

Information for employers:

It is the employers responsibility to ensure that the young person they employ has a work permit. You must complete an application form for each young person you employ.

You should carry out a proper Risk Assessment before the child starts work. Ensure that your **liability insurance** covers the young person's employment. Your insurance company may challenge a claim if you employ a child without a work permit.

It is an offence to employ a young person under the age of 13.

It is an offence to employ a child of compulsory school age without an employment card.

No child may work during normal school hours
A child shall not be employed for more than four hours, in any day, without a rest break, of at least one hour.

A child is of compulsory school age until the last Friday in June in the school year of their 16th birthday.

Please note: A child of compulsory school age who assists in a trade or occupation, which is carried out for profit whether the young person receives pay or reward for that employment will be considered as employed.

A copy of the application form can be found on the Enfield website:

www.enfield.gov.uk

**Education Welfare Service
London Borough of Enfield
Civic Centre
Silver Street
Enfield
Middlesex
EN1 3XA**

**Tel: 020 8379 3745
ews@enfield.gov.uk**

Should you require more information please contact the Education Welfare Service on the details shown above.



CHILD EMPLOYMENT

FOR YOUNG PEOPLE AGED 13 TO 16.

**Advice for Young
People, parents
and employers.**



Information for 13 - 16 year olds

Children of **compulsory school age** can work from the age of thirteen onwards. They must have a work permit provided by the **Local Authority** where the employment is taking place. There is no charge for a work permit.

The jobs you can do:

- Agricultural or horticultural work.
- Delivery of newspapers, journals and other printed materials.
- Shop work including shelf stacking.
- Hairdressing salons.
- Office work.
- Car washing by hand in a private or residential area.
- In a café or restaurant.
- In riding stables.
- Domestic work in hotels and other establishments offering accommodation.

The jobs you cannot do:

- Work in a cinema, theatre, disco, dance hall or night club.
- Sell or deliver alcohol, except in sealed containers.
- Sell tobacco or tobacco products.
- Deliver milk.
- Deliver fuel.
- Work in a commercial kitchen.
- Collect or sort refuse.
- Work in employment involving harmful exposure to physical, biological or chemical agents.
- Work involving adult material or in situations unsuitable for children.
- Work in telephone sales.
- Collect money or to sell door to door.
- Work in any slaughter house or butchers shop.
- Work as an attendant or assistant in a fair-ground or amusement arcade or in any place used for the purpose of public amusement by automatic machines, games of chance or skill.
- Work in the personal care of residents of any care home or nursing home unless under the strict supervision of an adult.
- Sell medicines.

How much can you be paid?

There is no minimum wage for under 16's. Talking to your parent/guardian or another responsible adult will help you to see if your pay is reasonable.

The hours can you work:

Between the ages of 13 and 14 years

- In a school day, one hour before school and up to two hours after school.
- You must not work more than two hours on any school day within restricted hours of 7am and 7pm.
- Saturdays, a maximum of five hours.
- Sundays, a maximum of two hours.
- School holidays, five hours each day, a maximum of 25 hours each week.

Between the ages of 15 and 16 years

- In a school day not more than two hours a day outside school hours, between the hours of 7am and 7pm.
- Saturdays, eight hours each day.
- Sundays, two hours each day.
- School Holidays, maximum of eight hours each day, maximum of 35 hours in a week within restricted hours of 7am and 7pm.

Can you work for more than one employer?

Yes, provided the total hours do not exceed the maximum permitted in a working day/week. You must have a **separate Work Permit** for each job.

How to get a permit?

You can ask your perspective employer for an application form or alternatively download it from the Enfield Council website.

Can a young person be stopped from working?

Yes! Your employer will be advised to end your employment if:

- You are late for school
- You do not attend school regularly
- Your health suffers
- Your school work suffers

Your part-time work must not affect your school work.

Information for Parents:

A child is considered to be employed whether or not they are paid. Even if your child is helping out in a family business they must have a work permit.

You will need to complete the **Parental Declaration of Health** attached to the application form. This states that your child is fit and well to work.

Your child's school will need to complete a **'School Declaration'** as part of the application.

The perspective employer must fill in their details and carry out a **Risk Assessment**.

It is the law that young people are registered and licenced to work. If your child is not licenced they will not be insured.