

## **Employability Mentoring FAQ**

*Q. How does the project manage safeguarding and what do they say about it?*

### **Why is this important to address?**

Safeguarding should be the first priority when providing a service that works with potentially vulnerable people. It exists to protect those at risk of harm, hurt or danger primarily in the form of abuses. In order to ensure a quality mentoring experience, the activity has to be safe for those involved to participate in.

### **What do we say about it?**

De Montfort University has a clear stance, policy and procedure relating to safeguarding. This has been devised and is managed by a strategic team and is underpinned by core documentation. This documentation is available to view by our mentors upon their request to clarify our position. This documentation includes a full policy, a statement, a list of internal staff as appointed people and the associated E-training for all staff.

We aim to provide a safe project and offer a range of guidance in order to ensure that our mentors and mentees are minimising risks to themselves and others as they go about their mentoring. We respectfully request that each person engaged in the project to consider the importance of safeguarding and to conduct their behaviour in a way that does not put others at risk.

### **Our actions and response**

If an issue is raised to us where mentor contacts us or where a student/graduate discloses an issue or a concern where we feel that they are at risk, then the safeguarding protocol is initiated. Full guidance on this is available in our supporting documents in our resources area at [www.dmu.ac.uk/mentoringresources](http://www.dmu.ac.uk/mentoringresources).

### **How you can help**

We offer this guidance to mentors and mentees to help ensure that mentoring is a safe activity where each person understands and acts upon their own responsibilities to keep themselves and the other person safe. A few things that you can do to help us as we manage safeguarding:

When mentoring:

- Be aware and assess risks in relation to situations that have the potential to cause harm
- Listen to what is being said by the other person and note anything that concerns you
- Ask for guidance / supervision from us to discuss safeguarding if you have any questions
- Contact us if you have questions/concerns. We will support you as we follow our procedures

### **Contact us**

Contact us on 07909 000127 or 0116 207 8979

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