**Mentor Mobile Telephone Agreement**



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| **This agreement covers the use of a mobile telephone supplied by Seeds4Success to a mentor for use in the mentoring programme. Please also refer to guidance on communication and telephone use in the *Mentor’s Handbook* and the *Mentors’ and Lone Working Policy*** | | | | | |
| Mentor’s Name: | | |  | | |
| Mobile Telephone Serial Number: | | |  | | |
| Mobile Telephone Number: | | |  | Date issued: |  |
|  | The mobile telephone and all accessories remain the property of Seeds4Success. | | | | |
|  | The mobile telephone is provided for the purpose of communication and administration in relation to the Seeds4Success mentoring programme. | | | | |
|  | The mobile telephone should not be left unattended in a vehicle or public place. | | | | |
|  | The mobile telephone should remain PIN code protected. If the mentor changes the PIN code from that set by Seeds4Success, then the mentor must inform the Mentoring and Support Manager about the change. | | | | |
|  | The mentor must not share the mobile telephone PIN code with others. | | | | |
|  | The mentor must not lend the mobile telephone to others or allow others to use the phone, unless in an emergency. | | | | |
|  | The mentor should take all reasonable precautions to prevent the mobile telephone being damaged, lost, stolen or used inappropriately. | | | | |
|  | The mentor should only install and use apps on the mobile telephone approved by the Mentoring and Support Manager or use in the mentoring programme. | | | | |
|  | The mentor must follow the guidance and policies covering the use of mobile telephones, communication and taking and sharing of photographs in the Mentors’ Handbook and Mentors’ and Lone Working Policy | | | | |
|  | Mentors should always save contacts to the SIM card and not to the mobile telephone memory. | | | | |
|  | The mentor must ensure that there is sufficient credit on the mobile telephone by informing the Mentoring and Support Manager when a top-up is required. | | | | |
|  | The mentor should always ensure their use of the mobile telephone does not put the young person, themself or anyone else at risk. | | | | |
|  | The mentor should never use the mobile telephone whilst driving unless using a hands-free Bluetooth device. | | | | |
|  | If the mobile telephone should be damaged and become faulty, the mentor should let the Mentoring and Support Manager know immediately. | | | | |
|  | The mobile telephone must be returned to the Mentoring and Support manager, along with any accessories such as a charger, when the mentor leaves the mentoring programme. | | | | |
| **Mentor** | | | | | |
| I have read, understood and agree to abide by the requirements stated on the use of the Seeds4Success mobile telephone on this agreement. | | | | | |
| Name: | |  | | | |
| Signature: | |  | | | |
| Date: | |  | | | |