



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

## INFORMATION FOR VOLUNTEERS (Judicial Record Verification and Code of Ethics)

Dear Volunteers,

You will find attached to this letter a declaration concerning a judicial record as well as a consent to a judicial record check by the Régie intermunicipale de police Thérèse-De-Blainville. We ask that you read carefully the important information outlined in this form which must be duly completed and returned to the Sir Wilfrid Laurier School Board with two proofs of identity attached (see the next page for more information). Once the verification is completed, your confidential information will be safely destroyed.

In addition, it is important to note that all approved volunteers must comply with the Sir Wilfrid Laurier School Board's policy no. 2025-HR-12: *Code of ethics applicable to staff members and to any person required to work with minor or handicapped students or be in contact with them* (the "Code of Ethics").

All volunteers are therefore required to familiarize themselves with the Code of Ethics of the Sir Wilfrid Laurier School Board. In addition to outlining expected practices and conduct, it emphasizes your obligation to report, without delay, any situation that could reasonably pose a threat to students' physical or psychological safety, or any breach of the Code of Ethics. Reports can be made to the school principal or centre director, or directly to the Human Resources Department of the Sir Wilfrid Laurier School Board at the following address: [Ethics\\_HR@swlauriersb.qc.ca](mailto:Ethics_HR@swlauriersb.qc.ca).

The Code of Ethics is available on the school board's website, in the *Policies, Procedures and By-Laws* section, under the *Council of Commissioners* menu. It is listed as the first policy under the Human Resources section. You may access it using the following direct links—[French Version](#) and [English Version](#)—if you received this form electronically, or request a paper copy from your school principal or centre director.



# DECLARATION CONCERNING A JUDICIAL RECORD NEW – VALID FOR TWO YEARS

Under the legislative provisions of the *Education Act* dealing with judicial records, a judicial record must mention:

- any conviction for a criminal or penal offence committed in Canada or elsewhere, unless a pardon has been granted for that offence;
- any charge still pending for a criminal or penal offence committed in Canada or elsewhere;
- any court order subsisting against the applicant in Canada or elsewhere.

## DEFINITIONS AND INFORMATION

### **Criminal offence**

An offence created by a federal law to impose a sanction for grave misconduct that infringes the fundamental values of society. Laws that define criminal offences include the *Criminal Code*, and the *Controlled Drugs and Substances Act*.

The main categories of criminal offences in Canada are **summary conviction offences (summary offences)** and **indictable offences (crimes)**. Summary offences are less serious than indictable offences.

### **Penal offence**

An offence created by a federal or provincial law to impose a sanction for conduct that harms the public interest. For example, the *Employment Insurance Act* and the *Canadian Environmental Protection Act* include penal offences created by a federal law; the *Highway Safety Code* and the *Youth Protection Act* include penal offences created by a provincial law. A penal offence may also result from the exercise of powers granted to municipal authorities (e.g., an offence covered by a municipal by-law).

### **Charge still pending**

A charge that has been laid in a case where the judicial or administrative court has not yet rendered a decision.

### **Court Order**

A decision by a judge requiring a person to respect certain conditions, such as a surety under section 810 and following of the *Criminal Code*, a probation order, an order of prohibition to drive or to possess firearms, a restitution order or an order prohibiting a person from contacting persons under age 14 or being in a place where such persons are likely to be encountered. This list is not comprehensive. Under the *Criminal Code*, a discharge is considered a court order.

### **Conviction for an offence for which a record suspension (pardon) has been obtained**

An offence for which a pardon has been obtained need not be mentioned. For more information on applications for pardon, visit the Parole Board of Canada website at <https://www.canada.ca/en/parole-board.html>.

### **False declarations or omissions**

**Any false declaration or omission may lead to the refusal of your request to be a student teacher or a volunteer, or to the termination of a service contract.**

### **Timeline**

Any forms received after May 15 for parent volunteers will not be processed.

### **Sharing of Information – Volunteers**

A list of authorized volunteers is sent to every principal and centre director for their respective school or centre. This list, which only contains the names of volunteers and the date on which they were authorized, may be shared with an employee of the school or centre or with a volunteer, including a parent volunteer, who has received the mandate to organize school activities or events for which volunteers may be required.

### **For more information, please contact:**

Jocelyne Thompson-Ness, Administration Officer  
Sir Wilfrid Laurier School Board  
Phone: 450 621-5600, ext. 1369 – Fax: 450 621-7929  
Email: [jthompson@swlauriersb.qc.ca](mailto:jthompson@swlauriersb.qc.ca)

**Note: If you wish to know the status of your judicial record, please contact the school or centre. Only volunteers who have been refused will be contacted.**

**IMPORTANT: This form must not be submitted to the school or centre.  
Please submit it to the school board using one of the two following options:**

**Regular Mail**  
Secretary General  
Sir Wilfrid Laurier School Board  
235, montée Lesage, Rosemère (Québec) J7A 4Y6

**Email**  
Jocelyne Thompson-Ness  
[jthompson@swlauriersb.qc.ca](mailto:jthompson@swlauriersb.qc.ca)

**Note: When returning the form and proofs of identity by email they MUST be in PDF format as the police will not process photos of proofs of identity.**



## CONSENT TO A JUDICIAL RECORD CHECK



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD  
235, montée Lesage, Rosemère (Québec)  
J7A 4Y6

SCHOOL or CENTRE:

- Student teacher (non-remunerated)  
 Volunteer  
 Other: \_\_\_\_\_

I am volunteering at the school or centre on behalf of the following student (s):

I am an employee of the school board and work at:

**Note: Please read carefully as all sections must be filled out properly (please print), signed, dated and initialed or the form will not be processed nor returned to you for correction. Also, if two proofs of identity are not attached this form will not be processed.**

### 1. IDENTIFICATION OF APPLICANT

Please submit at least **two** proofs of identity. One of these proofs must include a picture.

Driver's licence number:

Health insurance card number:

Other proof of identity (specify):  
Number:

Last name(s) (If you have more than one last name, please enter them in the usual order.)

First name(s)

Date of birth (yyyy-mm-dd)

Sex

M  F

Do you use or have you used a name that is different from your current name or is your name different from the one given to you at birth?

yes  no

If yes, please specify:

Current address (number, street, apartment, city)

Postal code

Telephone 1

Telephone 2

Email address

Former addresses (in the last 5 years, if different from the current address)

1.

4.

2.

5.

3.

### 2. DECLARATION CONCERNING A JUDICIAL RECORD

Have you ever been convicted of a criminal offence (summary offence or crime) or a penal offence or are you currently subject to a charge for a criminal offence (summary offence or crime) or a penal offence?

No  Yes

Are you subject to a court order? No  Yes

*Note: The full judicial record must be declared. However, only the offences that, in the opinion of the school board, have a bearing on the applicant's duties will be considered.*

If you answered yes to one of the questions above, please fill out the section below. If you need more space to provide all the information requested, you may continue on a blank sheet of paper and attach it to this form. Please make sure to indicate your name and to sign and date all additional sheets.

Nature of offence/charge/conviction/court order	Charge	Conviction	Court order	Date	Location
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### 3. CONSENT TO A JUDICIAL RECORD CHECK

I, the undersigned, give my consent to the **Régie intermunicipale de police Thérèse-De Blainville** to conduct the research required using the databanks to which it has access in order to verify my judicial record, i.e., all pending charges concerning a criminal offence (summary offence or crime) or a penal offence to which I am subject to or all convictions concerning such an offence for which I have not been granted a pardon and to send the results of that verification to the Sir Wilfrid Laurier School Board.

I am a minor. I understand that the judicial record check only concerns offences pertaining to the position or profession I am interested in, in accordance with section 156 of the *Civil Code of Québec*.

I certify that the information provided in this declaration form is accurate and complete, and I agree to inform the General Secretariat of the Sir Wilfrid Laurier School Board of any change to my judicial record within ten (10) days of being notified of such changes.

Signature of applicant

Date (yyyy-mm-dd)

(Initials)

