

## Hours of Employment

### Term time

During term time children may work a maximum of 12 hours per week. This includes:

- a maximum of two hours on school days and Sundays
- a maximum of five hours on Saturdays for 13 to 14 year olds, or eight hours for 15 to 16 year olds

### School holidays

During school holidays 13 to 14 year olds may work a maximum of 25 hours per week. This includes:

- a maximum of five hours on weekdays and Saturdays
- a maximum of two hours on Sunday

During school holidays 15 to 16 year olds may work a maximum of 35 hours per week. This includes:

- a maximum of eight hours on weekdays and Saturdays
- a maximum of two hours on Sunday

### Other restrictions on child employment

Children may not work:

- without a work permit issued by the Education Welfare Team
- during school hours
- before 7.00 am or after 7.00 pm
- for more than one hour before school
- for more than four hours without taking a break of at least one hour
- without having a two week break from any work during the school holidays in each calendar year

## Please Remember

- The work permit provides legal protection for both employer and young people in the event of an accident
- Unless the young person has a work permit he/she may not be covered by your employer's liability insurance.

## Offences

If a child is employed in contravention of the law, the employer and any other person (other than the child, but could include a parent) by whose act or default the child's unlawful employment is attributable, is liable on conviction to a fine not exceeding level 3 on the Standard Scale (£1000).

Remember; Work Permits are specific to the YOUNG PERSON, the EMPLOYER, the PLACE OF WORK and the TYPE and HOURS the young person is employed to do. If any of these change, please inform us, as a new work permit will need to be issued.

## Further Information

For further advice about any matters regarding child employment or to obtain an application form for a work permit. Please contact the Education Welfare Service, West Berkshire Council, West Street House, West Street, Newbury, Berkshire RG14 1BZ

Telephone: **01635 42400**

Email: [childemployment@westberks.gov.uk](mailto:childemployment@westberks.gov.uk)

You can download work permit application forms from [www.westberks.gov.uk](http://www.westberks.gov.uk) or visit [www.nncee.org.uk](http://www.nncee.org.uk) (National Network for child employment and entertainment).

# A Guide to Child Employment, Information for Parents and Employers

Children & Young Persons Act 1933 to 1963  
Education Act 1944 to 1996  
Children Act 1979 to 1998  
West Berkshire Council Byelaws

## Introduction

The above Laws and the Byelaws of West Berkshire Council regulate the employment of children. This is to ensure that young people are not exploited, and that their health, development and education are not put at risk. An employer or a parent will be guilty of an offence if the law is broken.

All part-time employment of young people of school age are subject to the above laws and byelaws of West Berkshire Council.

*Please note that:* This includes all pupils still in National Curriculum Year 11 (GCSE year), even if they are already 16.

The regulations still apply until the last Friday in June in the school year when the pupil becomes 16.

## Employment Means

A young person is EMPLOYED if he/she assists in a trade or occupation, which is carried out for profit – even if the young person is not receiving payment or reward for the employment.

## Jobs that do not require a permit

Young people doing odd jobs for neighbours, or on work experience organised by the school do not need a work permit.

## Regulations of Employment

- Young people must be 13 years old to be able to work part-time.
- 13 year olds are only allowed to be employed doing light work i.e. shop work, newspaper delivery.
- There are certain jobs that it is illegal for a young person to do (please see PROHIBITED EMPLOYMENT section).
- There are different working hours allowed for 13 to 14 year olds and for 15 and 16 year olds. (please see HOURS OF EMPLOYMENT section).
- All young people in employment must be given a 1 hour 'rest period' after 4 hours of consecutive work.
- All young people from the age of 13 until they reach Compulsory School Leaving Age can only be employed if they hold a work Permit issued by the Local Authority. In West Berkshire this is issued by the Education Welfare Service on behalf of the Local Authority.

## Health and Safety at work

Before employing a young person, the employer must carry out a risk assessment. This must take into account:

- the young person's age and therefore their inexperience and immaturity
- factors within the work place that could pose risks to health and safety, eg hot surfaces, chemicals, carrying of heavy loads.

The employer must give parent(s)/carer(s) information about the risks identified in the assessment and any control measures which have been put in place. No young person may be employed in any work out of doors unless wearing suitable clothing.

## Applying for a work permit

- Employers must complete a work permit application form stating the work the young person will do, the hours etc. The young person's parent/carer must countersign this form.
- These forms can be obtained from the Education Welfare Service, West Berkshire Council – see back page for contact details..
- Employers must have carried out a risk assessment, please see above.
- The Education Welfare Service will check the following:
  - The proposed employment is lawful;
  - The young person's health, welfare or ability to take full advantage of his/her education would not be jeopardised; A permit can be refused or revoked if the employment is likely to be harmful to their education, safety, health or development.

- The work permit will be issued and sent to the parent/carer of the applicant. A copy will be sent to the employer.
- Note: West Berkshire Council can only issue work permits for those young people working within West Berkshire.

## Prohibited employment

No child of any age may be employed:

- In a cinema, theatre, disco, dance hall, nightclub.
- To sell or deliver alcohol
- To deliver milk
- To deliver fuel and/or oils
- In a commercial kitchen
- To collect or sort refuse
- Any work more than 3 meters above ground/floor level
- Harmful exposure to biological or chemical agents
- Exposure to adult material/situations unsuitable for children
- Telephone sales
- Slaughterhouse, any part of a butcher's shop and other premises connected with killing of livestock, butchery, preparation of carcasses or meat for sale
- Attendant/assistant in fairground/amusement arcade or any other premises used for public amusement by means of automation machines, games of chance or skill or similar devices.
- Personal care of residents of any residential care home or nursing home.

## THE SALE OF ALCOHOL IS PROHIBITED