

Closure of the mentoring relationship

(Refer to pages 53 - 55 of the *Guide*)

Closure of the mentoring relationship is about looking back and reviewing accomplishments, looking forward to areas of continued growth and goals, and saying goodbye	CHECK
Establish formal match closure policies and procedures and ensure these are communicated clearly to all participants. These should cover all circumstances, both anticipated and unanticipated closures.	
Establish clear procedures for handling matches that end prematurely , including transitioning/ re-matching the mentee if appropriate. Re-matching the mentor with a new mentee should also be considered.	
Establish clear guidelines regarding possible ongoing relationships at the conclusion of the formal programme.	
Conduct exit interviews with mentors, mentees and parents/caregivers if appropriate. This allows reflection on the positive experiences they have shared and the impact that they have had on each other.	
Support young people to define next steps to continue achieving personal goals.	
Plan an activity or event to acknowledge and celebrate the formal completion of the mentoring relationship.	
Document closure meetings to ensure due process has been followed in all instances.	

For each task listed in the Checklist on the previous page, identify your programmes strengths and areas for improvement and the plan for achieving these.

Strengths	Improvements	Action Steps	Timeline	Input/Support Required