

PEER SUPPORT, COACHING AND MENTORING POLICY

Policy Title	Staff Peer Support, Coaching and Mentoring Policy
Policy Owner	<i>This may be the CEO, Human Resources Manager or equivalent</i>
Policy Approver	<i>This may be the Board, CEO, Human Resources Manager or equivalent</i>
Related Policies	<i>Name any other policies related to the Staff Peer Support, Coaching and Mentoring Policy</i>
Related Procedures	<i>Name any other procedures related to the Staff Peer Support, Coaching and Mentoring Policy</i>
Storage Location	<i>Detail where the policy is stored, including digital and physical locations</i>
Effective Date	<i>List the date the policy came into effect</i>
Review Date	<i>List the date the policy is to be reviewed</i>

PURPOSE

The Staff Peer Support, Coaching and Mentoring Policy governs the peer support, coaching and mentoring processes for all staff at *(insert organisation name)*.

SCOPE

This policy applies to all staff, including employees and volunteers.

DEFINITIONS

Peer Support: occurs when staff provide support, knowledge or practical help to one another to facilitate staff wellbeing and continuous improvement.

Coaching: occurs when a person works with a staff member to identify, target and plan for performance improvement in a particular skill or knowledge area.

Mentoring: is a relationship between an experienced person who helps to guide, advise or train a person with less experience to maximise their potential, develop their skills, and improve their capability.

(insert any other definitions specific to your organisation)

POLICY STATEMENT

(Insert organisation name) is committed to supporting and developing its staff through access to robust peer support, coaching and mentoring opportunities that meet good practice guidelines.

(Insert organisation name) recognises that peer support, coaching and mentoring plays an integral role in staff wellbeing, development, learning, and continuous improvement.

The content of peer support, coaching and mentoring meetings will remain confidential between participants except for any agreed actions and goals, or where the disclosure of the information is consented to or required by law.

(list any other policy statements specific to your organisation)

PROCEDURE OVERVIEW

The policy is accompanied by the Staff Peer Support, Coaching and Mentoring Procedure that provides detailed information on the process of peer support, coaching and mentoring at *(insert organisation name)*.

The Staff Peer Support, Coaching and Mentoring Procedure details the persons responsible for peer support, coaching and mentoring.

REVISION HISTORY

Version	Change	Author	Date of Change