or those matters within the professional relationship. The Mentor will



ensure that the duration of the Mentoring Agreement is only as long as is necessary for the Mentee.

c. Understand that professional responsibilities continue beyond the termination of any mentoring relationship. These include the following:

- Maintenance of agreed confidentiality if all information relating to Mentees
- Avoidance of any exploitation of the former relationship
- Provision of any follow-up which has been agreed to
- Safe and secure maintenance of all related records and data.
- Demonstrate respect of the variety of different approaches to mentoring.
- Never represent the work and views of others as their own
- Ensure that any claim of competence and training undertaken is clearly and accurately explained to potential Mentees and that no false or misleading claims are made or implied.
- Be required to undergo a DBS check before they can be both a volunteer or a mentor. Please note Track Academy will not fund the cost DBS application as the mentoring position is a self-employed role.
- Track Academy will provide in-house training but not any course that may be inline with their role, mentors can submit a request to provide the following training via Track Academy.
- If a core staff member (full-time employee) is unable to attend an event, such as a holiday programme, residential, or off-site activity you may be asked to provide cover for that activity.
- As a registered England Athletics affiliated club, Track Academy has full discretion to appoint appropriate staff and volunteers to support the delivery of its activities and events. The engagement of contractors (including coaches, mentors and tutors) to support student athletes must be approved in advance by the Head of Sport and the Operations Team.

Confidentiality

The relationship between the Mentor and the Mentee is based on confidentiality. This means that anything discussed within the mentoring relationship is private and that the Mentor will not repeat any of the content of the mentoring meetings to external parties

There are certain exceptions to this which need to be agreed at the beginning of the mentoring relationship. If the Mentor believes that there is a risk of harm to the Mentee or any other person, based on something the Mentee has said, or that a crime has been or is going to be committed. In any of these cases the Mentor will be obliged to report the issue to the designated safeguarding lead or the welfare officer.

Any sensitive information that is shared about the young person, must go through Track Academy Operation for example: medical information and care



plans for the young person and this information should not be withheld or kept on your own personal devices: such as notes, pictures and screenshots.

Monitoring and feedback

The mentor and mentee are expected to have at least one scheduled/formal meeting per fortnight (unless otherwise agreed). This must be arranged and agreed in advance between the mentee and mentor. Additional consent is needed before any contact outside of Track Academy training hours (face to face or by phone/email) and must be recorded and signed off by the head of Education and Mentoring Coordinator or Operation staff.

The mentor is expected to note each session of contact in order to provide requested monthly/quarterly feedback to their assigned Mentor Coordinator (please speak with the Education and Mentoring Coordinator to clarify the process). This personal record also ensures that professional feedback and action plans remain relevant and that essential details are not missed in future sessions and must. It is especially important to put any child protection concerns in writing (as close to the child's words as possible) and bring the account to the attention of the assigned designated safeguarding officer and Officer.

Compliance with the Mentoring Code of Conduct

The Mentor and Mentee should be familiar with the Track Academy Mentoring Code of conduct and use this as the basis for the mentoring relationship. Should the Mentee/Mentor feel that the Mentor/Mentee is not operating within the code of conduct, they should raise this with the Education and Mentoring Coordinator and Operational staff.

By reading and signing this, you are committing to the Track Academy code of conduct.

Signed by mentor

Name: _____

Signature: _____

Date: _____

Signed by Track Academy

Name: _____

Position: _____

Signature: _____

Date: _____

Reviewed in March 2026 by Erick Sanchez and Yvonne Simpson