

Meeting safety checklist (for use by mentor and mentee)

We are providing you with this additional information to help in an instance where you may be put at risk as a result of planning for, travelling to and attending your mentoring commitments. Although it is unlikely that you will be placed at harm within your mentoring experience, we recognise that situations that pose risk can occur and you cannot eliminate a risk completely, but you can reduce it to safe levels.

As such we have listed a range of questions that you might want to consider asking yourself at any time whilst on the project. We do not *insist* that you undertake these as the project works with those aged 18 years plus, however we do *recommend* that you pay attention to these and *take them under advisement* should you consider yourself to be of feel 'vulnerable' in any way.

Questions to consider in mentoring to help you manage risk:

Before you meet your mentor/mentee have you considered the following?

- Have you notified anyone else of your whereabouts where you intend to be and for how long?
- Have you given your mentor/mentee a time and place where you will meet them?
- Is the time of day/evening appropriate for travel to and from your meeting?
- Is the location accessible, known to you and one that you feel comfortable in visiting and meeting at?
- Are you wearing appropriate clothing for the environment, travelling to and whilst in attendance?
- Are you meeting in the same place as previously discussed or was there a last minute change?
- Are you being asked to travel in a car with your mentor/mentee and are you comfortable with that?

Checklist for the meeting with ideas to reduce risk

- Take a fully charged mobile phone with you
- Have an emergency contact on speed dial
- Have the phone ready for emergency calls
- Have a designated person free knowing your location and times you are meeting
- Have a map handy with your location and route
- Have your mentors/mentees contact information stored safely should a change arise

When you meet

- Have you given any personal information on yourself and are you clear on how it will be used?
- Have you noticed/displayed inappropriate behaviours or behaviours that could be interpreted so?
- Does the place you have arrived at concern you or does not fit the description that you were given?
- Was the nature of the discussion one that you were comfortable with and stayed within the brief of employability mentoring?

If looking at any of the questions above you have cause for concern and you wish to discuss them, please contact the project officer immediately. If you feel at any point you are in a situation you are uncomfortable with, then we recommend excusing yourself from the meeting and agreeing to contact them following contact with the project officer.

If you feel that you are in immediate danger contact the police with immediate effect.