

Advanced Connections: Mentor Agreement

2025-26

Os hoffech lenwi'r ffurflen hon yn Gymraeg, defnyddiwch y gwymplen yn y gornel uchaf ar y dde.

Your Details

1. Full Name: *

Code of Conduct

2. I have read and agree to adhere to the Physics Mentor Code of Conduct.

I agree do the following ahead of mentoring sessions:

- Ensure that I am able to access Zoom.
- Read through the names and any relevant information on the chosen mentees in your group.
- Ensure that I have received information on the project's Safeguarding and Child Protection policies, incl. the contact information of the project's Designated Safeguarding Person.
- Ensure that I know best methods and times for contacting the project team, particularly if I need to contact them at the last minute.

I confirm I have read the above, and agree to adhere to it.

Mentor Responsibilities

I am aware that it is my responsibility to:

Safeguarding

- Ensure that there are **never** any one-to-one mentee to mentor situations.
- Ensure I have familiarised myself with the project's Safeguarding and Child Protection policies.
- Ensure I have the contact information for the project's Designated Safeguarding Person, and I am prepared to contact them in the event of a disclosure or suspected abuse.

Preparations

- Contact the project team **as soon as possible** if you are not able to attend a session.
- Check the suitability of any external websites or content prior to the session and ensure that mentees will be able to access them.
- Be mindful that some mentees may require more time than others when setting tasks.

Reflections

- Complete your mentor reflections after **every** cycle, as close as possible to the date/time of the mentoring session.
- Ensure mentees have 5-10 minutes at the end of **every** cycle to complete their reflections.

Location

- Choose a location that is appropriate and safe to conduct online sessions from.
- Conduct the broadcast in a location where you will not be interrupted.

Camera Settings

Carefully consider what is in view of the camera:

- Check that the background is professional and does not contain images or information that should not be shared or that could be deemed inappropriate.
- Check that other documents or images on my computer are not visible when sharing screens.
- I can request my camera set up and view be checked with the project team and/or co-mentor.
- Use a Physics Mentoring/Advanced Connections background where necessary (these can be found in the Advanced Connections Mentor Zone).

Audio

- Contact the project team if audio equipment is required.

Professional Conduct

- Wear my Physics Mentoring shirt in **every** session.
- Conduct online sessions in an environment where there is privacy from others.
- Be aware that remarks could be heard by a number of mentees and could be easily misconstrued.
- Be aware of the need for confidentiality in certain situations.

Recording Sessions

- Sessions **must not** be recorded.

Learner Behaviour and Etiquette

- Remind mentees of the ground rules at the beginning of each cycle.
- Be explicit on how best to communicate or ask for help throughout the session.
- Be patient with mentees as they get used to a new way of learning.

Risk Assessments

- Assess any risk(s) associated with the activities taking place in sessions.
- Provide a risk assessment to the project team if required.

3. I agree that I have read the above, and understand my responsibilities. *

I agree

Session Commitment

4. I understand that I will need to commit one evening a week on a semi-regular basis until March 2026 in order to earn my bursary installments. *

Required dates are:

Launch Event: 13th March 2025 (17.30-20.30)

- Cycle 1:
 - Physics Tutorial: w/c 24th March 2025
 - Mentoring Session: w/c 31st March 2025
- Cycle 2:
 - Physics Tutorial: w/c 16th June 2025
 - Mentoring Session: w/c 23rd June 2025
- Cycle 3:
 - Physics Tutorial: w/c 15th September 2025
 - Mentoring Session: w/c 22nd September 2025

- Cycle 4:
 - Physics Tutorial: w/c 6th October 2025
 - Mentoring Session: w/c 13th October 2025
- Cycle 5:
 - Physics Tutorial: w/c 10th November 2025
 - Mentoring Session: w/c 17th November 2025
- Cycle 6:
 - Physics Tutorial: w/c 1st December 2025
 - Mentoring Session: w/c 8th December 2025
- Cycle 7:
 - Physics Tutorial: w/c 2nd March 2026
 - Mentoring Session: w/c 9th March 2026

I agree

5. If I am unable to attend a session, I will inform the project team as soon as possible. *

If you do not give adequate notice that you are unable to attend a session, your bursary installment for that period may be reduced.

I confirm

Feedback and Photo Permissions

6. I am aware that my reflections and any other written feedback will be used by the project's external evaluators, Ondata, for evaluation purposes. *

All feedback will be anonymised before being shared or published.

I agree

7. I give my permission for photos and/or videos of myself taken whilst working with the project to be shared and/or published by the project. *

I give permission

I do not want pictures of myself used, but I am happy for those not showing my face to be used

I do not want any pictures of myself to be used

8. I agree to contact the Physics Mentoring team in the following instances:

- I require clarification on any of the above.
- I am concerned about the conduct of my co-mentor or a mentee.
- There has been a safeguarding issue arise in a mentoring session.

*

I agree