

Application process

Parents/carers and prospective employers must both ensure that an application form is completed for every new employment the child undertakes and returned to the local Attendance and Pupil Support Team.

The application form WP1/2000 can be obtained from the prospective employer, the child's school or the Customer Services Centre, PO Box 153, Stevenage, SG1 2GH.

A **Work Permit** will be issued and sent to the employer by the county council once the application has been approved. The employer must give the work permit to the child. The child may be asked to show the work permit at any time during the employment.

If the proposed employment is outside Hertfordshire, an application form must be obtained from the Local Authority where the child will be working and returned to that authority for approval.



Additional information for employers

Employers must keep a **register** of all school age children working for them. This should be presented for inspection when requested by an officer from the Local Authority.

Twice each year, in January and June, employers will be requested to send the information of each school age child they employ to the Local Authority for their area.

A **risk assessment** must be carried out for each individual child and the child's parent/carer informed of any risks and that the assessment has been carried out. [Health and Safety (Young Persons) Regulations 1997].

Further information and additional copies available from Hertfordshire County Council, Children, Schools & Families, PO Box 153, Stevenage SG1 2GH

Tel: 01438 737500

Callers from 01923 or 0208 dialling codes can call on 01923 471500 in order to be charged at local rates

Hertfordshire County Council
Children, Schools & Families
County Hall, Pegs Lane, Hertford, SG13 8DF

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Employing school age children

Information for parents, employers and schools

The information in this leaflet is based on Children and Young Persons Act 1933 [as amended by The Children (Protection at Work) Regs 1998] and Hertfordshire County Byelaws 1998. The county council's Byelaws are available from the council's website

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Attendance and Pupil Support Team
www.hertsdirect.org



The Law

It is illegal to employ a child:

- under 13 years of age
- without a work permit
- for more than two hours a day when school is open or on any Sunday
- during school hours
- in any factory or industrial undertaking
- in the delivery of milk
- for more than 12 hours in any week that their school is open.

A child for these purposes is:

A person who is not yet over statutory school age. A child formally ceases to be of school age on the last Friday in June of the school year in which he or she reaches 16. The school year commences on 1st September.

For example, Cindy's birthday is 3rd September. She was born in 2002. She will cease to be of statutory school age on 30 June 2019.

What is 'light work'?

The legal definition of **'light work'** is work that involves tasks or particular conditions which are performed in a way that -

- are not likely to be harmful to the safety, health or development of children; and
- will not be harmful to -
 - their attendance at school,
 - their participation in work experience,
 - their capacity to benefit from the instruction received or the experience gained.
- No child may be employed unless the employer has carried out a risk assessment for the job to be undertaken and parents or carer informed of those risks.
- No child may be employed in any work out of doors unless they are wearing suitable clothes and shoes.

Hours of employment

A child who has reached the age of 13 can only be employed any school day -

- between 7am and the beginning of school hours and between the end of school hours and 7pm
- for a period or periods not exceeding a total of more than two hours a day and not more than 12 hours in any week that their school is open
- between 7am and the beginning of school hours for a period of no more than one hour.

On non-school days a child who has reached the age of 13 can work up to -

- five hours a day or 25 hours a week - for children **under 15**
- eight hours a day or 35 hours a week - for young people **over 15**

On non-school days a child who is employed must be given a rest break of one hour after four hours work.

A child who is employed on non-school days must have a two-week holiday from work every calendar year (1 January to 31 December).

A child who has reached the age of 13 must not be employed for more than two hours on any Sunday.

Prohibited employment

No child of school age may be employed -

- in a cinema, theatre, disco, dance hall or night club
- to sell or deliver alcohol, except in sealed containers
- to deliver milk
- to deliver fuel oils
- in a commercial kitchen
- to collect or sort refuse
- in any work three metres above the ground inside or outside
- in employment involving harmful exposure to physical, biological or chemical agents
- in work involving exposure to adult material or in situations unsuitable for children
- in telephone sales
- in any slaughterhouse or butchers shop
- as an attendant or assistant in a fairground or amusement arcade or any premises with automatic machines of chance or skill
- in the personal care of residents of any care home or nursing home unless under the strict supervision of a responsible adult.

Permitted employment

A child of 14 and over may only be employed in light work subject to the prohibitions listed opposite.

A child aged 13 may only be employed in light work in one or more of the following

- 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 residential setting
- in a cafe or restaurant
- in riding stables
- domestic work in hotels and other establishments offering accommodation.