

**Berkshire County Regional Employment Board, Inc.  
Berkshire County Connecting Activities Program**

**Insurance Information for Internship Program Coordinators and Host Employers**

**How is liability coverage provided for students participating in unpaid internships?**

In the event employers hosting unpaid internship opportunities are not able to provide their student(s) with liability coverage through their workers compensation plan, the BCREB requests that the student's school district provide this coverage. If the school district's liability policy cannot cover students' in unpaid internship experiences, the BCREB's policy can and should be used as a matter of last resort.

**What does the BCREB's policy cover for students?**

The BCREB's liability policy provides coverage to students in non-paid internship experiences in the event of injury occurring at their worksites. Student travel to and from their worksites is not covered through this policy. In addition, this policy does not cover students participating in career exploratory activities such as job shadowing and brief mentor-protégé activities; as it is required the school districts provide coverage for their students under these circumstances.

**What information does the BCREB need to have in order for students to be covered through its policy?**

As a matter of last resort, the BCREB can provide coverage for students participating in unpaid internship experiences. In this event, the BCREB will need to have the following information on file before the internship begins:

- Name of the student(s) and parent/guardian contact information
- Home school district and contact information
- Name of host employer, person/people supervising the student(s) and contact information

In the event a student is injured on the job and all emergency protocols have been initiated by the host employer, please contact the BCREB and fax/e-mail a copy of the accident form and all related paperwork immediately.

Should you have any questions or need additional information, please contact:

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