



PROCEDURE

HR109

Offence Declaration

Board Received: March 27, 2017

Review Date: April 2021

Accountability:

1. Frequency of Reports – As needed
2. Criteria for Success – Policy is followed.
– Clear communication is present.

Procedures:

Rationale

To ensure the safety of pupils, Ontario Regulation 521/01, as amended by Regulation 170/02 and Regulation 49/03, under the *Education Act*, was established.

Definition

An Offence Declaration means, in respect of a Board, a written declaration signed by an individual listing all of the individual's convictions for offences under the *Criminal Records Act* (Canada) up to the date of the declaration that are not included in the last Police Record Check collected by the Board under this Regulation(s), and for which a pardon under Section 4.1 of the *Criminal Records Act* (Canada) has not been issued or granted.

Requirements

1. The Board shall collect an Offence Declaration from every employee by September 1 of each year in which the individual is employed by the Board after that day. Failure to provide an Offence Declaration by September 1 may result in discipline.
2. All Offence Declarations must be received by the Superintendent of Education (Human Resources), or designate, the Manager of Human Resources, either electronically or in an envelope marked "confidential and to be opened by addressee only". For Offence Declarations **with** convictions, the Superintendent of Education (Human Resources), or designate, will adjudicate these declarations as per HR108 Police Record Checks for Employees.
3. In completing and submitting the Offence Declaration, the employee agrees and understands that any false or misrepresented statements may be grounds for discipline up to and including dismissal.
4. All Offence Declarations shall be filed in a confidential, safe and secure location in Human Resources Services.

**GRAND ERIE DISTRICT SCHOOL BOARD
OFFENCE DECLARATION**

Please complete the following:

NAME: _____
(please print)

POSITION: _____ LOCATION: _____

I DECLARE, since the last Police Record Check collected by the Grand Erie District School Board, or since the last Offence Declaration completed by me for this Board, **that:**

I have **no** convictions under the *Criminal Code of Canada* for which a pardon has not been issued or granted under the *Criminal Code (Canada)*.

OR

I have been convicted of the following criminal offences under the *Criminal Code of Canada*, for which a pardon under Section 4.1 of the *Criminal Records Act (Canada)* **has not been** issued or granted to me.

List of Offences

1. a) Date: _____
b) Court Location: _____
c) Conviction: _____

2. a) Date: _____
b) Court Location: _____
c) Conviction: _____

3. a) Date: _____
b) Court Location: _____
c) Conviction: _____

DATED at _____ this _____ day of _____, 20 _____

Signature

All Offence Declarations must be received by the Superintendent of Education responsible for Human Resources, or designate, the Manager of Human Resources, in an envelope marked confidential and to be opened by addressee only.