



Ottawa StoryTellers' Volunteer and Staff Screening Policy July 12, 2011

These steps are to be followed in screening volunteers:

Interview. Applicants will be asked if there are any issues about themselves that the Board should be aware of.

References. Called with permission of applicant.

These steps are to be followed once a volunteer has been accepted:

Train and educate volunteers. Provide special training if volunteer will be working with vulnerable clients

Supervise volunteers

Provide feedback and support when necessary

Require a Police Record Check if volunteer is working closely with vulnerable populations or finances.

Police Records Check and Vulnerable Position Screening for employment or volunteering purposes are required when an individual will be working in a position of trust with children (persons under 18 years of age), the elderly, sick or infirm.

Board members

Board members are not working directly with vulnerable populations and are not required by law to submit Police Records Checks.

Staff and members of the Finance Committee

Ottawa StoryTellers requires that those who will be responsible for handling the organization's finances should undertake a Police Records Check.

Tellers

Unless required by an outside institution, individuals performing in OST shows do not need to submit a Police Records to OST as the teller will not be in a position of trust with respect to vulnerable populations. It is assumed that others, such as parents, teachers, or those in charge of the programs hiring the teller will be responsible for the welfare of the audience.

If a teller will be working closely over a long period of time with a vulnerable group, however, OST does require a Police Records Check.

If a Police Records Check is required, it should be shown to the appropriate committee member, noted in a file on the applicant, and returned to the applicant.

All volunteers will be required to sign a privacy form and a confidentiality form.