

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 10
- 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Any work permit may be withdrawn or amended by the Child Employment Office.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:

A work permit application form is available to be downloaded from Suffolk County Council website

The form must be completed and signed by the Employer, Parent/ Carer

Supply a passport sized photograph- *this is not required to be of passport quality* (just passport sized) as an attachment when a work permit application is being made.

A risk assessment must be undertaken by the employer and shared with 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
- 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
- work in a commercial kitchen

PART-TIME EMPLOYMENT

Information for pupils & parents/carers



Child Employment Office
 Endeavour House
 8 Russell Road
 IPSWICH
 IP1 2BX
 Phone: 01473 265195
www.suffolk.gov.uk/childemployment
childemployment@suffolk.gov.uk