

**DURHAM DISTRICT SCHOOL BOARD
OFFENCE DECLARATION FORM
Volunteers**

In accordance with Procedure #4220, all persons being considered by a principal to volunteer in his/her school shall, upon request, provide a recent Criminal Background Check including a vulnerable sector screening, as a condition of selection. Once a Criminal Background Check has been accepted and deemed satisfactory by the principal, volunteers returning to the same school each year may be asked to complete an Offence Declaration Form only. Those volunteers who wish to change locations, or who wish to return following an absence of 12 months to a location shall be required to provide a new Criminal Reference Check. Notwithstanding the above, all volunteers must provide the Board with at least one updated Criminal Background Check every 5 years.

This Offence Declaration Form applies for the 20__/20__ school year for _____
(name of volunteer)

to volunteer at _____.
(name of school)

I DECLARE, since the last Criminal Background Check collected by the Durham District School Board, that:

- I have no convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.
- I have the following conviction(s) to declare under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has not been issued or granted:

(list convictions)

This information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, for purposes consistent with the provision of public educational services to children pursuant to the *Education Act* and Regulations.

Pursuant to Procedure #4220 - Guidelines for the Collection of Criminal Background Checks:

2.1 A principal, superintendent, or designate thereof, may at any time require any person providing services to the Board, whether by employment, contract, volunteer, or otherwise, to provide the Board with a new Criminal Background Check. The decision to require a new Criminal Background Check, and the depth and degree of screening conducted by the Board, will be dependent upon several factors including, but not limited to:

- (a) The nature of the activity;
- (b) The extent of interaction with, and responsibility for, students;
- (c) The degree of direct "in the school" supervision of the individual; and
- (d) A general decision of the Board regarding all such individuals in a certain category.

Note: The provision of false or misleading information is an offence that may result in your exclusion from school property, criminal charges and/or legal action being taken against you.

Name of Volunteer: _____

Name of Principal: _____

Signature: _____

Signature: _____

Date: _____

Date: _____