

# **Child Employment Leaflet**

## **Information for Young People**

### **Part-time work**

Part-time work can give you independence and a sense of responsibility. It can also be a welcome source of money.

But a part-time job may also:

- make you tired and unable to concentrate at school;
- reduce the amount of time you spend on homework;
- in some cases, put you in danger of physical injury.

So there are a number of laws on child employment which exist to protect you.

You are legally considered to be “a child” if you are still of compulsory school age. You stop being of compulsory school age on the last Friday in June of the school year in which you are 16. Even though you may receive your National Insurance Number before this time you will still need a work permit if you want to do a part-time job.

### **Did you know that it is illegal for you to work:**

- without a permit?
- if you are under 13 years of age?
- other than permitted hours?(see table)
- during school hours?
- in certain types of employment?

If you work for your family’s business you will still need a work permit (this applies even if you are not being paid).

### **What jobs are you allowed to do?**

Children aged 13 may be employed only in light work in one or more of the following occupations:

- in shops, including working at the till or stacking shelves;
- delivering newspapers and journals;
- in an office;

- in a hairdressing salon;
- in a café or restaurant (excluding preparing or cooking food);
- some light work with animals;
- at a riding stables;
- car washing by hand in a private residential setting;
- doing domestic work in a hotel.

Children aged 14 and over may be employed in other light work providing it is not prohibited or harmful to their safety, health or development.

## **What jobs are you NOT allowed to do?**

Children are not allowed to work:

- in a factory, industrial undertaking or in a company registered under the Factories Act;
- in a commercial kitchen, preparing and cooking food;
- delivering milk;
- selling and delivering alcohol, except in sealed containers;
- in cinemas, discos and theatres;
- with machinery which the council considers to be dangerous e.g meat slicers, garden machinery;
- doing any work that is 3 metres above the ground or higher, inside or outside;
- in any work which involves handling petrol or any other dangerous substance;
- in street trading, including selling of newspapers, flowers and other articles;
- at collecting money, selling or canvassing door to door except under the supervision of an adult;
- in telephone sales;
- in a slaughter house or in that part of any butcher's shop connected with the killing of livestock, butchery or the preparation of meat for sale;;
- in a fairground or amusement arcade;
- in the personal care of residents of a care home or nursing home;
- in work which involves exposure to adult material.

## **There are restrictions on the hours and days you can work**

### **Age 13 and 14**

School days - No more than 2 hours a day outside school hours.

Saturdays - No more than 5 hours (this must include a 1 hour break after 4 hours).

Sundays - 2 hours.

School Weeks - No more than 12 hours per week.

School holidays - No more than 5 hours a day (this must include a 1 hour break after 4 hours).

Maximum 25 hours a week.

### **Age 15 and 16**

School days - No more than 2 hours a day outside school hours.

Saturdays - No more than 8 hours (this must include a 1 hour break after 4 hours).

Sundays - 2 hours.

School Weeks - No more than 12 hours per week.

School holidays - No more than 8 hours a day (this must include a 1 hour break after 4 hours).

Maximum 35 hours a week.

**You cannot work before 7am or after 7pm**

### **To apply for a work permit:**

You or your prospective employer can get an application form from either your school or the Child Employment Office (see address). (If you are working in Central Bedfordshire you will need to apply to Central Bedfordshire Council. If you are working in another area then you will need to apply to the council which covers that area.)

Your prospective employer completes the relevant details and signs the declaration. You must then get the form signed by your parent and headteacher before the form is sent to the address shown on it. We will send the permit to your employer who should take a photocopy and give you the original permit to keep.

Before you start your job your employer must undertake a risk assessment to ensure you are working in a safe environment. Your employer must explain any dangers that you may encounter.

### **Can a work permit be withdrawn?**

The council has the right to withdraw your work permit if your part-time work appears to:

- be stopping you getting the maximum benefit from school;
- be affecting your attendance at school;
- vary from the job description (or the permitted hours).

### **What happens if you work without a work permit?**

Employing a child without a work permit is illegal. An employer found to be doing so will be liable to prosecution by the council and/or the Health & Safety Executive under health and safety law. In certain circumstances parent/guardians could also be liable to prosecution.

### **Contact**

If you would like an application form or more information about child employment law or have a specific employment enquiry, please contact the Child Employment Office at Central Bedfordshire Council on 0300 300 4953.