

SH/FT Mentoring Conversation Contract & Safety Checklist

Helping mentors and mentees build trust, openness, and learning in every conversation.

Part 1: The Conversation Contract

Purpose: To agree on how we will work together so that both mentor and mentee feel psychologically safe to share, explore, and grow.

We, the **mentor** and **mentee**, agree to the following principles for our mentoring relationship:

Principle	Our Agreement	✓
Confidentiality	What we share stays between us unless we both agree otherwise.	<input type="checkbox"/>
Respect & Equality	We treat each other as equals in this learning partnership.	<input type="checkbox"/>
Honesty & Openness	We will be honest about our thoughts, progress, and challenges — even when uncomfortable.	<input type="checkbox"/>
Curiosity over Judgement	We will ask questions to understand, not to criticise or fix.	<input type="checkbox"/>
Permission for Feedback	We agree to give and receive feedback in a constructive, caring way.	<input type="checkbox"/>
Repair & Reset	If something feels “off” or goes wrong, we will talk about it and reset together.	<input type="checkbox"/>
Commitment to Time & Presence	We will show up on time, focus fully, and respect each other’s schedules.	<input type="checkbox"/>

Part 2: The Safety Checklist

Purpose: To regularly reflect on the “health” of our mentoring relationship. Use it every few sessions or midway through your programme.

Rate each statement from 1 (strongly disagree) to 5 (strongly agree)

Statement	1	2	3	4	5
I feel comfortable being honest about what’s working or not working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel safe sharing mistakes or uncertainties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I believe my mentor/mentee listens without judgement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback in our sessions feels constructive and kind.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Statement	1	2	3	4	5
We can discuss sensitive topics respectfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If tension arises, I believe we can repair it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our conversations feel equal and collaborative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reflection prompt:

- Which statements are lowest?
- What could we each do to strengthen safety next session?

Part 3: Conversation Prompts That Encourage Openness

Use these at the start or end of sessions to deepen trust and reflection:

1. What went well since our last meeting?
2. What didn't go as planned — and what did you learn?
3. What's one thing you've hesitated to bring up but want to explore today?
4. How can I best support you right now?
5. What feedback would help me be a better mentor/mentee for you?

Part 4: Red Flags to Watch For

Red Flag	What To Do
Repeated cancellations or disengagement	Revisit commitment and scheduling expectations.
One person dominates every conversation	Reset airtime balance; agree to equal participation.
Avoidance of feedback or difficult topics	Name it gently: "I notice we haven't discussed ____—shall we explore that?"
Loss of trust or discomfort	Pause, discuss, or involve your programme coordinator if needed.

Part 5: Commitment to Growth

We understand that trust builds over time through consistent behaviour. We commit to practising confidentiality, curiosity, courage, and care in every conversation.

Mentor Signature: _____ Date: _____
Mentee Signature: _____ Date: _____