

# Part-time work and still at school?

What you need to know



## 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 or abattoir
- Work in a fairground or amusement arcade
- Work in 'personal care' in a residential or nursing home

## Contact Us

If you have any questions, please email  
[childemployment@westmorlandandfurness.gov.uk](mailto:childemployment@westmorlandandfurness.gov.uk)

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[westmorlandandfurness.gov.uk](http://westmorlandandfurness.gov.uk)

**Child Employment Application Form - Westmorland & Furness Council - Education and Inclusion**  
Children and Young Persons Act 1933 and the Children (Protection at Work) regulations 2000 and Westmorland and Furness Byelaws 1 March 1999

**Please read the following notes before you complete this form**

**Section 1 to be completed by Parent/Guardian**

**Section 2 to be completed 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 and wellbeing or development
- Employment must not prevent children from arriving at school on time or affect their attendance or ability to benefit from their education
- The law says that within 7 days of the child starting work, the employer must apply for a work permit. It is good practice to apply prior to the child commencing employment; to ensure the application will be authorised and a work permit will be issued
- Children remain of compulsory school age until the last Friday of June in the school year in which they reach their sixteenth 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
  - Collect or sort refuse
  - Do any job which involves a child being more than three metres off the ground
  - Work which might bring a child into contact with harmful chemicals
  - Collect money, or sell/canvass door to door
  - Be exposed to adult material, which is considered unsuitable for children
  - Work in telephone sales
  - Work in a slaughter house or abattoir
  - Work in a fairground or amusement arcade
  - Work in 'personal care' in a residential or nursing home
  - Carry out industrial undertakings

- THE LAW PERMITS A CHILD AGED 13 YEARS OLD TO CARRY OUT THE FOLLOWING WORK:**
- Agricultural or horticultural work
  - Delivering newspapers
  - Work in a shop
  - Work in a hairdressers
  - Domestic work in a hotel and other establishments offering accommodation

**A CHILD AGED 14, 15 OR 16 MAY DO ANY OF THE JOBS LISTED TO THE LEFT, AS WELL AS OTHER 'LIGHT WORK', AS LONG AS THIS IS DESCRIBED IN SECTION TWO**

**1 THIS SECTION IS TO BE COMPLETED BY THE PARENT OR GUARDIAN**

**Child's Details**

First Name	Surname	Date of Birth
Address	Age	Age
Name of School	Postcode	Year Group

**Parents/Guardians Details**

Full Name(s) of Parent/Guardian	Relationship to the Child
Address if different from Child	Tel No.
	Email

- Declaration by Parent/Guardian**
- I consent to my child undertaking the employment as set out in the Application for a work permit
  - 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 2. 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 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: \_\_\_\_\_ Date: \_\_\_\_\_



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 a work permit. An application form is attached to this leaflet. The application form will need to be completed by your parent/guardian and your employer. It is good practice for your employer to make the application prior to the start of your employment; but should be made no later than 7 days following your start date.

	<b>13 and 14 year olds may work the following hours...</b>
<b>SCHOOL DAYS</b>	Not more than 2 hours in one day during the following periods: Morning: 7am to start of school maximum 1 hour <u>or</u> Evening: close of school to 7pm
<b>SATURDAYS</b>	Up to 5 hours between 7am and 7pm
<b>SUNDAYS</b>	Up to 2 hours between 7am and 7pm
<b>TERM TIME</b> (Including weekends)	Up to a maximum of 12 hours a week
<b>SCHOOL HOLIDAYS</b> (Including weekends)	Up to a maximum of 25 hrs a week. 5 hours a day, between 7am - 7pm on any day <u>except</u> 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.

	<b>15 and 16 year olds may work the following hours...</b>
<b>SCHOOL DAYS</b>	Not more than 2 hours in one day during the following periods: Morning: 7am to start of school maximum 1 hour <u>or</u> Evening: close of school to 7pm
<b>SATURDAYS</b>	Up to 8 hours between 7am and 7pm
<b>SUNDAYS</b>	Up to 2 hours between 7am and 7pm
<b>TERM TIME</b> (Including weekends)	Up to a maximum of 12 hours a week
<b>SCHOOL HOLIDAYS</b> (Including weekends)	Up to a maximum of 35 hours week. 8 hours a day, between 7am - 7pm on any day <u>except</u> 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 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.

## SECTION 2 THIS SECTION IS TO BE COMPLETED BY THE EMPLOYER

### Employers Details

Business Name	
Name of the person responsible for child's employment	
Address	
Email Address	Telephone Number
Description of child's employment	
Employment Start date	
Address to where child is to be employed if different from above	

### Proposed Working Hours

Children cannot work:

- During school hours
- More than 12 hours in any school week
- Before 7am or after 7pm
- More than two hours on a school day. Either two hours after school or one hour before and one hour after school
- More than two hours on a Sunday
- More than five hours on Saturdays and holidays for 13 and 14 year olds or eight hours for 15 and 16 year olds
- More than 25 hours per week in school holidays for 13 and 14 year olds or 35 hours for 15 and 16 year olds

All children must have a one hour break after working four hours and must have two consecutive weeks holiday from any employment during school holiday time.

### PLEASE COMPLETE THE TABLES BELOW:

Proposed hours of work during school term

	Start Time (am)	Finish Time (am)	Start Time (pm)	Finish Time (pm)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Proposed hours of work during school holidays

	Start Time (am)	Finish Time (am)	Start Time (pm)	Finish Time (pm)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

### Declaration by Employer

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

Signed:

Date:

The Employer should email the completed application form, along with a copy of the Young Person's risk assessment to [ChildEmployment@westmorlandandfurness.gov.uk](mailto:ChildEmployment@westmorlandandfurness.gov.uk)