

# Buddy Scheme Guidelines - Student Mentees

[TEMPLATE - Please review these guidelines and add any additional information specific to your scheme, for example, consent to share contact details and appropriate online conduct].

**Student name:**

**Student number:**

## Responsibilities and Duties

**I agree to:**

- Regularly contact my buddy and meet up with them in a public place such as a coffee shop or library observing any University and/or Government guidance and/or restrictions relating to the COVID19 pandemic, e.g. on social distancing, which may be in place or engage online using University approved software such as Microsoft Teams, Yammer, or Zoom.
- Accept that the exact contents, frequency, and duration of meetings will be agreed as part of the scheme in operation.
- I understand that my buddy will make brief notes about our discussion topics after a session if there is a cause for concern which will be submitted to the scheme co-ordinator.
- Attend and be on time for regular meetings.
- Always use my Swansea University email address when corresponding with my buddy.
- Notify my buddy if I am unable to attend any mentoring sessions, and of any periods of which I will be unavailable for contact (whether face-to-face or electronic contact).

## Code of Conduct

**I will:**

- Not loan/give money or gifts to my buddy, or accept money/gifts from my buddy, as this can damage the balance and reciprocity of the relationship.

- Treat everyone with respect and observe University policies concerning these matters.
- Uphold the University's policy on Unfair Practice, and not make unreasonable demands such as help with academic work content. However, I can ask for general guidance on academic matters such as referencing.
- Maintain the boundaries of the buddy student mentee relationships.
- Not make a video or audio recording of any meeting with a buddy and only take photographs with the permission of the buddy and any other student mentee(s) present.
- Understand that that my buddy is a guide, NOT a counsellor or tutor.
- Inform my buddy and/or co-ordinator as soon as possible if I wish to withdraw from the scheme at any time.

### Confidentiality

A successful partnership between buddy and student mentee is based on confidentiality. You may discuss general issues with other buddies and co-ordinators, but student mentees must not be mentioned by name or be identifiable.

I understand that conversations between buddies and student mentees are confidential except in situations such as the following (and there may be others not mentioned here):

- If there is reason to believe there is a risk of harm to anyone.
- If there is reason to believe that a crime has been, or will be, committed.
- If the mentee has agreed that the buddy can speak to someone about an issue or problem. The student mentee will agree who the buddy will contact, for example, a co-ordinator, tutor, Student Services or another member of staff

### I agree to:

- Immediately pass on any information that makes me concerned about the safety of anyone.
- Ensure that I am aware of and responsive to the personal safety and wellbeing of all individuals involved in the scheme.

**Commented [AB1]:** Please enter details of whom should be contacted for the College of Engineering

- Continue to maintain the confidentiality of all shared information if either I or my buddy withdraws from the scheme and after my participation as a student mentee ends.
- Contact my co-ordinator if I am unsure about any of these terms.

I agree to ensure the information discussed between buddy and student mentees is kept confidential unless the exceptions detailed above apply.

**Signed:**

**Date:**

### **College Commitment**

**The College will:**

- Be responsible for assigning student mentees to buddies.
- Respond to feedback from buddies and student mentees to improve the scheme.
- Respond to any queries or concerns.

**Scheme Coordinator name:**

**Signature:**

**Date:**

Mae'r ddogfen hon ar gael yn Gymraeg / This document is available in Welsh



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