

A GUIDE FOR THE EMPLOYMENT OF SCHOOL AGE CHILDREN AND YOUNG PEOPLE



ATTENDANCE & WELLBEING SERVICE



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This leaflet offers parents, carers and employers information about the work children and young people are able to do.

A child or young person is employed if he or she assists in any trade or occupation carried on for profit whether or not the child receives pay or reward. It also applies if the parent or carer is the employer.

IF A CHILD OR YOUNG PERSON HAS A NATIONAL INSURANCE NUMBER CAN THEY WORK FULL TIME?

If a child or young person is issued with a National Insurance Number this DOES NOT mean that the child/young person can leave school and work full time. A child or young person is of compulsory school age until the last Friday in June of the school year in which he/she reaches his/her 16th birthday.

WHAT AGE CAN SCHOOL AGE CHILDREN WORK?

Children must be 13 years old to undertake any part-time work.

WHAT ABOUT PAY?

There is no minimum wage for children or young people. It is up to the parents/carers to decide whether or not a wage is fair and for employers to be 'reasonable'.

WHEN CAN CHILDREN WORK AND HOW LONG FOR?

No child or young person of statutory school age can work before 7am or after 7pm.

	13-14 years	15-16 years
School days	2 hours*	2 hours*
Saturdays	5 hours	8 hours
Sundays	2 hours	2 hours
School Holidays	5 hours (Up to a maximum of 25 hours a week)	8 hours (Up to a maximum of 35 hours a week)

*A child or young person can only work out of school hours. This may include 1 hour before school.

They are not allowed to work more than 12 hours a week during term time.

All school age children and young people must have at least two consecutive weeks off during school holidays.

WHAT JOBS CAN SCHOOL AGE CHILDREN AND YOUNG PEOPLE DO?

13 year olds can only do light work in the following:

- agricultural or horticultural work;
- delivery of newspapers, journals, leaflets (NOT to collect money);
- shop work;
- hairdressing salons;
- office work;
- riding stables, kennels or catteries;
- café or restaurant (NOT in a kitchen).

14, 15 and 16 year olds can do light work in a wider range of jobs.

ARE THERE JOBS SCHOOL AGE CHILDREN AND YOUNG PEOPLE CANNOT DO?

Byelaws say that no child/young person of any age may be employed:-

- in a cinema, theatre, discothèque, dance hall or night club (unless licensed to perform there);
- to sell or deliver alcohol;
- to deliver milk;
- to deliver fuel oils;
- in a commercial kitchen;
- to collect or sort refuse;
- in any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level;
- in employment involving harmful exposure to physical, biological or chemical agents;
- in any industrial undertaking or factory;
- to collect money or to sell or canvas door-to-door;
- in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children;
- in telephone sales;
- in any slaughterhouse or in that part of any butcher's shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale;
- as an attendant or assistant in a fairground or amusement arcade or in any other premises used for the purposes of public amusement by means of automatic machines, games of chance or skill or similar devices;
- in the personal care of residents or any residential care home or nursing home.

All children and young people must be registered with the Local Authority (LA) and be issued with a work permit. If a child or young person is working without a permit they will not be insured against injury should they be involved in an accident.

CAN CHILDREN BE STOPPED FROM WORKING?

Yes, if:

- that work is deemed to be inappropriate or illegal
- if school work, attendance or health suffers, or
- if they are continually late for school.

HOW DO YOU GET A WORK PERMIT?

It is up to the **employer** to obtain the work permit. An application form, is available from the address or telephone number overleaf.

EMPLOYERS

You must ensure that any child/young person working for you has appropriate clothing and shoes including protective clothing where necessary, and to ensure that rest breaks are adhered to (at least 1 hours rest after 4 hours work).

Employers are liable for prosecution if they:

- do not register their school age employee(s);
- employ school age children in a prohibited occupation;
- allow school age children to work outside the hours permitted by byelaws.

You are responsible for the health, safety and welfare of the children you employ, and are required to carry out risk assessments and inform the parent/ carer of any control measures taken.

IMPORTANT THINGS TO REMEMBER!

Parents:

Please ensure that your child

- is working legally;
- is adhering to the age appropriate working hours (see page 2)

Child/Young Person:

Please make sure that

- you have a relevant work permit;
- you wear any protective clothing given to you;
- your employment does not affect your attendance or attainment at school.

Employer:

Please ensure that you have:

- made application for the relevant work permit(s);
- completed a risk assessment and advised both the child/young persons and parents/carers of any control measures taken;
- issued any required protective clothing;
- received a work permit from the Local Authority.

The details in this leaflet are the general rules of child employment.

For further information on child employment or children in entertainment, please contact:

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Rhondda Cynon Taf County Borough Council,
Ty Trevithick, Abercynon,
Mountain Ash, CF45 4UQ

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