



Mentor Policies and Procedures

Program Structure

Goals of Mentoring Program:

- Assist in enhancing life and decision-making skills and promote positive behavior
- Help with defining goals, identifying available options, and assisting with the realization of those goals
- Provide support and advocacy during the academic years
- Provide encouragement with regards to making wise life choices

Meeting and Communication Process:

Meet with Mentees weekly for 30-60 minutes to discuss personal, school, and/or work goals while building personal relationship.

Reporting Activity-complete an activity log each weekly meeting and give to school office staff when sign out of building (all mentors sign in and out on school volunteer log)

Attend mentor support and training events during school year

Communicate with Mentoring Program Coordinator and/or Principal with any questions or concerns regarding student and/or match. (See Contact Information Sheet)

Communicate with School Liaison with any scheduling/cancellation needs. (See Contact Information Sheet)

Communicate with students **ONLY** while in school for individual or group functions (don't exchange phone numbers or email addresses)

SEE SECOND PAGE ON BACK

Reporting Abuse or Neglect:

1. Under Massachusetts law, the Department of Social Services (DSS) is the state agency that receives all reports of suspected abuse or neglect of children under the age of 18. State law requires professionals whose work brings them in contact with children to notify DSS if they suspect that a child has been-or is at risk of being- abused or neglected. DSS depends on reports from professional and other concerned individuals to learn about children who may need protection.
2. As a volunteer mentor, you are NOT mandated by law to report suspected abuse or neglect. However, you do have a moral responsibility to care for and protect the young person you are mentoring.
3. If you suspect your mentee is being abused or neglected, your response is to immediately report to your mentoring program coordinator or school principal. If you cannot contact the program, you should contact the Massachusetts Department of Social Services directly. DSS procedures for reporting abuse or neglect are that a call be made immediately (Child-at-Risk Hotline 1-800-792-5200) and a written report submitted within 48 hours of oral report.
4. **Abuse means:** The non-accidental commission of any act by a caretaker that causes or creates a substantial risk of physical or emotional injury or constitutes a sexual offense; or any sexual contact between a caretaker and a child under the care of the individual.
5. **Neglect means:** Failure by a caretaker, either deliberately or through negligence or inability, to take actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth or other essential care.

Boundaries:

- Contact: should be limited to mentoring sessions. If meet in public or support student at sporting or school event, conversations should be brief.
- Personal Space: mentors and mentees should only share handshakes (no hugging, etc.)
- Resources: no exchange of gifts or money; if you desire to bring a drink or snack to share, it is okay but definitely not required or expected