Pathways School

Volunteer Policy

Policy Monitoring

Date policy last reviewed:	June 2026		
Signed by:			
Neil Jones	Headteacher	Date:	June 2026
Saima Ali	Chair of governors	Date:	June 2026

Date of next review: June 2027

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedure.

1. Introduction

Pathways School is founded on the basis that every learner is a unique individual who will achieve to their full potential when they are enabled to engage with a curriculum individually tailored to meet their needs. We focus upon sustainable progress and skill acquisition, while ensuring that learning remains relevant and engaging.

2. Links to other school policies and practices.

- Staff Code of Conduct
- Equality and Diversity Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Fire Safety Policy
- Recruitment and Selection
- PBSL Expenses Policy
- Discipline, Conduct and Grievance Policy

3. Aims

Pathways School aims to play our part in making life fundamentally better for autistic people, their families, and carers.

We will achieve this by:

- Having Consistently high expectations and achievements for every individual.
- Ensuring high quality, inspirational and innovative teaching, and learning.
- Establishing and maintaining a safe, secure, caring, and enjoyable environment in which to work, learn, thrive, and grow towards independence.
- Ensuring that our curriculum is broad and balanced and personally tailored to each individual student, underpinned by accurate and wide-ranging assessment.
- Including well-structured opportunities to gain experience skills in an intensive way, and then generalising these into natural environments, developing and extending learning.
- Designing and delivering content that is relevant, functional, and interesting for the learner.
- Offering opportunities for students to be creative and adventurous in their learning.
- Providing situations where students gain first-hand experiences using a wide range of resources.
- Supporting essential therapeutic activities such as speech and language, physiotherapy, occupational therapy.
- Using strategies that minimise or alleviate sensory impairments, such as access to the sensory area and the provision of specialist equipment such as sound reducing systems.
- Collaboration with parents, professionals, and agencies, with the community and with the students themselves.

Volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to our organisation and those who use our services. Volunteer involvement in this organisation does not replace or devalue the role of paid staff.

Within Pathways School volunteers participate in:

- Board of Governors
- Curriculum Support
- Fundraising

Pathways School aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that all everyone is sure of their respective roles and responsibilities.
- the organisation will comply with the Data Protection Act in the use of data held on all volunteers.
- volunteering opportunities will complement rather than replace the work of paid staff
- volunteers will be provided with regular opportunities to share ideas/concerns with a named contact in line with our Support and Supervision Policy.
- all existing and future policies will be checked as to how they affect volunteers

4. Recruitment and Selection

Pathways School will adhere to its equalities and diversity policy when recruiting and selecting volunteers. All potential volunteers will be asked to complete a volunteer's application/registration form. Written task descriptions will outline time, commitment, necessary skills, and actual duties. Where there is specific training required this will be highlighted as part of the recruitment process. Where there is a requirement for a Disclosure Check this will be highlighted as part of the recruitment process. All volunteers will be required to provide two references. Where individuals cannot be placed, we will endeavour to refer them to another agency who can support them to find a volunteering opportunity.

5. Support and Supervision

Once placed, we will expect volunteers to comply with existing policies and procedures. All volunteers are covered under Pathways School Public Liability Insurance.

All volunteers will have an induction to their volunteering which will involve an overview of the relevant policies and procedures. Following Induction, volunteers will have regular support and supervision meetings with a named contact to identify areas for development, or to discuss any issues. A record of these discussions will be held as part of the individual volunteer's records. Volunteers can have access to their records at any time.

Volunteers will be able to claim reasonable expenses for their volunteering in line with the Pathways School's Expenses Policy. Volunteers should discuss any planned expenditure prior to incurring the expenses to ensure that it will be covered by the organisation.

Where volunteers have holidays or other commitments which mean that they cannot attend their normal volunteering, they should advise their named contact to ensure that we can arrange alternative cover. If volunteers require a longer break from their volunteering, they should discuss this with their named contact. Pathways School will endeavour to be as flexible as possible to accommodate the needs of volunteers.

Volunteers can access learning and development opportunities which are relevant to their volunteering role throughout their time with Pathways School. Opportunities for Learning and Development will form part of the discussions at support and supervision sessions.

6. Problem Solving

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with using the school's Discipline, Conduct and Grievance Policy.

7. Responsibility

Overall responsibility for the implementation, monitoring and review of the policy and procedure lies with the Chair of Trustees. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.