



UFCC FORM

OFFENCE DECLARATION STATEMENT

This form must be completed ANNUALLY.

Umbrella Family
and Child Centres
of Hamilton

1. INSTRUCTIONS

Under the *Child Care and Early Years Act, 2014*, UFCC must meet the following requirements:

- Obtain offence declarations from all individuals from whom they have previously obtained a vulnerable sector check. The offence declaration must be obtained in every calendar year, except a year in which a vulnerable sector check is obtained, and dated no later than 15 days after the anniversary date of the most recent offence declaration or vulnerable sector check.
- Obtain a statement from any person who turns 18 years old while in a position where he or she interacts with children receiving care, within one month after the person turns 18 years old. The statement must disclose every previous finding of guilt of the person under the *Youth Criminal Just Act (Canada)*, if the person received an adult sentence.
- Having accepted a copy of a vulnerable sector check from a volunteer or student, instead of the original documents, the volunteer or student must provide an offence declaration that addresses the period since the day the vulnerable sector check was performed if more than six months but less than five years have passed since the day the vulnerable sector check was performed.
- Any person from whom UFCC is required to obtain a vulnerable sector check is required to provide UFCC with an offence declaration, as soon as reasonably possible, any time he or she is convicted of an offence under the *Criminal Code (Canada)*.

This form must be completed and signed by the individual from whom an offence declaration is required. The form must also be signed by UFCC or designate to confirm receipt. This form must be retained for ministry review.

2. DECLARATION

I, _____, declare that since _____
(First Name, Last Name) (date of last vulnerable sector check or last offence declaration, whichever is most recent, or date of 18th birthday)

(Check all that apply)

- ☐ I **have not** been convicted of an offence under section 151 (sexual interference) of the Criminal Code (Canada).
- ☐ I **have not** been convicted of an offence under section 163.1 (child pornography) of the Criminal Code (Canada)
- ☐ I **have not** been convicted of an offence under section 215 (duty of persons to provide necessities) of the Criminal Code (Canada)
- ☐ I **have not** been convicted of an offence under section 229 (murder) of the Criminal Code (Canada)
- ☐ I **have not** been convicted of an offence under section 233 (infanticide) of the Criminal Code (Canada)
- ☐ I **have** been convicted of the following offences under the Criminal Code (Canada): *(use back of form if more room is needed)*

I declare that the above discloses all of my convictions under the Criminal Code (Canada) since the date specified above.

In addition, I **am aware of my duty**, to provide the licensee of the child care centre or home child care agency, as the case may be, with an Offence Declaration Statement as soon as possible, any time that I am convicted of an offence under the Criminal Code (Canada).

3. EMPLOYEE/VOLUNTEER/STUDENT SIGNATURE

First Name, Last Name (PRINTED)	Signature	Date (yyyy, mm, dd)
---------------------------------	-----------	---------------------

4. UFCC SUPERVISOR OR DESIGNATE SIGNATURE

First Name, Last Name (PRINTED)	Signature	Date (yyyy, mm, dd)
---------------------------------	-----------	---------------------

Last Revision Approved: June 16, 2019

Date of Next Review: August, 2020