

SWMS Mentoring held as distance learning sessions: Safeguarding Guidance

For mentors:

Let the SWMS office know in advance that you will be holding a mentoring session online on behalf of SWMS. Every mentor session needs to be logged in advance for our ongoing monitoring of student engagement with the DfE

- For students under 18 years, liaise directly with the parent, not the student, to set up the mentoring session
- Ensure that a precise time for the session is arranged in advance and agree on the digital platform you will be using
- Maintain your normal standards of professionalism, even if mentoring from your own home (adhere to your normal dress code, for instance, and consider the environment that will be on show to your student)
- Deliver the session from a quiet space to avoid distractions and interruptions

For parents and students:

- Help students set up a quiet space, free of background distractions for the duration of the online session (ideally not a bedroom)
- For younger students and where appropriate, arrange for the lesson to be delivered via the parent's login/device rather than from a child's phone or device
- Ensure that the student is prepared for the mentor session in the same way they would prepare for a session in person (i.e. gather a pen, notebook and copy of the previous mentor session report for reference)
- Ensure that students maintain their usual standards of dress code and behaviour, as if they were having a session in person
- Ensure a parent is available at the start of a session, as appropriate, to assist students in logging in
- Where possible, parents should remain in earshot for the duration of the session

Who to contact if things go wrong:

- If you are unhappy with something connected with mentoring, please let us know as soon as possible so that we can help:

Jennie Troup, Safeguarding Lead and Lead Mentor: jennie@swms.org.uk (07515) 902847
Tracy Hill, Programme Manager: t.hill@swms.org.uk (07970) 553794