

University of Cambridge Mediation Service

AGREEMENT TO MEDIATION

The following are the terms upon which mediation is arranged. The mediation process is free, confidential and non-legal.

Ground Rules

Mediator(s)

To help both you and any other participants involved to reach an agreement, mediators will guide the process. They are independent and neutral. However they will ask the participants to agree to ground rules at the beginning which include asking all participants to refrain from any form of personal abuse and by showing each other mutual respect. They do not act as judges or decide who is right or wrong. The mediators also do not act as counsellors, advisors or legal experts. They only serve to help the participants to reach their own agreement.

It is not intended that the mediators will provide ongoing support. However a follow-up meeting to review the situation may be arranged by agreement with the parties at the end of the joint session.

Confidentiality

Confidentiality is absolutely central to the success of the mediation process. As such, all participants involved in mediation are asked to sign this standard agreement. The purpose of this agreement is to ensure that all participants are able to participate freely, fully, openly and honestly during the mediation process. Accordingly both participants will be required to keep the whole mediation confidential. Each participant must ensure that other members of his or her household keep the mediation confidential.

The mediators are bound by our confidentiality policy, therefore in general any information you share with the mediators will remain within our service, unless you give them consent for any information to be shared with the other party or another agency.

As a participant I agree that:

1. Any information I give, or receive, during the mediation process will not be used for any purpose other than that for which it was intended i.e. resolving the conflict through mediation.
2. All information given, or received by me during the mediation process is done so in the knowledge that it must remain confidential between the participants involved in the mediation process and will not be disclosed to any one else.
3. No recording or transcript of the mediation will be made and any notes taken by the mediators during the mediation will be destroyed at the end of the process.
4. The duty of confidentiality shall NOT apply if the mediator(s) reasonably consider(s) that there is a risk of significant harm to the safety or welfare of any person if the information in question is not disclosed.

If an agreement is reached, and subject to the wishes of the participants, it will be written down by the mediators and signed by all participants. One copy will be given to each party,

and one kept by the mediator for three months or until a follow up meeting has taken place. This will be a written record of what is agreed.

Legal Rights

You have the right to seek independent legal advice at any stage. Any agreement which results from the mediation will not be legally binding and will not affect your legal rights.

Similarly the whole mediation (including any agreement resulting from the mediation) will be without “prejudice”, which means that anything prepared for or said during the mediation cannot usually be referred to in any legal proceedings about your dispute.

Please confirm that you have been advised of the above conditions upon which mediation is conducted and agree to them by signing below.

Signed: Date:

Name (*Block Letters*):