Principle	Mentee	Mentor	Programme manager
Empowerment *Support and encourage people to make their own decisions and take action*	• Consider your boundaries and what is unacceptable behaviour, see 'good practice for all parties' points above • Discuss what constitutes un/acceptable behaviour with your mentor and the programme manager • If necessary, keep a note of situations, dates and times where you feel uncomfortable • See further support and guidance below for understanding what is un/acceptable	• Discuss and agree what constitutes un/acceptable behaviour with your mentee • Talk to the programme manager about situations that you are unsure about • See further support and guidance below for understanding what is un/acceptable	• Provide a safe environment and simple processes for discussing safeguarding • Discuss with mentees and mentors safeguarding issues and what constitutes un/acceptable behaviour • See further support and guidance below for understanding what is un/acceptable
Prevention *Take action before harm occurs*	• Know where to seek support and advice – if unsure, ask the programme manager • Raise concerns or situations with the programme manager before it escalates. • Know who to report situations to • If possible, discuss with mentor and be clear about what is un/acceptable	• Know where to seek support and advice – if unsure, ask the programme manager • Know what constitutes un/acceptable behaviour • Seek feedback from mentee • Discuss any possible instances of unacceptable behaviour and alter behaviour accordingly • Discuss and seek support from the programme manager	• Create clear and simple levels of support for mentees and mentors • Create clear and simple reporting processes • Create an environment where mentees feel comfortable to share experiences • Know where to find, and be able to give, guidance and advice, and signpost to further support

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Proportionality *Take the least intrusive and most appropriate response*	• Discuss with programme manager or other service signposted to identify an appropriate way forward and sense check • See further support and guidance below for understanding what is un/acceptable • Refer to relevant professional or expert • Refer to code of European Mentoring and Coaching Council code of ethics	• Discuss with programme manager or other service signposted to identify an appropriate way forwards and sense check • See further support and guidance below for understanding what is un/acceptable • Refer to relevant professional or expert • Refer to code of European Mentoring and Coaching Council code of ethics	• See further support and guidance below for understanding what is un/acceptable • Refer to relevant professional or expert • Refer to code of European Mentoring and Coaching Council code of ethics
Protection *Support those in need*	• Involve the programme manager in any conversation you may have with your mentor around safeguarding issues • Behave respectfully, professionally, ethically and legally at all times and within relevant boundaries	• Involve the programme manager in any conversation you may have with your mentee around safeguarding issues • Behave respectfully, professionally, ethically and legally at all times and within relevant boundaries	• Be prepared to take part in a conversation between mentees and mentors about safeguarding issues • Address issues with mentees and mentors individually and seek appropriate solutions
Partnership *Work with others*	• Refer to programme manager • Refer to relevant professional or expert • Refer to codes of ethics and codes of conduct		• Refer to relevant professionals or experts and bodies • Refer to codes of ethics and codes of conduct
Accountability *Demonstrate transparency and accountability*	• Know your and others responsibilities • Communicate your responsibilities to others		• Create and share processes • Create, share and act within areas of responsibilities and accountabilities