

**Policy and Procedure – Mentor Screening and Selection**

**GenYZ Mentoring**

**Purpose**

The intention of this policy is to seek to provide for the protection and safety of all participants in the program by having screening and selection procedures that screen out any inappropriate applicants.

**Policy**

GenYZ is committed to screening volunteer mentors to:

* protect the safety of young people
* ensure that appropriate and compatible matches can be made
* give the volunteer the information and time to decide if the mentor position suits them.

All potential mentors must obtain a Police Check and Working with Children Check prior to being accepted into the program.

A copy of a current driver's licence and a driver history report is also required.

Existing mentors will be required to complete a Police Check every two years.

The following three offences may preclude an applicant from being accepted into a mentor role, regardless of any mitigating circumstances:

* sexual offences
* offences against children
* violent offences.

In the case of all other offences, a criminal conviction does not necessarily rule out a potential mentor if the following have all occurred:

* the offence took place a long time ago
* the person has dealt with the problem or turned their life around
* the person has been honest and candid about what happened.

**Procedure**

1. **Information/orientation session**

An information session is held to orientate potential mentors to the role.

1. **Written application**

The applicant completes and returns an application form to program staff. The applicant agrees to the time commitment.

1. **Interview**

A formal interview with program staff must be held to assess suitability, get to know the potential mentor, address issues arising from the training and consider factors that may affect matching with a young person.

1. **Mentor training**

The potential mentor attends training sessions to expand their knowledge of the program, their understanding and appreciation of the role and to develop their mentoring skills.

Training is based on the VYMA training package and concentrates on the seven core modules.

1. **References**

Program staff will contact two or three nominated referees. Nominated referees will include, at the very least, a professional person the potential mentor has worked with and a personal friend.

1. **Police and Working with Children checks**

The potential mentor completes both Police and Working with Children checks to ensure against any significant criminal history. GenYZ will meet the cost, if any, of these checks. The program provides information and assistance with undertaking these checks and also ensures existing mentors complete the Police Check every two years.

1. **Final selection**Based on all information gathered above, program staff make a final determination as to the appropriateness of the applicant’s involvement in the program. They will send out an acceptance or rejection letter to the applicant based on the overall assessment of appropriateness.

If the applicant is rejected, the applicant’s file should be placed into the file area of ineligible applicants. If the applicant is accepted, the mentor can be matched as soon as an appropriate match is identified.