

## REMEMBER!

### *School work comes first*

School work is very demanding so please be certain that the pupil can cope with and maintain their studies. If their school work suffers, they may not be allowed to continue working.

## SATISFY YOURSELF

- Is the job safe
- Is the employer reputable
- Has an application form for a work permit been signed
- Has the employer shared a Risk Assessment with parent/carer

Raise any concerns with the Education Welfare Officer.

## JOBS THAT DO NOT REQUIRE A PERMIT:

- Children doing odd jobs around the house for parents/family
- Work experience organised by your school in Year 11
- Self-employment (parents must take responsibility for the child's safety & consideration to risk assessing/ insurance)

## THE LAW SAYS

Both National Legislation and Suffolk County Council Byelaws state:

### CHILDREN MUST BE 13 YEARS OLD TO BE ABLE TO WORK PART-TIME

A child cannot work **before** 7:00 am  
A child cannot work **after** 7:00 pm

### School Days

A child cannot be employed for more than 2 hours on a school day and **definitely not** during school hours.

### Saturdays and holidays

**Aged: 13 and 14 years**  
5 hours between 7 am and 7 pm  
Maximum of 25 hours per week

**Aged: 15 – until the end of Year 11**  
8 hours between 7 am and 7 pm  
Maximum of 35 hours per week

### Sundays

A child can work on Sundays for 2 hours maximum (between 7:00am and 7:00 pm).

During term time there is a maximum of 12 hours a week that any child may work (this includes weekends).

Any employment whether paid or voluntary is **illegal** without a work permit.

This also applies to parents employing their own children in the family business.

It is the employer's responsibility to register the child with the Local Authority where the child is intending to work.

An application form will require the parents/carers signature and declaration of their child's fitness to work. The declaration also confirms that the parents have been consulted regarding the risk assessment.

A child cannot work without the knowledge and consent of their parent/carer.

A child cannot start work until the application has been authorised by the Child Employment Office.

The Work Permit must be carried at all times when working.

Any work permit may be withdrawn or amended by the Child Employment Office.

The child's education attendance is the prime importance and overrides any consideration to be employed.

A Work Permit is required and the legislation surrounding hours and employment applies until the child reaches the end of statutory school age (end of Year 11).

### **What to do if you get a job:**

Get an application form for a work permit from the Child Employment Office or your school. (Also available from Suffolk County Council website).

The form must be completed and signed by the employer, parent/carer.

Attach a passport sized photograph.

A risk assessment must be undertaken and shared between Employer and Parents/Carers.

### **Examples of work a child can do**

- newspaper delivery
- shop work
- office work
- washing cars by hand
- work in a hairdressers
- work in café/restaurant clearing tables/washing up (no knives)
- light work in riding stables
- domestic work in hotels
- light agricultural and gardening work (no machinery to be used)

### **Examples of work a child cannot do**

- sell or deliver alcohol
- deliver milk or fuel
- collect money or sell door to door
- use chemicals
- collect and sort refuse
- work in telephone sales
- work more than 1 metre above or below ground (on ladders, etc)
- work in cinema, nightclub
- work as an attendant or assistant in a fairground or amusement arcade
- undertake the personal care of residents in a nursing home

## **PART-TIME EMPLOYMENT**

### **Information for pupils & parents/carers**



**Child Employment Office**

**Endeavour House**

**8 Russell Road**

**IPSWICH**

**IP1 2BX**

**Phone: 01473 265195**

**Fax: 01473 216853**

**[www.suffolk.gov.uk/childemployment](http://www.suffolk.gov.uk/childemployment)**