## **Tips on working safely during term time**

Students should be aware of their own personal safety when looking for work or applying to work in an individual employer’s home. Most of our employers are local and have been using the service for a long time or are members of University staff but it should be noted that we do not ‘vet’ employers.

**Before attending an interview:**

Check the location and public transport links so that you can get to and from the interview on time and safely. If the location is in an individual’s home or not in a busy area you might like to consider asking a friend to accompany you for the initial interview; if not, advise a friend where you are going and keep your mobile switched on.

**When Offered the Post make sure you**:

* Have a contract that has written statement of your duties, responsibilities, rate of pay, hours of work and notice period. Contracts are between the students and employer.
* Check all aspects of the job with your prospective manager to ensure that the job conforms with current legislation. If you have any concerns about these issues seek guidance from the [Students’ Guild Advice Unit](http://www.exeterguild.org/advice/). It is a good idea to get your contract checked by the Advice Unit before you sign it.
* Ensure you are covered by Employer’s Liability Insurance for the work you are undertaking.
* Have contact details for the employer, e.g. a mobile number or a work number and similarly that you have provided them with your full contact details.
* Obtain a copy of the company’s Health and Safety Policy and comply with it at all times. You can discuss any concerns about Health and Safety with staff from the Student Advice Unit.

**Recommended hours to work:**

It is your responsibility to be aware of your own study commitments and not to undertake employment that will be detrimental to your academic work. The University **strongly recommends** that, for the sake of balance, students do not undertake paid employment for more than **15 hours per week** during term time.

Please be aware that if you are an **international student** you need to comply with immigration legislation. Please see: <http://www.exeter.ac.uk/employability/jobhunting/parttime/international>