

Mentor Check List

We are so excited to have you join us as a mentor at City Lions! Thank you for your support to Westminster's young people.

Please read through the information below carefully, taking note of key dates for your diary and the checklist.

To ensure the process of becoming a mentor is as easy as possible, we've created this check list to help you in completing all the necessary steps before starting your mentoring journey. This check list includes all the onboarding information you should need but please reach out at any time if you have any questions.

Dates for your diary:

- Mentor training part 1 - **7th November** @ 12 - 1:30pm, Zoom
- Mentor training part 2 - **14th November** @ 12 - 1:30pm, Zoom
- First mentor meeting - **w/c 24th Nov or w/c 1st December**, at mentees school (exact dates tbc following matching process)
- Kick off event - **8th December @ 4:30pm - 6:30pm**
Westminster City Hall, 64 Victoria Street, SW1E 6QP

Check list:

- ☐ Referee nominated by **20th October**
- ☐ DBS form completed and ID verified by **20th October**
- ☐ Introductory chat booked in by **20th October**
- ☐ Code of Conduct signed and returned by **20th October**
- ☐ Mentor training and kick off event in the diary

Mentor Check List

City Lions are committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment. As part of this, we will ensure that all our recruitment and selection processes reflect these commitments as detailed below.

DBS Checks

We require all mentors to be DBS checked (enhanced check with children's barred list) in line with our safer recruitment procedures. If you already hold a DBS via us, it will need updating every **two** years.

The process:

- Soon you will receive an email inviting you to complete the online DBS application from **'Know Your People'** (please check your junk). The email will contain helpful links and information on how to complete your application.
- Please complete the form as soon as possible, using your full name (including middle names) as shown on any identification (ID) documents which you are submitting to prove who you are, such as passport or driving licence.
- As part of the process you will need to supply **three ID documents** to enable us to verify the information you've provided on the application. You will be asked when completing your application which three documents you would like to use.
- You can find out more information about completing a DBS application, which ID documents are suitable [here](#) and mistakes to avoid when completing your application [here](#).
- You can verify your ID via an online app (called **YOTI**). This option will be provided to you upon submitting the online form.
- In some cases your ID may not be able to be verified via the app or you may not wish to have your ID verified this way.
- Instead, you will need to attend a short meeting (virtual) with Sisley to show your chosen ID documents and provide scanned copies of each.
- You will be kept up to date with the progress of your application via email. There will be no need to send us a copy of your certificate once it arrives via post.

Requests for disclosure and open search

As part of the DBS process, **we ask you to self-disclose, before the process begins**, any criminal records you may have. A **self-disclosure may not have an impact** on your ability to become a mentor. Disclosures will be discussed on a case by case basis.

As part of our safer recruitment procedures, we will be conducting an open search of your given names online.

Introduction chat:

We like to speak to any new volunteer mentor to get to know them better. This helps us match you with a young person and answer any questions you might have about mentoring with us. If you have mentored with us before, you **do not** need to complete the introductory chat again.

Sisley will be available on the following dates and times to meet with you. Please email shamer@westminster.gov.uk with the date and time you are available and we will follow up with an invite. The meeting will last approximately **20 mins**:

- 10th October - between 9:30am - 5:00pm
- 21st October - between 1:00PM - 5:00pm
- 23rd October - between 9:30am - 5:00pm
- 24th October - between 9:30am - 5:00pm
- 28th October - between 9:30am - 5:00pm
- 29th October - between 12:00am - 5:00pm
- 4th November - between 9:30am - 5:00pm

Code of Conduct:

In line with City Lions commitment to the welfare of young people, we ask all mentors to sign a code of conduct. We also ask mentees to sign a similar code of conduct to ensure that you both get the most from the programme and feel safe. We require you to **re-sign** the code of conduct each year you mentor with us.

You will find this attached to our email. Please read, sign and return the code of conduct by **20th October 2025** to Sisley - shamer@westminster.gov.uk.

References:

We ask all prospective mentors to provide us with one individual who we can contact as a reference. We require a referee each year you mentor with us.

Please nominate someone who knows you in a **professional capacity** and can confirm your place of work. This should preferably be your line manager. However, we recognise this may not be possible for everyone. If this applies to you, please nominate someone who has recently worked with you/your business and can confirm your job role.

Please send their **name and contact information (both email and phone)** to Sisley - shamer@westminster.gov.uk, by no later than **20th October 2025**.

