

Updated Volunteer Procedure

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DISTRICT SCHOOL BOARD



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Not everything will be the same...

The number and nature of the extra-curricular activities offered in schools may be different than what was offered in previous years. There will also be differences in what is offered on a school by school basis.



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Level of Risk

Extra-curricular activities are differentiated by level of risk:

- low-risk activities involve situations where volunteers supervising students in open common areas or with intermittent observation by staff;
- medium to high-risk activities involve situations where volunteers are responsible for direct supervision of students, alone or off-site, with no staff supervision.



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What you will need:

- Volunteers for medium to high risk activities will be required to ***complete an application and related documentation*** including:
- a completed **volunteer application form** (which includes 2 references and a summary of qualifications to supervise the extracurricular activity in question); and
- an approved **police record check** (or evidence of application for a police record check).



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New Volunteer Process

1. School Principal Identifies Volunteer Needs by Academic Term



2. School Council Consulted

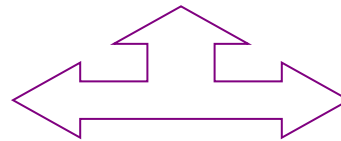


3. Final Listing of Volunteer Needs Identified by School



4. Needs Matched with Final List of Volunteers

5. Principals refer volunteers to central screening committee.



6. Volunteers trained centrally on OCDSB Policies and Procedures

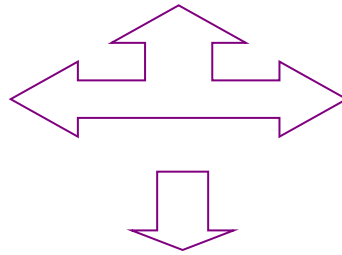


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7. Schools Notify School Community of Programs that are Operational

8. School / District Staff confirm elements to support Program are in place (Equipment / Materials, Facility space)

Program Fully Operational

9. Monitoring, Feedback and Support by District Staff

