

Part-time Employment of School Aged Children



Hartlepool Borough Council
Children's & Joint Commissioning

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Having a part time job can be a rewarding and enjoyable experience for a child or young person. The law says EMPLOYMENT IS ANY WORK be it temporary, permanent, paid or unpaid, which is done for a trade or occupation carried out for profit or in any commercial enterprise such as Shops, Businesses, Commerce, Trade.

Work experience approved by the child's school is NOT classified as employment.

The parents or carers and prospective employers of children and young people thinking about employment need to be aware of the laws that are in place to protect everyone involved.

To ensure that employers are working within the law, a work permit is required which states the terms under which the child will be employed. The work permit is evidence that the right permission has been obtained.

The work permit means that the child will be legally protected by the employer's liability insurance and be entitled to the same level of care and consideration as other employees in the company.

Poor punctuality or poor school attendance can adversely affect a permit being issued or revoked.



The Law overview:

School children must have a permit to do a part time job. The regulations do NOT end when pupils are 16 years old, as they remain 'OF COMPULSORY SCHOOL AGE' until the last Friday of June in their final year of school.

ALL part-time employment of school children is subject to Government Legislation and local byelaws which are enforced by the Children's Services Authority.

- no child under 13 years may be employed
- children from 13 to compulsory school leaving age must carry their work permit with them when working
- the employer is responsible for the health and safety of the child while at work
- there are limits to the types of work that children are allowed to do **(See Page 5)**
- there are limits to the times and days that children can work **(See Page 4)**

Registration Procedure

Within ONE week of employing a school child, the employer MUST complete the work permit application form (available from the Child Employment and Licensing Officer), attach a risk assessment if required and return it for processing.

The Child Employment and Licensing Officer will register and issue a work permit (renewable annually) if:-

- the work and hours comply with the legislation
- the pupil attends school regularly and on time
- there are no health or welfare concerns



Unregistered children WILL NOT be recognised as employees for insurance purposes. The employer may face prosecution (up to £1,000 fine) for illegally employing a child.

Employer duties

If you are employing school age children you have a legal duty to:

- apply for a work permit within seven days (all children in employment are legally required to have a work permit)
- undertake a risk assessment
- make sure that children are employed for the correct number of hours
- make sure that children are employed doing work which is not harmful to their safety, health or welfare and does not interfere with their attendance at school
- make sure that no child is employed in a prohibited job

Parent and carer duties

If your child has a job you must make sure that:

- you know where your child is working
- their duties and hours of work are allowed
- they get a work permit

School duties

Schools can help to prevent children being exploited in employment by:

- making sure pupils know they are legally required to have a work permit
- notifying their attendance officer and Child Employment and Licensing Officer of pupils who are working
- Monitor attendance

How many hours can children work

During Term Time: Maximum 12 hours per week
Between 7am and 7pm daily but **NOT** during the school day.

	Monday—Friday (weekdays)	Saturday	Sunday
Aged 13-14	For 2 hours maximum per day with only 1 hour before school begins.	5 Hours	2 Hours
Aged 15-16	For 2 hours maximum per day with only 1 hour before school begins.	8 Hours	2 Hours

Children are **NOT** allowed to work on days when absence from school has been due to illness.

Children are **NOT** allowed to work during school hours OR when on study leave.

During School Holidays: 13-14 years - Maximum 25 hours per week
15-16 years - Maximum 35 hours per week
Between 7am and 7pm daily

	Monday—Saturday	Sunday
Aged 13-14	5 Hours	2 Hours
Aged 15-16	8 Hours	2 Hours

For children working more than 4 hours in any day there **MUST** be 1 hour rest break.

There **MUST** be 2 consecutive weeks without employment in the year.



Work 13 Year Olds can do

Deliver newspapers

Hairdressing

Shelf stacking

Domestic work

Agriculture

Light work in riding stables

Deliver leaflets

Shop work

Office work

Light work in a cafe or restaurant

Horticulture

Car washing by hand in a private residential area



BUT work **MUST** not involve use of dangerous machines or chemicals etc.

Work 14 Year Olds can do

All the above plus, light work which is not prohibited.

Work School children can not do

Milk delivery

Telesales

Street trading

Collecting money, selling or canvassing door to door

Working more than 3 metres above ground

Working in cinemas/theatres/discos/night clubs

Working in commercial kitchens including mobile outlets

Work involving harmful exposure to physical/ biological/chemical agents

To sell/deliver alcohol except in sealed containers

As an attendant at a fairground

In personal care of residents in nursing/care home

In a slaughterhouse

Collecting/sorting refuse

Delivering/collecting sea coal

Work of a nature to be considered unsuitable for children

Any work relating to gambling



The protection of children at work is a statutory duty of all employers.

Contravention of Employment Byelaws could result in prosecution with a fine not exceeding £1,000 and contravention of Health and Safety legislation could result in additional prosecution.

For further information contact:

**Child Employment and Licensing Officer,
Centre for Excellence in Teaching and Learning
Brierton Lane
Hartlepool
TS25 4AF**



Tel: 01429 402728

E-mail: ChildEmployment&Licensing@hartlepool.gov.uk

**For Further guidance, legislation and other information
please visit www.nncee.org.uk or scan the QR code below:**

