



Part-time work and still at school?



What you need to know

Children's Services

PROHIBITED EMPLOYMENT

While you are still at school you can't

- Work in a cinema, theatre, dance hall, disco or night club
- Sell or deliver alcohol
- Deliver fuel oils
- Work in a commercial kitchen
- Collect or sort refuse
- Do any job which involves you being more than 3 metres off the ground
- Do a job which might bring you into contact with harmful chemicals
- Collect money or sell or canvass door to door
- Be exposed to adult material which is considered unsuitable for children
- Work in telephone sales
- Work in a slaughter house, abattoir or butcher's shop
- Work in a fairground or amusement arcade
- Work in 'personal care' in a residential or nursing home

To obtain more information please contact your local Child Employment Team:

Carlisle Area Office

5 Portland Square

Carlisle

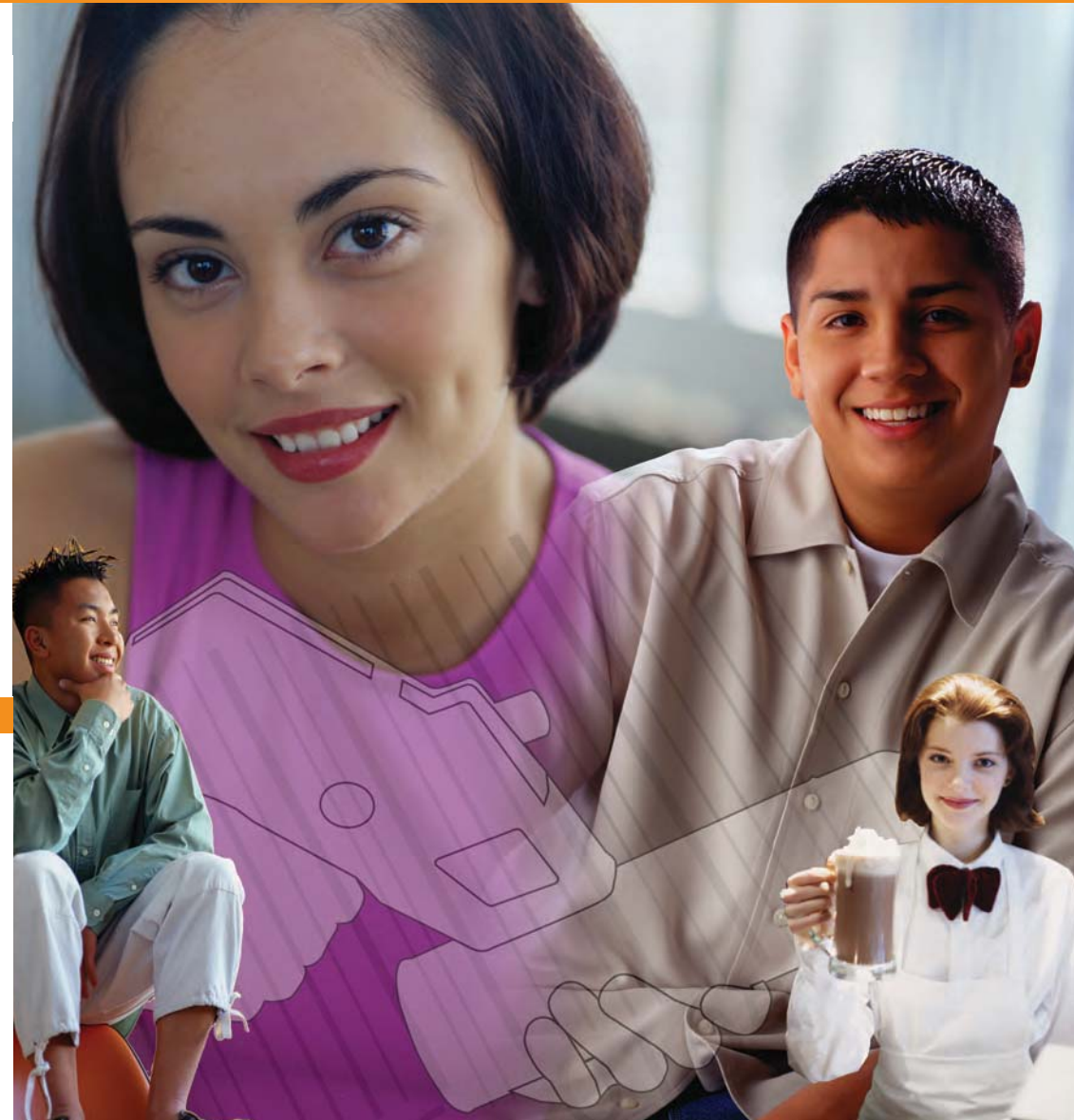
Cumbria

CA1 1PU

Tel: (01228) 606060

Email: info@cumbriacc.gov.uk

February 2010





County Council

CHILD EMPLOYMENT APPLICATION FORM

Please read the following notes before you complete this form

Blue Section to be completed by child

Green Section by Parent / Guardian

Red Section by Employer

- Children between 13 and 16 years require a work permit issued by the Local Authority
- Without a valid work permit employers cannot insure children in the event of an accident
- Children may only do 'light work'; this means tasks which are not harmful to their safety, health or development
- Employment must not prevent children from arriving at school on time or affect their attendance or ability to benefit from their education
- Children remain of compulsory school age until the last Friday of June in the school year in which they reach their 16th birthday

THE LAW SAYS YOU CANNOT DO ANY OF THESE JOBS:

- Work in a cinema, dance hall, disco or nightclub
- Sell or deliver alcohol
- Deliver fuel oils
- Work in a commercial kitchen
- Collect or sort refuse
- Do any job which involves you being more than 3 metres off the ground
- Work which might bring you into contact with harmful chemicals
- Collect money, or sell or canvass door to door
- Be exposed to adult material, which is considered unsuitable for children
- Work in telephone sales
- Work in a slaughter house, abattoir or butcher's shop
- Work in a fairground or amusement arcade
- Work in 'personal care' in a residential or nursing home

IF YOU ARE 13, THESE ARE THE JOBS THE LAW WILL PERMIT YOU TO DO BETWEEN 7am AND 7pm

- Agricultural or horticultural work
- Delivering newspapers
- Work in a shop
- Work in a hairdressers
- Domestic work in a hotel
- Office work
- In a café or restaurant
- Domestic work in hotels & other establishments offering accommodation
- Working in riding stables

IF YOU ARE 14, 15 OR 16 YEARS OLD YOU MAY DO ANY OF THE JOBS LISTED TO THE LEFT, AS WELL AS OTHER 'LIGHT WORK'. AS LONG AS YOU TELL US WHAT IT IS IN SECTION 1 BELOW

1 THIS SECTION IS TO BE COMPLETED BY THE CHILD WHO IS TO BE EMPLOYED

First Name	Surname	Date of Birth	
Address		Your Age	Y M
Postcode		Year Group	Telephone
What are you employed to do? (List basic duties)			
School			

2 THIS SECTION IS TO BE COMPLETED BY THE PARENT OR GUARDIAN

- I confirm that my child's details given in Section 1 above are correct and that my child is medically fit to undertake the proposed employment as outlined in Section 3 overleaf. I also confirm that my child's health, development and ability to obtain proper benefit from his/her education will not be impaired as a result of this employment
- I am satisfied with the employer's explanation of the work to be undertaken and I confirm that the employer has provided me with a full risk assessment to ensure the highest possible safety of my child
- I am aware that this information may be shared with my child's school

Signed:

Print Name:

Date:

Relationship to child:

SECTION 3 (OVERLEAF) IS TO BE COMPLETED BY THE EMPLOYER

3 THIS SECTION IS TO BE COMPLETED BY THE EMPLOYER

Business Name:	Contact name:
Address	Position in Company:
	Telephone:
	Post Code
Nature of your Business	

- Children may only work the hours appropriate to their age group
- Children must have an annual two week break from employment during the school holidays
- Children must not work more than four hours without a rest of one hour

PLEASE COMPLETE EITHER SECTION (A) OR SECTION (B) BELOW

SECTION (A) PERMITTED HOURS FOR 13 AND 14 YEAR OLDS

13-16 YEAR OLDS CAN WORK A MAXIMUM OF 12 HOURS PER WEEK, DURING TERM TIME (INCLUDING WEEKENDS)

SCHOOL DAYS Not more than 2 hours a day	MORNING: 7AM TO START OF SCHOOL MAXIMUM 1 HOUR <u>OR</u> EVENING: CLOSE OF SCHOOL TO 7PM
SATURDAY Not more than 5 hours	BETWEEN 7 AM AND 7 PM
SUNDAY Not more than 2 hours	BETWEEN 7 AM AND 7PM
SCHOOL HOLIDAYS (including weekends)	Up to a maximum of 25 hours a week Not more than 5 hours a day between 7 am and 7 pm – Monday to Saturday Sunday 2 hours between 7 am and 7 pm

SECTION (B) PERMITTED HOURS FOR 15 AND 16 YEAR OLDS

13-16 YEAR OLDS CAN WORK A MAXIMUM OF 12 HOURS PER WEEK, DURING TERM TIME (INCLUDING WEEKENDS)

SCHOOL DAYS Not more than 2 hours a day	MORNING: 7AM TO START OF SCHOOL MAXIMUM 1 HOUR <u>OR</u> EVENING: CLOSE OF SCHOOL TO 7PM
SATURDAY Not more than 8 hours	BETWEEN 7 AM AND 7 PM
SUNDAY Not more than 2 hours	BETWEEN 7 AM AND 7PM
SCHOOL HOLIDAYS (including weekends)	Up to a maximum of 35 hours a week Not more than 8 hours a day between 7 am and 7 pm – Monday to Saturday Sunday 2 hours between 7 am and 7 pm

EMPLOYER'S DECLARATION:

- I will ensure that during the course of employment the young person wears suitable clothing and footwear
- I certify that I have carried out a specific Young Persons Risk Assessment in relation to this employment, as required under the Health & Safety (Young Persons) Regulations 1997
- The Risk Assessment has been shared with the parents/guardians and the child
- I hold Employer's Liability Insurance

SIGNED:

DATE:

For Office Use Only	ISSUED	PERMIT NUMBER	<p>THE EMPLOYER SHOULD SEND THE COMPLETED APPLICATION FORM TO: CHILD EMPLOYMENT TEAM, CHILDREN'S SERVICES, 5 PORTLAND SQUARE, CARLISLE CA1 1PU Tel: 01228 606060</p>

If you are still of compulsory school age* you are entitled to have a part-time job, but there are some regulations about the sort of work you can do. These regulations are to protect your wellbeing and to help ensure that having a job does not affect your education. This leaflet sets out the main facts you need to know before you start work.

YOU MAY ONLY START PART-TIME WORK WHEN YOU ARE 13 YEARS OLD

You may only do jobs from the following list of light work...

- Agricultural or horticultural work
- Delivering newspapers
- Work in a shop
- Work in a hairdressers
- Office work
- Work in riding stables
- Domestic work in hotels or other establishments offering accommodation
- In a café or restaurant

From the age of 14 you may do work from the above list and other light work, providing it is not on the list of prohibited employment on the reverse of this leaflet.

At all ages you should have a one hour break if you work for more than 4 hours in one day. Your employer should ensure you have a 2 week break during school holidays each year.

What do I need when I start work? You need to have a work permit. An application form is attached to this leaflet. There are sections which need to be completed by yourself, your parent and your employer. For information see cumbria.gov.uk

13 & 14 year olds may work the following hours...

SCHOOL DAYS

Not more than 2 hours in one day during the following periods:
Morning: 7am to start of school maximum 1 hour or Evening: close of school to 7pm

SATURDAYS

Up to 5 hours between 7am and 7pm

SUNDAYS

Up to 2 hours between 7am and 7pm

TERM TIME

(Including weekends)

Up to a maximum of 12 hours a week

SCHOOL HOLIDAYS

(Including weekends)

Up to a maximum of 25 hrs a week. 5 hours a day, between 7am - 7pm on any day except Sunday. On Sundays, 2 hours between 7am - 7pm

Why do I need a work permit?

Your employer could be prosecuted for employing you without a work permit even if you are working for a family business. Also if you have an accident whilst at work, your employer's insurance would be invalid if you do not have a work permit. We also need to ensure that what you are doing is safe, and that it is not affecting your education or attendance at school.

*Children remain of compulsory school age until the last Friday of June in the school year in which they reach their sixteenth birthday.



15 and 16 year olds may work the following hours...

SCHOOL DAYS

Not more than 2 hours in one day during the following periods:

Morning: 7am to start of school maximum 1 hour or

Evening: close of school to 7pm

Up to 8 hours between 7am and 7pm

SATURDAYS

Up to 2 hours between 7am and 7pm

SUNDAYS

Up to a maximum of 12 hours a week

TERM TIME

(Including weekends)

SCHOOL HOLIDAYS

(Including weekends)

Up to a maximum of 35 hours week. 8 hours a day, between 7am - 7pm on any day except Sunday. On Sundays, 2 hours between 7am - 7pm

How long does a permit last?

Your permit lasts for as long as your job does. However, if you change jobs or change your hours of employment, you need to inform us.

Could my permit be withdrawn?

Yes, if the Local Education Authority believes that...

- You are being unlawfully employed.
- That your health, welfare or school attendance or ability to take advantage of your education are suffering or likely to suffer as a result of your employment.

and remember.....

- You are considered to be employed whether you are being paid or not. However, if you are doing work experience arranged by your school you do not need a work permit.
- Your employer has a responsibility to take care of your health, safety and welfare when you are at work. You can ensure your safety by...
 - 1 Checking that you are properly trained and know what you are doing - if you aren't sure don't be afraid to ask.
 - 2 If anyone at work makes you feel uncomfortable by what they say or do, please tell your employer or parents.

