

Roger Williams University

Human Resources Volunteer Questionnaire (for use with Category One Volunteers)

PLEASE PRINT CLEARLY.

VOLUNTEER/INTERN INFORMATION

1. Prefix:
☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr. ☐ Other _____
2. Name: _____
Last First Middle Initial
3. Suffix:
☐ Jr. ☐ II ☐ Ph.D. ☐ J.D.
☐ Sr. ☐ III ☐ CPA ☐ Esq. ☐ Other _____
4. Mailing Address: _____
Street Apt. #
City State Zip Code
E-mail Address Type: ☐ Home ☐ Business ☐ Other
5. Telephone Number(s):
 1. _____ Ext. _____ Type: ☐ Home ☐ Cell ☐ Alternate
 2. _____ Ext. _____ Type: ☐ Home ☐ Cell ☐ Alternate
 3. _____ Ext. _____ Type: ☐ Home ☐ Cell ☐ Alternate
6. Social Security Number: ____ - ____ - ____
7. Birth Date: Month _____ Day _____ Year _____
8. Have you ever been convicted of, or pled guilty or no contest to, a felony or misdemeanor? (Such conviction may be relevant if related to the volunteer assignment, but does not necessarily bar you from volunteering.) ☐ Yes ☐ No
If yes, please explain:

9. Are you legally eligible for employment in this country? ☐ Yes ☐ No
10. Current employer and job title:

To be completed by RWU Supervisor

Department: _____ RWU Supervisor: _____

EMERGENCY CONTACTS

1. Contact Name: _____

Telephone Number: _____ Relationship: _____

2. Contact Name: _____

Telephone Number: _____ Relationship: _____

REFERENCE CONTACTS

1. Personal Reference: _____

Phone # and e-mail: _____

2. Professional or work-related: _____

Phone # and e-mail: _____

I certify that all information provided by me in this Volunteer Application is true and complete. I authorize Roger Williams University, including Roger Williams University School of Law ("University"), to conduct any investigation with respect to my application and release the University, my former employers, and references from any liability from damage caused by giving or receiving information about me.

Applicant Signature: _____

Date: _____

APPROVALS

Human Resources: _____

Date: _____

Office of General Counsel: _____

Date: _____

ROGER WILLIAMS UNIVERSITY AND
ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW

VOLUNTEER/INTERN ACKNOWLEDGMENT

I hereby acknowledge that I have received, read and reviewed the following information regarding Roger Williams University and Roger Williams University School of Law (collectively, the “University”) policies and reporting obligations related to sexual harassment and sexual abuse of minors:

- ___ RWU Title IX Sexual Harassment Policy & Procedures
- ___ Rhode Island Mandatory Child Abuse and Bystander to Sexual Assault Reporting Laws
- ___ Protection of Minors Policy
- ___ United Educators “Shine a Light” Video (Shine A Light Training)

I further acknowledge and understand that in my capacity as an authorized volunteer at the University, I am expected to comply with such laws, policies and procedures and will report information about sexual harassment and sexual abuse of minors in the manner specified by the University in the above-listed documents.

Printed Name: _____

Signature: _____

Date: _____

Rhode Island Mandatory Child Abuse and Bystander to Sexual Assault Reporting Laws

All members of the Roger Williams University community should be aware that Rhode Island law requires reporting of known or suspected child abuse or neglect and reporting of first degree sexual assault or attempted first degree sexual assault occurring in a bystander's presence.

- Known or Suspected Child Abuse or Neglect

Rhode Island General Laws § 40-11-3 requires mandatory reporting of known or suspected child abuse or neglect, providing in part:

Any person who has reasonable cause to know or suspect that any child has been abused or neglected as defined in section 40-11-2 or has been a victim of sexual abuse by another child shall, within twenty-four (24) hours, transfer that information to the department of children, youth and families or its agent who shall cause the report to be investigated immediately.

R.I.G.L. § 40-11-3(a). "Abused and/or neglected child" is defined as any child "whose physical or mental health or welfare is harmed or threatened with harm when their parent or other person responsible for their welfare" commits or allows to be committed any one of certain enumerated offenses, including sexual assault. R.I.G.L. § 40-11-2(1) and (1)(ix). "Person responsible for child's welfare" is defined as "the child's parent, guardian, any individual, eighteen (18) years of age or older, who resides in the home of a parent or guardian and has unsupervised access to the child, foster parent, an employee of a public or private residential home or facility, or any staff person providing out-of-home care (out-of-home care means child day care to include family day care, group day care, and center-based day care)." R.I.G.L. § 40-11-2(9).

Information about known or suspected child abuse or neglect should be reported to the Rhode Island Child Abuse Hotline: 1-800-RI-CHILD (1-800-742-4453).

[The full statute is available here.](#)

- First Degree or Attempted First Degree Sexual Assault Occurring in Bystander's Presence

Rhode Island General Laws § 11-37-3.1 requires that a bystander to first degree sexual assault or attempted first degree sexual assault immediately report such offense to the police:

Any person, other than the victim, who knows or has reason to know that a first degree sexual assault or attempted first degree sexual assault is taking place in their presence shall immediately notify the state police or the police department of the city or town in which the assault or attempted assault is taking place of the crime.

R.I.G.L. § 11-37.3.1.

[The full statute is available here](#)

If you have information about any such matter occurring on campus or involving a member of the campus community, please contact the Department of Public Safety immediately at (401)254-3333 or ext. 3333 or 4357 (HELP) from a campus phone.

If you have questions about the state mandatory reporting requirements, please contact the Department of Public Safety at 401-254-3611 (ext. 3611) or the Office of General Counsel at 401-254-5379 (ext. 5379).

ROGER WILLIAMS UNIVERSITY
PROTECTION OF MINORS POLICY

PURPOSE

Roger Williams University (including Roger Williams University School of Law) (collectively, the “University”) is committed to promoting a secure and safe environment for minors on its campuses and for those who participate in any University-sponsored events or programs, whether on or off campus. This policy establishes consistent standards intended to articulate the University’s expectations with regard to the protection of minors on campus and/or in University-sponsored events or programs and each individual’s obligations to report any instances of known or suspected child abuse or neglect.

SCOPE

This policy applies to all University employees, students, agents, contractors and authorized volunteers.

POLICY STATEMENT

Background Checks

All individuals who have direct contact with persons under the age of eighteen (18) (hereinafter “minors”) or supervise a program with minors must undergo a nationwide criminal background check before participating in programs and activities with minors on campus. Such background screening will include, at a minimum, criminal history and sexual offender registry searches.

1. University Programs: Human Resources (“HR”) will conduct background checks for all non-University employees, including students and volunteers, working with minors. HR also will conduct background checks on University employees at the time of onboarding and on a set schedule thereafter.
2. Third-Party Programs: Organizations sponsoring such programs on University premises or using University resources and/or personnel must conduct national criminal background checks at their own expense on all staff, volunteers, contractors and agents participating in the programs. Prior to the start date of any third-party program, sponsoring organizations also must warrant, in writing, that all participants in the programs have cleared such background checks.
3. Self-Disclosure: After completion of an initial background check, individuals working with minors are expected to disclose any new criminal arrests or convictions to the University within forty-eight (48) hours of its occurrence and to cooperate in providing information necessary to evaluate the circumstances of the arrest/conviction.

Mandatory Reporting

All persons in Rhode Island who have reasonable cause to know or suspect that any child has been abused or neglected by a parent or caregiver or who has been a victim of sexual abuse by another child are required by law (R.I. Gen. Laws § 40-11-3) to report such known or suspected cases of neglect or abuse to the Rhode Island Department of Children, Youth and Families within twenty-four (24) hours of becoming aware of such actual or suspected abuse/neglect.¹

Upon reasonable cause to believe that a minor participating in a program at the University may be abused or neglected, each person is required to make two reports immediately:

1. First Report: Report to the Rhode Island Department of Children, Youth and Family Services Child Protection Hotline at 1-800-RI-CHILD or 1-800-742-4453.
2. Second Report: Report to the University's Department of Public Safety at 401-254-3333 (on campus, ext. 3333) to confirm that the first report has been made.

All reports made pursuant to this Policy shall include all relevant information known to the reporter at the time of the report, to include:

- the date, time and location of the known or suspected incident(s);
- the date that the incident(s) was/were reported to, suspected by, or made known to the reporter;
- the identities and ages of the victim(s), and if known, the alleged perpetrator(s);

¹ Under Rhode Island law, "abused or neglected child" means a child whose physical or mental health or welfare is harmed, or threatened with harm, when his or her parent or other person responsible for his or her welfare: (i) Inflicts, or allows to be inflicted, upon the child physical or mental injury, including excessive corporal punishment; or (ii) Creates, or allows to be created, a substantial risk of physical or mental injury to the child, including excessive corporal punishment; or (iii) Commits, or allows to be committed, against the child an act of sexual abuse; or (iv) Fails to supply the child with adequate food, clothing, shelter, or medical care, though financially able to do so or offered financial or other reasonable means to do so; or (v) Fails to provide the child with a minimum degree of care or proper supervision or guardianship because of his or her unwillingness or inability to do so by situations or conditions such as, but not limited to: social problems, mental incompetency, or the use of a drug, drugs, or alcohol to the extent that the parent or other person responsible for the child's welfare loses his or her ability or is unwilling to properly care for the child; or (vi) Abandons or deserts the child; or (vii) Sexually exploits the child in that the person allows, permits, or encourages the child to engage in prostitution as defined by the provisions in § 11-34.1-1 et seq., entitled "Commercial Sexual Activity"; or (viii) Sexually exploits the child in that the person allows, permits, encourages, or engages in the obscene or pornographic photographing, filming, or depiction of the child in a setting that, taken as a whole, suggests to the average person that the child is about to engage in, or has engaged in, any sexual act, or that depicts any such child under eighteen (18) years of age performing sodomy, oral copulation, sexual intercourse, masturbation, or bestiality; or (ix) Commits, or allows to be committed, any sexual offense against the child as such sexual offenses are defined by the provisions of chapter 37 of title 11, entitled "Sexual Assault", as amended; or (x) Commits, or allows to be committed, against any child an act involving sexual penetration or sexual contact if the child is under fifteen (15) years of age; or if the child is fifteen (15) years or older, and (1) force or coercion is used by the perpetrator, or (2) the perpetrator knows, or has reason to know, that the victim is a severely impaired person as defined by the provisions of § 11-5-11, or physically helpless as defined by the provisions of § 11-37-1(6).

- if applicable, the name, title and contact information for every University employee, agent, contractor or volunteer who is believed to have direct knowledge of the abuse or misconduct;

In cases where it is reasonably believed that a child is in imminent or continuing danger, the reporter should first contact the Police (by dialing 911) and then immediately thereafter the University's Department of Public Safety at 401-254-3333 (on campus, ext.3333).

Any doubt about reporting a case of suspected abuse or neglect should be resolved in favor of making an immediate report. State law (R.I Gen. Laws §40-11-4) provides that any person participating in good faith in making a report of known or suspected abuse or neglect shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Further, it is the policy of the University that no member making a good faith report of suspected abuse or neglect will be disciplined or retaliated against in the terms and conditions of employment or in their educational program for making such reports.

Failure to report known or suspected child abuse pursuant to this Policy and the statutory requirements with which it is aligned may result in appropriate disciplinary measures in accordance with applicable personnel policies and procedures, collective bargaining agreements, and applicable Student Code of Conduct provisions.

Adopted by President's Cabinet on May 7, 2020

Roger Williams University

Volunteer Policy

Purpose:

This policy is intended to establish the guidelines by which Roger Williams University, including Roger Williams University School of Law ("University"), permit individuals to volunteer their services to the University. This policy does not apply to currently enrolled University students or University employees.

Definitions:

Volunteer: An individual who freely and without pressure or coercion from the University offers a service or contributes knowledge and/or skills to the University without expectation of compensation in cash or in kind benefits and without expectation of future employment at the University.

Category One Volunteer: A Volunteer who has a significant or recurring presence on campus and/or has significant or recurring interaction with students. Examples of Category One Volunteers include athletic team volunteer coaches, club advisors, and family members of University employees who participate in study abroad trips in a chaperoning/supervisory capacity.

Category Two Volunteer: A Volunteer who has a limited presence on campus and/or limited interaction with students. Examples of Category Two Volunteers include Parents Association volunteers, student move-in day volunteers, and phonathon volunteers. Most volunteers whose services are limited to one day will be considered Category Two Volunteers.

Please contact the Department of Human Resources or the Office of General Counsel if you have any questions regarding the appropriate categorization of a potential Volunteer.

Guidelines:

The head of each department or his/her designee is responsible for managing Volunteers, identifying assignments for Volunteers, and developing lines of accountability and supervision for Volunteers.

Absent written permission from the Department of Human Resources, Volunteers must be eighteen (18) years of age or older. Volunteers must abide by all University policies and procedures and all federal, state, and local laws and regulations that govern their actions. Additionally, Volunteers must comply with all directives and instructions as communicated by the applicable department head or his/her designee. The University may dismiss Volunteers at any time in its sole discretion for any reason or no reason.

Volunteers will not be considered employees or independent contractors of the University. Volunteers will receive no compensation, monetary or otherwise, from the University, nor will they be reimbursed by the University for any expenses incurred or have any expenses paid for by the University. Volunteers are not eligible to receive University fringe benefits, including but not limited to retirement benefits, health, dental, or life insurance, or workers' compensation.

Absent written permission from the University's Office of General Counsel, Volunteers may not perform the following activities at the University: (i) operate heavy equipment, (ii) operate University owned, rented, or leased motor vehicles (as governed by the University's Motor Vehicle Use Policy), (iii) operate University-owned watercraft; or (iv) handle hazardous substances.

Category One Volunteers:

Category One Volunteers must complete a Volunteer Questionnaire and Background Check Waiver before they are permitted to volunteer at the University. Please contact Human Resources for Background Check Waiver.

- Volunteer Questionnaire

http://www.rwu.edu/sites/default/files/downloads/hr/volunteer_questionnaire.pdf

- Shine A Light Training

http://minorsoncampus.ue.org/shine-a-light-he/?_ga=2.216845846.128257846.1591017341-471323130.1567107578

This 10-minute video is designed to make you aware of potential situations of sexual abuse of children or teens on campus. It is intended for adults at higher education institutions.

The Office of General Counsel will review each Volunteer Application to determine whether the proposed volunteer assignment is permissible under applicable laws and regulations. If approved by the Office of General Counsel, Category One Volunteers must sign a Volunteer & Waiver of Liability Agreement before they are permitted to volunteer at the University.

The Department of Human Resources will notify the applicable department head or his/her designee when the Category One Volunteer is cleared to begin volunteering at the University.

Category Two Volunteers:

Category Two Volunteers do not need to complete any forms and are not required to undergo a background check before volunteering their services at the University.

Adopted 9/1/2010 by the President's Cabinet
Administrative Revision 07/10/2014