

Important things to remember

- The employer must apply for an employment permit within one week of the child starting employment.
- The child must have an employment permit and carry it with them whilst at work.
- The employer is responsible for the health and safety of the child and must carry out a risk assessment.

Children can be stopped from working and employers can be told to end a child's employment if:

- The child is being illegally employed.
- The child is not attending school regularly.
- The child is continually late for school.
- The child's school work suffers.
- The child's health or welfare is at risk.


In order to avoid complications and/or disappointment at a later date, advice and support concerning offers of employment to children of school age is available from:

Child Employment Team
Professional Development Centre
Woodside Road
Norwich
NR7 9LQ

Tel: 01603 307747
Fax: 01603 700236

E mail: childemployment@norfolk.gov.uk

The association of British insurers have stated that, unless a child is registered to work, they may not be recognised under the **employer's liability insurance.**

	<p>If you would like this leaflet in large print, audio, Braille, alternative format or in a different language please contact Tel: 0344 800 8020 Fax: 01603 306090 Email: childemployment@norfolk.gov.uk</p>
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Children's Services

Child Employment



What is child employment?

All children who work or assist in a trade or occupation, which is carried on for profit, are

considered to be employed, even when they receive no payment for that assistance.

No child under 13 years of age may be employed the definition of a child

A person not over compulsory school age. A young person reaches school leaving age on the last Friday in June in the school year in which they are 16. The school year runs from 1st September to 31st August.

Within one week of the child starting work, the employer must send a completed **Employers Notification Form** to Norfolk County Council Child Employment/Entertainment Team for an **Employment Permit** to be issued to the child. A letter is also sent to the Employer confirming working hours at this time.

The form details the child's employment and must be signed by the employer and the child's parent/carer.

If a child works in a family business, or receives no payment, they must still be registered and have an employment card.

Employers must carry out a risk assessment before a young person starts work and inform the child's parents/carers of the outcome and the measures introduced to minimise that risk.

It is illegal for children

1. To work if they are under 13 years of age.
2. To work during school hours.
3. To work for more than 2 hours on a school day or a Sunday.
4. To work without the employer notifying the Local Authority,

The times and days children can work

No child can work before 7am

or after 7pm

On school days no child can be employed for more than 2 hours

either

1 hour before school and 1 hour after school

or

2 hours after school

During term time, no more than 12 hours can be worked in total per week

A child who works for 4 hours in any 1 session must have a break of 1 hour

13 & 14 year olds

Saturdays Not more than 5 hours

School Holidays Not more than 5 hours a day up to maximum of 25 hours per week

15 & 16 year olds

Saturdays Not more than 8 hours

School Holidays Not more than 8 hours a day up to a maximum of 35 hours per week

All Sunday employment is restricted to 2 hours only

What work can they do?

13 - 16 year olds can be employed to.....

- Work in shops including on tills
- Shelf stack
- Deliver newspapers, journals and leaflets
- Work in an office
- Serve tables in a café or restaurant
- Car wash by hand
- Carry out light agricultural/horticultural work
- Work in a riding stable
- Shampooing/sweeping up in a hairdressers
- Work in an hotel

Children cannot work.....

- In any commercial kitchen such as a café, pub, hotel, restaurant or fish and chip shop
- Serving alcoholic drinks in pubs, clubs or restaurants
- In cinemas, discos, nightclubs or theatres
- In a factory or industrial undertaking
- In a fairground, amusement park or where gambling takes place
- In milk delivery or butchers shops
- In telephone sales
- Serving petrol/fuel/oil, or in handling any dangerous biological or chemical substances
- Collecting money, selling or canvassing door to door or in street trading
- Lifting heavy objects

(This is not a complete list.....other jobs are prohibited)