



SMBP Career Mentoring

Rules of Engagement

SMBP is committed to safeguarding and promoting the welfare of all students and volunteers participating, and expects all staff, volunteers and students to share this commitment.

These safeguarding precautions have been created to ensure the safety and privacy of all users engaging on the platform.

Messages and attachments will be blocked should they include any personal information such as your full name, phone number, email address, home or work address, and/or social media profiles.

Your responsibilities whilst using the SMBP Career Mentoring Platform are as follows:

1. **All communications happen on a first name basis only.** Do not include your surname in any messages or attachments such as CVs, cover letters, applications.
2. **You must not arrange to contact your mentee or mentor off the platform.** All communications should take place on the SMBP Career Mentoring Platform only.
3. **Do not share your contact details** such as telephone number, personal or work email address, home or work address in any messages or attachments such as CVs, cover letters, applications.
4. **Do not share links to your personal social media or connect through social media.** Including but not limited to Facebook, Instagram, LinkedIn, Snapchat, Threads, TikTok or X.
5. Do not share photos of yourself with your mentee or mentor.

If at any time, during your involvement with SMBP, you are concerned about your own, or someone else's safety or welfare, please raise this by emailing SMBP's Safeguarding Officer, Carole Mehigan (CMehigan@ReedSmith.com) and the SMBP team (team@smbp.org.uk) as soon as possible.