



School Children & Part Time Work

A Guide for Parents, Employers and Children

All young people who work or assist in a trade or occupation which is carried out for profit are considered to be employed, even if they receive no payment for that assistance.

No child under 13 years old may be employed. Children aged 13 or over must have a work permit until they reach the end of Year 11 in school

- The employer or the child must apply for a work permit through Wakefield Council
- The child must carry the work permit with them when they are working
- The employer is responsible for the health and safety of the child whilst at work
- There are limits to the times and days that children can work
- There are limits to the types of employment that children are allowed to do

What should parents do?

If your child has a job you must ensure that:

- You know where your child is working
- Their duties, hours and work are allowed
- They get a work permit

What should employers do?

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

- Apply for a work permit within 7 days
- Undertake a risk assessment
- Ensure permitted hours are not exceeded
- Ensure that compulsory rest breaks and holidays are observed
- Ensure that appropriate insurance is in place

What jobs a child cannot do

There are certain jobs a school aged child cannot do.

These are:

- Collecting money
- Cooking
- Amusement arcade
- In a butcher's shop
- Pubs, clubs or discos
- Delivering milk
- In a factory
- In a petrol station
- On farm machinery
- Door to door selling
- Window cleaning

What hours are allowed?

These alter depending on age. There are different rules for school term time and during school holidays.

Night work is prohibited.

All days

No work before 7.00am or after 7.00pm

School term time

- No work during school hours
- No work for more than two hours
- Not more than twelve hours work per week



Saturdays

- Not more than five hours work if child is aged 13-14
- No more than eight hours work if child is aged 15 or over

Sundays

- No more than two hours work during the day

School holidays

- No more than five hours work per day if child is aged 13-14
- No more than 25 hours per week if child is aged 13-14
- No more than eight hours work per day if child is aged 15 or over
- No more than 35 hours per week if child is aged 15 or over

Rest Breaks and Holidays

- No more than four hours work without a rest break of at least one hour
- At least two weeks holiday per year, which must be work and school free

Legislation

The employment of children is regulated by:

- The Children & Young Persons Act 1933 & 1963
- The Education Act 1996
- The Children (Protection at Work) Regulations 1998
- Wakefield Council Byelaws

Employers who contravene the laws on employment of children risk prosecution in the Magistrates court and could be fined up to £1000.

Further Information

Wakefield Council has Child Employment / Licensing Officers who are able to give advice to employers, parents, schools and pupils on all aspects of child employment.

If you are employing school age children, if you are a parent of a child who is working or if you want to find out more, please contact:

The Child Employment Licensing Officers
First Floor
Block C
Normanton Town Hall
Normanton
WF6 2DZ

Telephone:
01924 307451

Website:
www.wakefield.gov.uk/educationwelfare